

Centre for Social Studies, Surat

## **Service Rules**

**(Amended upto January 2015)**



### **Centre for Social Studies**

Veer Narmad South Gujarat University Campus  
Udhna Magdalla Road, Surat - 395 007.

## Centre for Social Studies, Surat

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# **CENTRE FOR SOCIAL STUDIES, SURAT**

## ***SERVICE RULES***

### **Preamble**

The Centre for Social studies (CSS) is an autonomous research organisation with financial support from the Indian Council of Social Sciences Research (ICSSR), New Delhi, and Department of Education (Government of Gujarat), registered under Societies Registration Act of 1860 (Act XXI of 1860), vide Registration No. Gujarat/314/Surat dated 17-10-1977 and Bombay Public Trust Act of 1950 vide Registration No.F-235/Surat, dated 17-10-1977. The CSS is established to undertake aid, promote and coordinate research in the field of social sciences, alongside other functions like evaluation, training, consultancy, etc. The Board of Governors (BOG) is responsible for the management and administration of the affairs of the CSS in accordance with the rules and the bye-laws (see **A.1**).

1(a) The rules included herein are Service Rules 2014 of Centre for Social Studies, Surat.

(b) **Definitions**

Unless the context otherwise provide the expression herein defined have the same meanings throughout the rules.

1.1 The 'Centre' means Centre for Social Studies.

1.2 Employees of the Centre are classified in the following categories.

(a) Academic Staff means and includes Assistant Professor and above.

(b) Supporting Staff means and includes Research Assistant, Documentation Officer, Editor/Translator, etc.

(c) Library Staff means and includes Library Attendant and above.

(d) Administrative Staff means and includes Secretary/Administrative Officer, Stenographer, Head Clerk, Peon, etc.

(e) Project Staff means and includes Assistant Professor, Coordinator, Research Officer, Research Assistant, Tabulator/Coder, etc.

1.3 Governing Board means and includes Board of Governors as constituted under article 1 of the Articles of Association and shall include a designated body as Governing Body or Board of Governors.

1.4 State Government means and includes Government of Gujarat.

- 1.5 'Competent Authority' means and includes the Governing Board of the Centre and the person or body empowered by the Governing Board to act and operate specifically or generally on behalf of the Governing Board and shall include the Director for the time holding the office as Director of the Centre for Social Studies, Surat.

## **2 Appointments**

- 2.1 The staff of Centre for Social Studies, Surat will be classified as under:-
- (a) Academic Staff; (b) Supporting Staff; (c) Library Staff; (d) Administrative Staff; and (e) Project Staff.
- 2.2 The minimum qualification required for each post in each cadre, will be as set out in the Annexure 2.1. The recruitment shall be made in accordance with the procedure prescribed in the Annexure 2.1 and the general guidelines that may be decided by the Board of Governors in its discretion.
- 2.3 The principles governing the initial recruitment and where the posts are to be filled in by promotion, the requirement for promotion and the method of doing it are set out in Annexure A.2.2 and ordinarily they should not be departed except with the special permission in writing with the Board of Governors.
- 2.4 The power to appoint upto clerical/typist grade post in administrative staff shall vest in the Director, and the appointment will be made by him. Permanent posts in all classes of employees shall be filled in by the Personnel Committee constituted by the Board of Governors subject to the appointments on sponsored projects and temporary positions for a period of not exceeding two years, the power will vest with the Director. Wherever the Director exercises power in this behalf, he shall report the action taken by him to the Personnel Committee whose decision will be final.
- 2.5 Posts in the cadre of Academic Staff are those set out in the relevant rules having the pay-scales as prescribed by the University Grants Commission, whereas the allowances such as the D.A., H.R.A., C.L.A., etc. shall be as admissible to the State Government employees. Members of the staff appointed on the permanent posts in other cadres shall have the pay-scales and allowances as prescribed by the State Government for comparable posts in government service.
- 2.6 Special Increment as a Personal Pay: Cases of special increment as a personal pay on account of family planning operation shall be decided as per the Government of Gujarat rules in force from time to time. Under the existing rules, special increment so granted is treated as a personal pay which cannot be included in the pay scale; and it will continue till retirement or one gets married again.
- 2.7 Employees, both permanent and temporary and on project, are prohibited from accepting any employment without the prior permission in writing of the Personnel Committee and his/her service will be available for the whole time to the Centre and

can be assigned as those which are generally done by such persons in similar occupations.

- 2.8 An employee of the Centre shall ordinarily be appointed on probation for two years. The Governing Board, however, has the discretion to waive, reduce or extend maximum for a period not exceeding one year.
- 2.9 An employee on probation whose work and conduct are found satisfactory may be confirmed in service after completion of the period of probation. This probationary period shall be counted for purpose of increment in the grade to which the employee was appointed.
- 2.10 The Centre may appoint, if considered necessary in the interest of the Centre, employees for a limited period on ad-hoc/part-time basis in the Centre or on sponsored projects on specific terms and conditions as deemed necessary for that specific work/project in the Centre. These employees will not be entitled to the benefit and privileges mentioned here unless otherwise stated.
- 2.11 The Centre may, however, frame additional rules where required for its smooth working. The Centre has at present separate rules framed on different items as under:

<b>Items</b>	<b>See Appendix</b>
i) Contributory Provident Fund	A.3.1
ii) Payment of Gratuity	A.3.2
iii) Medical Relief Fund	A.3.3
iv) Group Personal Accident Policy	A.3.4
v) Group Savings Linked Insurance Scheme	A.3.5
vi) Rules Regarding Vehicle Advance	A.3.6
vii) Consultancy	A.3.7
viii) Allotment of Quarters	A.3.8
ix) Leave Travel Concessions	A.3.9
x) T.A. & D.A. Rules	A.3.10
xi) Rules Regarding Leave	A.4.1
xii) Right to Information Act	A.5.1
xiii) Grievance Redressal Cell	A.5.2
ix) Policy on Prevention, Prohibition and Redressal of Sexual Harassment	A.5.3

### **3 Leave Entitlement**

Leave cannot be claimed as a matter of right. The competent authority is empowered to grant or refuse or revoke the leave to any staff member. The types of leave admissible are shown in A.4.1.

### **4 Resignation/Discharge**

- 4.1 (a) Any member of the permanent staff will have to give a notice in writing of three calendar month's duration specifying his/her intention to resign his/her post.
- (b) The period of notice hereinabove specified will be one calendar month in respect of unconfirmed/ temporary employees or those on probation.

**Note:-** The competent authority may, however, relieve the employee earlier on the basis of recommendation from the Director.

- 4.2 No permanent employee shall be discharged without giving him/her three calendar months' notice or three calendar months' pay in lieu thereof. Similarly, a temporary employee or employee on probation may be discharged with one calendar month's notice or one month's pay in lieu thereof.
- 4.3 In all cases the Director shall issue a Discharge Certificate to an employee leaving the Centre. In case of any dispute with regard to the granting of a Discharge Certificate, the Director's decision shall be final.

**Note:-** Discharge does not mean dismissal.

### **5 Retirement**

- 5.1 The date of compulsory retirement of an employee, except the Director, is the date on which he/she attains the age of: sixty two years for academic staff; sixty years for the non-academic staff employed prior to 1-10-84 and it would be fifty-eight years for the non-academic staff employed on or after 1-10-84, except in the case of class IV staff. The Governing Board may, however, extend his/her period of service up to a maximum of five years.
- 5.2 On retirement, employee whose birth date is first of the month should be relieved on the last date of the preceding month, whereas, one whose birth date falls from second to last date of the month shall be relieved on the last day of that month.
- 5.3 Every employee joining service of the Centre shall specify his/her birth date supported by evidence in writing; which shall not be open for review later on at his/her instance.

## **6 General Discipline and Code of Conduct**

It is presumed that the autonomous character of the institution is preserved when the spirit of autonomy is fully perceived and internalised by all members of the staff. It is also expected that all difficulties/problems relating to work, work-related matters are discussed and resolved in regular meetings of the respective functional Committees, such as Library, Office Facilities, Equipment & Maintenance, Computer, Building and Campus Development, MRF etc. and/or Co-ordination Committee, etc.

The following set of rules become operative when the normal mechanisms fail to ensure an expected behaviour/action on the part of an employee; or where the normal discipline is seriously breached. Every employee must behave in its relation to the Centre and colleagues in a disciplined, responsible and loyal manner. Any action contrary thereto may visit him/her with penalty.

- 6.1 Employees of the Centre are required to perform duties of the post they are holding as service condition and as such they are required to accept and carry out the duties assigned to them by the Director or the concerned officer of the Centre. Refusal to accept and carry out such assigned duties will amount to indiscipline.
- 6.2 No employee of the Centre shall undertake any academic and non-academic work which may conflict with his/her duties in the Centre or which may reduce his/her working hours in the Centre which may conflict in the functioning of the Centre without the prior permission of the Director in writing. This being a research institution, academic staff in furtherance of the knowledge of which he/she is concerned can write books, monographs, papers, articles, etc. can contribute and attend seminars/ workshops/conferences/etc. after informing the Director, in writing.
- 6.3 An employee of the Centre may not, unless generally or specifically empowered in writing by the Director or on his/her behalf, communicate directly or indirectly to other employees or to non-official person or to the Press, any non-academic document or information, which has come into his/her possession in the course of his/her duties, or has been prepared or collected by him/her in the course of these duties, whether from official sources or otherwise.
- 6.4 An employee of the Centre shall not publish or cause to be published any statement of fact or information which may embarrass the Centre's authority.
- 6.5 No employee shall be a member of any political party or organization if it declared illegal or continue to be a member after it has been declared illegal by the Government.
- 6.6 No employee of the Centre shall apply for service elsewhere directly. Every such application should be submitted through the Director and in the case of the Director, through the Chairman of the Governing Board.

- 6.7 The employee shall devote whole time to the service of the Centre and shall not, without having first obtained the permission of the competent authority of the Centre absent himself/herself from duty except in the case of an accident or emergency or sickness certified by a medical doctor.
- 6.8 During the period of service the employee shall observe, obey and abide by the rules and regulations of the Centre made from time to time.
- 6.9 In the event of any non-compliance with the rules as laid down (from 6.1 to 6.8) and/or any other issues amounting to indiscipline, the Director shall first refer the matter to appropriate Committee/Co-ordination Committee for its opinion.
- 6.10 The competent authority of the Centre may, in the event of indiscipline, misconduct or breach of conditions of service, initiate disciplinary action against the concerned staff member.
- 6.11 No employee shall be dismissed, removed or demoted without giving a reasonable opportunity of being heard when he/she is informed of charges against him/her. Evidence collected against him/her, an opportunity to cross-examine the witnesses or to examine his/her witnesses and to make the submission on the evidences in accordance with the principles of natural justice as are in vogue.
- 6.12 In the case of suspension, inquiry and dismissal, a regular procedure by the competent authority of the Centre shall be followed.

## **7 Disciplinary Action (Suspension/Dismissal)**

- 7.1 If the presence or behaviour of any employee of the Centre is detrimental to the interest of the Centre belittling its dignity, status and position, the Director has the power to forthwith suspend the employee concerned from the service. Such a suspension shall be for any one of the following grounds:
- i) Misconduct or gross negligence of duty;
  - ii) Incompetence;
  - iii) Criminal offence involving moral turpitude.
- 7.2 The suspended employee will be informed in writing of the grounds on which it is proposed to take action.
- 7.3 Such suspended employee shall not enter the Centre's office during the enquiry period without the written permission of the Director. Employee under suspension, pending enquiry, shall not leave the headquarters without the prior permission of the competent authority.



- 7.4 The Director shall appoint an enquiry officer in the case of a member belonging to an administrative staff, not below the rank of office secretary and till such time this post is filled in, assistant professor; and in the case a member of other staff categories, not below the rank of a person one step higher in the cadre to which he/she belongs and in the case of Director, the Personnel Committee itself.
- (a) During the first twelve months of the suspension, the suspended employee shall be entitled to receive 50% of the basic salary plus allowances taken together other than personal and cycle or conveyance allowances.
  - (b) Where the period of suspension exceeds 12 months, the Director shall be competent to vary the suspension allowance for the remaining period subsequent to the period of 12 months, by a suitable amount not exceeding 50% of the suspension allowance paid during the period of the first 12 months. If the period of suspension has been prolonged for reasons not directly attributable to the suspended employee suspension allowance may be increased and if the period of suspension has been prolonged for reasons directly attributable to the suspended employee it may be decreased.
  - (c) The decision of the Director to vary the amount of suspension allowance shall be final. However, an employee can appeal to the Governing Board within one month.
- 7.5 No suspended employee shall undertake any work either remunerative or otherwise during the period of inquiry. He/she has to give this undertaking in writing before he/she applies or receives a salary (under suspension).
- 7.6 At the end of inquiry, if such employee is declared innocent, he/she will be paid his last pay drawn minus the allowances already paid for a period of suspension; and will be entitled to all the rights and benefits as per the rules of the Centre to which he/she would have been entitled had he/she not been suspended. In the event he/she is declared guilty of the charges, the reasonable punishment keeping in view the gravity of misconduct and the losses, if any, suffered by the Centre, including censure, fine, demotion to lower scale/post, stoppage of increment, dismissal/ removal from service. The employee concerned shall be given a copy of the findings against him/her and be informed in writing that an appeal against a decision lies to the Board of Governors within a period of 30 (thirty) days from the date of the receipt of the order.
- 7.7 No permanent employee of the Centre shall be punished or dismissed without being given a reasonable opportunity of being heard in his/her defence. In the case of dismissal, a regular inquiry should be held by the competent officer of the Centre within reasonable time. The procedure shall be as under:
- (a) A preliminary inquiry to see if there is a prima facie case for action.

- (b) A written charge-sheet specifying the charge or charges brought shall be given to the employee.
- (c) In case of punishment other than the imposition of fines by the Director an employee shall have the right of appeal to the Chairman of the Governing Board whose decision shall be final.

### 8.1 **Redundancy Clause**

There may be situations when a staff member becomes redundant for the Centre owing to the obsolescence of his/her skills and competence. In such situations, the concerned staff will be advised to develop new relevant skills and competence within a reasonable timeframe for redeployment in another position preferably at the same level, provided such a position exists or the Board of Governors finds it appropriate to re-designate position. In case the concerned staff fails to acquire such relevant skills and competence within the given timeframe, the Board of Governors with the recommendation of the Personnel Committee may terminate his/her services.

**A.1**

**MEMORANDUM OF ASSOCIATION**

**AND**

**ARTICLES OF ASSOCIATION\***

**(Amended upto September '93)**

**CENTRE FOR SOCIAL STUDIES,  
University Campus, Udhna-Magdalla Road, SURAT - 395 007**

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\* This is a modified version of the original document that was signed by Prof. I.P. Desai and others in 1977. This version has incorporated amendments made into the original document at different points of time. The original document is with the office and can be available on request.

# **Memorandum of Association of**

## **CENTRE FOR SOCIAL STUDIES, SURAT**

### **1 Name**

The name of the society shall be 'THE CENTRE FOR SOCIAL STUDIES'. Its Registered Office will be at Surat or such other place as the Board of Governors of the Society shall decide from time to time.

### **2 Main Aims and Objectives**

- i) To undertake, aid, promote and co-ordinate research in the field of social sciences and for educational purpose incidental thereto.
- ii) To undertake, organise and facilitate study and training courses, conferences, seminars, and lectures and research in matters relating to social sciences.
- iii) To undertake and provide for the publication of a journal and of research papers and books to impart training in and promote study of social sciences.
- iv) To establish and maintain libraries and information services to facilitate the study of social sciences.
- v) To co-operate with approved institutions and bodies for the purposes of helping the cause of studying social processes and problems.
- vi) To give by way of donations, gifts, etc. of such sum of money and such moveable and immovable properties of the Centre as may be deemed fit to such institutions, bodies and individuals who are carrying on activities similar to an identical with and thereby promote the objectives of the Centre.
- vii) To offer fellowships and to grant scholarships and stipends in furtherance of the objects of the Society.

### **3 Names, addresses and occupations of the first members of the Board of the Governors to whom by the Rules of the Society, the management of its affairs is entrusted are as follows:**

Sr. No.	Name	Address	Occupation	Designation (in relation to Society)
1	Prof. I.P. Desai	Antia Vakil Bungalow, Near Sheetal Cinema, Surat 395009	Ex-Director of Centre & Research Worker	Chairman
2	Prof. D.T. Lakdawala	5, Lady Northcote Hindu Orphanage, Chaupati Road, Bombay 400007	Chairman Planning Commission, New Delhi	Member
3	Mr. Nanubhai B. Amin	Race Course Circle, Baroda 390007	Industrialist & Businessman	Member
4	Smt. Savitaben N. Amin	Race Course Circle, Baroda 390007	Industrialist & Educationalist	Member
5	Prof. N.R. Sheth	Indian Institute of Management, Vastrapur, Ahmedabad 15	Professor	Member

We the several persons whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society.

Sr. No.	Name	Address	Signature of Members
1	Prof. I.P. Desai Ex-Director of Centre & Research Worker	Antia Vakil Bungalow, Near Sheetal Cinema, Surat 395009	Sd/-
2	Prof. D.T. Lakdawala Chairman Planning Commission, New Delhi	5, Lady Northcote Hindu Orphanage, Chaupati Road, Bombay 400007	Sd/-
3	Mr. Nanubhai B. Amin Industrialist & Businessman	Race Course Circle, Baroda 390007	Sd/-
4	Smt. Savitaben N. Amin Industrialist & Educationalist	Race Course Circle, Baroda 390007	Sd/-
5	Prof. N.R. Sheth Professor	Indian Institute of Management, Vastrapur, Ahmedabad 15	Sd/-
6	Mr. Surajram H. Bachkaniwala Industrialist & Businessman	Himson House, Rampura, Surat - 395 003	Sd/-
7	Dr. Ghanshyam Shah Director of Centre & Research Worker	D-2 Mamta Flats, Ghod Road, Surat 395 001	Sd/-

# **Article of Association of**

## **CENTRE FOR SOCIAL STUDIES, SURAT**

### **1 Name**

The name of the society shall be 'THE CENTRE FOR SOCIAL STUDIES'.

### **2 Registered Office**

The Registered Office of the Society shall be situated at South Gujarat University Campus, Udhna-Magdalla Road, Surat - 395007

### **3 Interpretation**

In the interpretation of this Articles of Association, the following words and expressions shall have the following meanings, unless repugnant to the subject or context thereof,

- i) "The Centre" means the Centre for Social Studies.
- ii) Words importing the masculine gender and singular number shall respectively include the feminine gender and plural number and vice versa.
- iii) The Board of Governors means the Board of Governors of the Centre.
- iv) Member or Members of Board of Governors shall mean Board of Governors of the Centre and shall include all the members mentioned in Article 5 of the Articles of Association collectively and also the survivors or survivor of them, or other member or members for the time being. Board of Governors shall be the apex body for carrying out the aims and objectives of the Centre. Centre shall function through the medium of Board of Governors.
- v) Year means the period commencing from the 1st April and ending on the 31st March.

### **4 Management**

The management and administration of the Centre shall vest in the Board of Governors.

## 5 **Board of Governors**

Board of Governors shall be the apex body for carrying out aims and objectives of the Centre. Centre shall function through the medium of Board of Governors.

The Board of Governors shall consist of minimum 5 members and maximum 13 members. The following persons shall be the members of the Board of Governors.

- 1 Director of the Centre (ex-officio)
- 2 Vice-Chancellor of the Veer Narmad South Gujarat University (ex-officio) or his nominee.
- 3 One representative of Indian Council of Social Science Research, New Delhi (to be invited).
- 4 One representative of Government of Gujarat (to be invited).
- 5 One member of the Academic Staff nominated by the Chairperson.
- 6 Eight persons to be nominated by the out-going Board of Governors at least a month before the expiry of its term.

Any member of the Board of Governors shall cease to be member on the happening of any of the following events:

- a) He is found to be unsound mind by a court of competent jurisdiction.
- b) He is adjudged insolvent.
- c) He is convicted by court of competent jurisdiction for any offense involving moral turpitude.

In addition to the above, the Board of Governors reserves the right of discontinuing any member as a member in the following cases:

- d) He absents himself from three consecutive meetings of the Board of Governors without obtaining leave of absence.
- e) He remains absent from India for a period of six months or more without obtaining leave of absence.

The Board of Governors will have a right of removing any member nominated by the Board from membership by two-third majority of the Board of Governors for good and sufficient reasons.

There shall be a Chairperson of the Board who shall also be a Chairperson of the Centre.

- A) Where a casual vacancy occurs in the office of the Chairperson, the Board of Governors shall nominate a Chairperson as soon as possible.
- B) **Casual Vacancies:** Any casual vacancy amongst the nominated members of the Board of Governors, arising from death, resignation, removal or otherwise, may be filled by co-option by the Board of Governors. The member of the Governing Board who is so co-opted shall held the office of membership for such period as the member in whose place he has been co-opted would have held the office.
- C) The Board of Governors shall function notwithstanding any vacancy therein and not withstanding any defect in its constitution and no act or proceeding of the Board of Governors shall be invalid by reason only of the existence of any vacancy amongst its members or any defect in its constitution.

## 6 **Term of Office**

All members nominated by the Board or representing Indian Council of Social Science Research, New Delhi or Government of Gujarat shall hold office for a period of three years or till the new Board is constituted.

## 7 **Office Bearers**

The Chairperson of the Centre shall be elected by the Board of Governors from amongst its members and shall hold office for a period of three years, but shall be eligible for re-election.

Provided that a Chairperson shall not withstanding the expiration of his term, continue to hold office until his successor enters upon his office.



### **Honorary Treasurer**

The Honorary Treasurer of the Centre shall be elected by the Board of Governors from amongst its members and shall hold office for a term of three years from the date of his election, but shall be eligible for re-election.

Provided that an Honorary Treasurer shall not withstanding expiration of his term, continue to hold office until his successor enter upon his office.

### **Director**

The Director of the Centre shall be appointed by the Board of Governors and his term of office and other conditions of service shall be such as may be decided by the Board of Governors from time to time.

## **8 Powers and Functions of the Board of Governors**

The Board of Governors shall be responsible for the management and administration of the affairs of the Centre in accordance with these Rules and the bye-laws made there under for the furtherance of its objects and shall have all powers which may be necessary or expedient for the purpose.

Without prejudice to the generality of the powers conferred by the foregoing Sub-Rule, the Board of Governors shall have the powers:

- i) to decide about subscribing to the membership of other institutions, bodies corporates and association of persons, so as to promote the objectives of the Centre.
- ii) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Centre.
- iii) to receive, to have custody of and to expand the funds of the Centre and to manage the properties of the Centre.
- iv) to appoint and control such staff as may be required for efficient management of the affairs of the Centre and to regulate their recruitment and conditions of service.
- v) to enter into agreement for and on behalf of the Centre.
- vi) to sue and defend all legal proceedings on behalf of the Centre.

- vii) to appoint Committees for disposal of any business of the Centre or for advice in any matter pertaining to the Centre.
- viii) to make, adopt and vary from time to time bye-law for the regulation of and for any purposes connected with the management and administration of the Affairs of the Centre and for furtherance of its objects, in particular to make, adopt and vary from time to time bye-laws for conducting the business of the Centre, its Board of Governors and committees thereof.
- ix) The Board of Governors can do everything which the Centre is authorised to do and such matters which are required to be transacted by the Board of Governors shall be so transacted at its meetings or by circular resolution. The Circular Resolution shall be circulated to all the members of the Board of Governors then in India and the same shall be deemed to have been duly passed if approved by the majority of members then in India.

#### **Finance**

- a) To accept donations, endowments, gifts and trust funds, and also, to give up any donation or endowment it has previously accepted, if it is in the interests of the Society.
- b) To borrow money with or without interest on the security of the property of the Society and to make such arrangements as deemed fit with any person, firm or institution, and to issue debentures, to execute mortgage deeds and/or other instruments for the purposes of the Centre. These operations shall be carried out in accordance with the provisions of the Bombay Public Trust Act, 1950 as applicable to the State of Gujarat.
- c) To sanction the allocation of funds to meet the cost of work of recurring nature which is considered essential to achieve the aims and objectives of the Centre.
- d) To invest the funds of the Centre in such deposits, accounts, and securities or otherwise subject to the provisions of the Bombay Public Trust Act, 1950 as applicable to the State of Gujarat. Any surplus funds not needed for immediate research work will be invested by the Centre in accordance with the modes specified in the Section 11[2], 11[3] and 11[5] of Income Tax Act, 1961 as amended from time to time (as per the decision of the Board of Governors on 4.3.2004).
- e) To get prepared Balance-Sheet and Statement of Accounts of the Centre.

- f) To consider, pass and publish the Accounts and the Annual Reports.
- g) To approve and sanction all items of capital expenditure for the purpose of achieving the aims and objectives of the Centre.
- h) To remunerate any member of the Board of Governors who is called upon to perform special services in addition to the usual services as a member of the Board of Governors.
- i) To issue appeals and applications for money and funds in furtherance of the said objects and to accept gifts, donations and subscriptions of cash and securities and of any property either moveable or immovable and to invest and deal with funds and money of the Centre including giving loan for such purposes as may be deemed necessary.
- j) To accept grant and/or other aid or assistance from Central and State Governments or other local bodies.
- k) To acquire, purchase or otherwise own or take on lease or hire in the State of Gujarat or outside, temporarily or permanently, and moveable or immovable property necessary or convenient for the furtherance of the objects of the Society.
- l) To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, moveable or immovable, of the Society for the furtherance of objects of the Society.
- m) To construct, maintain, alter, improve or develop any buildings or works necessary or convenient for the purpose of the Society.

**Others**

- a) To affiliate or amalgamate institutions which have identical or similar aims and objectives as those of the Centre.
- b) To take over the Assets and Liabilities of any trust, Society, institution, Centre or other Body Corporate of which management is taken over by this Centre in accordance with Clause (a) above for the furtherance of its objects.
- c) To review the research work done by the Centre.
- d) To do all such other lawful things as are conducive or incidental to the attainment of the above objects.

9 **Board of Governors' Meetings and Proceedings**

- a) Board of Governors shall meet such number of times as is deemed necessary for carrying out the aims and objectives of the Centre but it shall at least meet twice in a year.
- b) Chairperson of Board of Governors shall preside over the meetings of the Board. In the absence of the Chairperson, the members of the Board of Governors present shall elect from among themselves, a Chairperson to preside over the meeting. The Chairperson so elected shall be the Chairperson of the meeting only.
- c) The quorum for the meeting of the Board of Governors shall be five-members. If valid quorum is not present within 15 minutes from the time the meeting was scheduled to be held, the meeting shall stand adjourned to any other day and time at the discretion of the Chairperson presiding over the meeting. Such adjourned meeting can also be held on the same day of the original meeting immediately after expiry of 45 minutes from the time fixed for original meeting. No notice of adjourned would be required and the business originally specified in the notice covering the meeting will be carried on at adjourned meeting. At adjourned meeting, the members present shall constitute the quorum and meeting shall not be frustrated for want of quorum.
- d) All the questions before the Board of Governors shall be decided by a majority vote of the members present. In case of equality of votes, the Chairperson who presided at the meeting, shall have a casting vote in addition to his own vote as a member.

10 **Auditor**

The Centre shall have an Auditor or Auditors to audit its Annual Accounts. He or they shall be appointed by a majority vote of the Board of Governors. If office of the Auditor or Auditors falls vacant before the expiry of the term, the Board of Governors shall fill the vacant/vacancies for the remaining period.

11 **Authentication of Accounts**

The Chairperson and appointed Director of the Centre shall authenticate the Statement of Accounts under their joint signatures.

12 **Winding Up**

If, upon winding up or dissolution of the 'Centre for Social Studies', there remains, after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the 'Centre for Social Studies', but shall be given or transferred to an institution or organisation having objects similar to those of the 'Centre for Social Studies'.

13 **General**

- a) All bona-fide acts and orders of the office-bearers of the Centre or any person working on behalf of the office-bearers, of any official committee, in the name of the Centre or on behalf of the Centre, under any implied or expressed powers given to him or them, shall be binding on the Centre as if such acts or orders were of majority of members of the Centre acting in exercise of the powers given to them under this constitution, notwithstanding that it is subsequently discovered that there was some defect in the appointment of Office-bearers, committees or persons.
- b) No proposal for alteration of the Rules of the Centre or its objects shall be considered by the Board of Governors, unless at least twenty-eight days' notice thereof has been given to the Director and unless at least fourteen days' notice thereof has given by the Director to the members.

14 **Indemnity**

Any loss, damage or injury suffered or sustained by the office-bearers or employees of the Centre in the bonafide performance of their duty shall be indemnified by the Centre.

**Certificates of Society & Public Trust Registration in Gujarati  
(And its translated version in English)**

Spl./R.S./ 19.

No.11573

CERTIFICATE OF REGISTRATION  
SOCIETIES REGISTRATION ACT OF 1860  
( ACT XXI OF 1860 )  
REGISTRATION NO. GUJARAT/314/SURAT

This is to certify that 'Centre for Social Studies',  
Dangore Street, Nanpura, Post Box No. 38, Surat-395 001  
has this day, 17th October, 1977, been duly registered  
under the Societies Registration Act (XXI of 1860).

Given under my hand on 17th day of October, 1977.

Sd/- ( E.M. Shah )  
Asstt. Registrar of  
Societies  
Surat Division.

(Translated into English from the original certificate  
issued in Gujarati)

( From January 1980, Centre's office has been  
shifted to its own Building at S.G.Uni.Campus,  
Udhna-Magdalla Road, Surat-395 007 and that the  
change of address has been recorded in the  
office of the Asstt. Registrar of Society, Surat  
Division, Surat as per their change Report  
No.558/80 letter No.8815/80 dt. 10-11-80 )

Spl./R. S./1 g.

11573

નોંધણીનો દાખલો.

સન ૧૯૬૦નો મંડળીઓની નોંધણી બાબતનો અધિનિયમ

(સન ૧૯૬૦નો ૨૧મો અધિનિયમ)

નોંધણી નંબર ૩૩૩૬૧/૩૬૪/સુખા.

આથી દાખલો આપવામાં આવે છે કે લેક્ટર શ્રી વ્યોસીયલ રજીસ્ટ્રાર, ડાંગણે સ્ટ્રીટ  
ગાજપુરા, પોસ્ટ બેન્કસ ગંજ, સુખા ૩૮૫૦૦૧ ને  
આજ તુલ્ય માં આજીવન સુધી, મંડળીઓની નોંધણી બાબતના (સન ૧૯૬૦ના ૨૧ મા) અધિનિયમ અન્વયે  
રૂબ રીતે નોંધવામાં આવી છે.

મારી સહીની આજ તારીખ ૧૭ માઈ ઓક્ટોબર સને ૧૯૬૭ ને દિને આપ્યો.

ઈ.સી. રાઈ  
મંડળીઓની નોંધણીના અધિકારક રજિસ્ટ્રાર,  
વિભાગ.

(Sp./c.c./BPT 2)

No. 1137

CERTIFICATE OF REGISTRATION

This is to certify that the below mentioned Public Trust has been properly registered under the Bombay Public Trust Act of 1950 (XXIX of Bombay of 1950) at the Public Trust Registration Office, Surat.

Name of the Public Trust : Centre for Social Studies,  
Dangore Street, Manpura,  
Post Box No. 38,  
SURAT- 395 001

Registration No. of Public Trusts Register. : F-235/Surat

By whom issued : Shri I.P. Desai  
C/o. Centre for Social  
Studies, Dangore Street,  
P.B. No. 38, Manpura,  
SURAT- 395 001

Issued under my hand on 17th day of October, 1977.

Sd/- (E.M.Shah)

Asstt. Charity Commissioner  
Surat Division,  
SURAT

(Translated into English from the original certificate  
in Gujarati)

From January 1980, Centre's office has been shifted to its own building at S.G.Uni.Campus, Udhna-Magdalla Road, Surat-395 007 and that the change of address has been recorded in the office of the Asstt. Charity Commissioner, Surat Division, Surat as per their change Report No.558/80 letter No.8815/80 dt. 10-11-80. )



[રૂપે / સીસી / બીપીટી ર/

No 1137

નોંધણીનો દાખલો

આથી દાખલો આપવામાં આવે છે કે હેઠળ જણાવેલા સાર્વજનિક ટ્રસ્ટને સન ૧૯૫૦ના મુંબઈના સાર્વજનિક ટ્રસ્ટો બાબતના (સન ૧૯૫૦ના મુંબઈના ૨૯મા) અધિનિયમ અન્વયે.....ખાતેની સાર્વજનિક ટ્રસ્ટ નોંધણી કચેરીમાં ધોળ્ય રીતે નોંધવામાં આવ્યું છે.

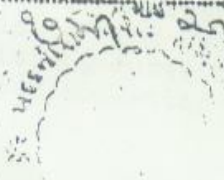
સુધાર

સાર્વજનિક ટ્રસ્ટનું નામ સેન્ટર ફોર સોસાયલ સ્ટડીઝ, ડીંગોરે સ્ટ્રીટ, જાનપુરા, પોસ્ટ ડાકેશન. ૩૮, સુરત ૩૯૫૦૦૧.

સાર્વજનિક ટ્રસ્ટોનો રજિસ્ટ્રેશનનો નંબર ૨૧૨-૨૩૫૬૫૪

એને દાખલો આપ્યો તે માં આઈ. પી. દેસાઈ, ૧૦ સેન્ટર ફોર સોસાયલ સ્ટડીઝ, ડીંગોરે સ્ટ્રીટ, જાનપુરા, પોસ્ટ ડાકેશન. ૩૮, સુરત ૩૯૫૦૦૧.

મારી સહીથી આજ તારીખ ૧૧/૦૫/૨૦૧૨ ને આપ્યો.



ઈ.મી. ૨૧૧૬

સહી સાર્વજનિક સહાય સંચાલક  
સુરત. જિલ્લા ૬૨૯  
બીદો

## A.2.1

### Annexure – II

#### Staff Structure and Rules Regarding Recruitment

**The recruitment rules for the following posts are shown against each of the concerned posts**

1	2	3	4	5	6
<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Necessary educational qualifications, experience and other requirements</i>	<i>Whether the post is filled up by direct recruitment or by promotion</i>	<i>Duties / Responsibilities</i>	<i>Re- marks</i>
(A)	<b>Academic Staff</b>				
(1)	Professor (Senior Fellow)	Requirements for these academic posts have been revised by the Board of Governors on 20.7.2013 for the necessary requirements ref. to A.2.2 (I) (Recruitment Policy for Faculty Positions.)	Recruitment is done directly. Person is appointed after being interviewed by the selection committee appointed by the Personnel Committee of the Centre.	Research, Training, Teaching, Consultancy, Administrative Supervision, Guidance for Ph.D. etc.	
(2)	Associate Professor (Fellow/Reader)		Recruitment is done directly. Person is appointed after being interviewed by the selection committee appointed by the Personnel Committee of the Centre.	Research, Training, Teaching, Consultancy, Administrative Supervision, Guidance for Ph.D. etc.	
(3)	Assistant Professor (Associate/Lecturer)		Recruitment is done directly. Person is appointed after being interviewed by the selection committee appointed by the Personnel Committee of the Centre.	Research, Training, Teaching, Consultancy, administrative Supervision etc.	
(B)	<b>Supporting Staff</b>				
(1)	Research Assistant	Three years experience with a graduate degree. OR A post-graduate degree, knowledge of Gujarati and English essential.	Recruited directly through interview by the selection committee appointed by the Director of the Centre.	Data collection for research, organizing coding work, writing observation reports, notes, etc. Supervision of a team of Investigators/Coders.	
(2)	Documentation Officer	Graduate degree and Certificate or Diploma in Library Science and 3 years experience, good knowledge of Gujarati and English language.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Research, Publication – In-charge of documents and other research reports/papers etc. and maintenance of data archives etc.	
(3)	Editor/ Translator	Graduate degree and 3 years experience as Editor/ Translator, good command over English and Gujarati language.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Translation of magazines and publications of the Institute, other research reports/ papers and other leaflets, pamphlets etc, printing and publishing etc.	

1	2	3	4	5	6
<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Necessary educational qualifications, experience and other requirements</i>	<i>Whether the post is filled up by direct recruitment or by promotion</i>	<i>Duties / Responsibilities</i>	<i>Re- marks</i>
(C)	<b>Library Staff</b>				
(1)	Librarian	Post-graduate degree with 55% marks, degree in Library Science, 3 years experience in University/research institute library, good knowledge of Gujarati and English language.	Recruited directly through interview conducted by the selection committee appointed by the Personnel Committee of the Centre.	Maintenance of the Institute Library, Sales and Purchase of publications/books, providing reference service, arrangement of books, preparing Bibliography, Administration of Library and Supervision of Library related accounts etc.	
(2)	Assistant Librarian	Graduate degree with Diploma in Library Science, 5 years experience in University/research institute Library, good knowledge of English and Gujarati language.	Recruited directly through interview conducted by the selection committee appointed by the Personnel Committee of the Centre.	Maintenance of the Institute, Sales and Purchase of publications/books, Assistance in searching reference books, Assistance in Library administration and supervision.	
(3)	Library Assistant/Clerk	Graduate degree or SSC pass with 4 years experience of office work, and certificate course in Library Science. Preference to persons knowing typing, knowledge of English & Gujarati language.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Assistance in Library/ Publication work, publication, distribution etc.	
(4)	Library Attendant	Std. VIII pass with experience, able bodied, can read and write Gujarati and English, should know cycle/moped driving etc.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Should keep books and Library clean and well maintained, help in issue and arrangement of books, cutting/cleaning etc.	
(D)	<b>Administrative Staff</b>				
(1)	Secretary/Administrative Officer	Post-graduate degree with 7 years experience or graduate degree with 10 years experience in a responsible position, good knowledge of Gujarati & English language. Priority to person having experience in University/ Research Institution.	Through interview conducted by the selection committee appointed by the Personnel Committee of the Centre.	Preparing budget estimates, five years plan etc., matters regarding meetings of various committees and the Governing Body, matters regarding rules and regulation of the public relations, In-charge of general administration/accounts and staff.	
(2)	Office Superintendent	Graduate with 10 years of total experience out of which minimum 5 years experience in University/ research institute, good knowledge of English & Gujarat language.	Through interview conducted by the selection committee appointed by the Director of the Centre.	General Administration/ Accounts Supervision of work, budget of establishment, administration regarding the Board and Committee Meeting.	
(3)	P.A. to Director	Graduate with 5 years experience as a stenographer and of English typing.	Recruited through interview conducted by the selection committee appointed by the Director of the Centre.	Duties as P.A. Supervision and guidance in general administration and other responsibilities.	
(4)	Stenographer	Graduate with 3 years experience in English typing or SSC with 5 years experience in English typing and should have passed government recognized course in stenography (80 words per minute) and typing (40 words per minute).	Recruited through interview conducted by the selection committee appointed by the Director of the Centre.	Duties as Stenographer and as In-charge of the typing pool.	

1	2	3	4	5	6
<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Necessary educational qualifications, experience and other requirements</i>	<i>Whether the post is filled up by direct recruitment or by promotion</i>	<i>Duties / Responsibilities</i>	<i>Re- marks</i>
(5)	Head-Clerk	Graduate with 7 years experience or SSC with 15 years experience of office work. Knowledge of Gujarati and English language or by promotion from Senior clerk.	Recruited through interview conducted by the selection committee appointed by the Director of the Centre.	Supervision of General Administration/Accounts staff, work related to Establishment, Rules and regulations of the Centre. Assistance in meetings etc. work related to Estate/ Assets.	
(6)	Estate Manager	Graduate with 3 years experience in construction, repairing and maintenance etc. of building. Knowledge of Gujarati and English language.	Recruited through interview conducted by the selection committee appointed by the Director of the Centre.	Work related to maintenance and development of quarters, guest rooms, vehicles, electricity supply, water supply etc. Administration and Accounts related to this.	
(7)	Sr. Word Processor (Senior Typist-Clerk)	SSC, should have passed government recognized typing examination and 10 years experience of typing/ office work. Knowledge of Gujarati and English essential.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Typing pool In-charge. Typing and filing including of other faculty members.	
(8)	Senior Accounts- Clerk	Graduate with 5 years experience or SSC with 10 years experience in Accounting and office work. Knowledge of Gujarati and English essential.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre or by promotion from Junior clerk/ typist.	All kind of accounting work.	
(9)	Senior-Clerk	Graduate with 5 years experience or SSC with 10 years experience in office work or by promotion from Junior Clerk/ typist.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	All types of accounting, administrative, general, estate etc. work and help in it.	
(10)	Junior Clerk	Graduate with one year experience or SSC with 5 years experience in office work. Preference given to a person knowing typing. Knowledge of Gujarati and English essential.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Stationary, stores, dispatch, Telephones, etc.	
(11)	Jr. word processor (Junior Typist-Clerk)	Graduate with 1 year experience or SSC with 3 year experience of typing and office work should have passed government recognized course in typing (40 words per minute). Preference to a person knowing Gujarati typing.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Typing, filing, etc.	
(12)	Driver-cum-Attendant	Std. VIII pass, should have a Driving License. 3 years experience of Jeep/Car driving.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Car driving and office attendant.	
(13)	Machineman -Attendant	Std. VIII pass. Should know how to use copier/duplicating etc. machines. Should be able to read and write Gujarati and English language.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Operation and maintenance of Copier/duplicating machines.	
(14)	Naik-Head Peon	Std. XII pass, 10 years experience as a peon, should know cycling, should be able to read and write Gujarati and English.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Office Peon and messenger work.	

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Necessary educational qualifications, experience and other requirements</b>	<b>Whether the post is filled up by direct recruitment or by promotion</b>	<b>Duties / Responsibilities</b>	<b>Re- marks</b>
(15)	Peon	Std. XII pass, 2 years experience of office work, able bodied, should be able to read and write Gujarati and English and should know cycling.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Office Peon and messenger work.	
(16)	Gardener	Std. VIII pass, 3 years experience of gardening, able bodied, working knowledge of Gujarati and English and should know cycling.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Duties as a Gardner for the Campus garden.	
(17)	Watchmen	Std. XII pass, 3 years experience as watchmen, able bodied, working knowledge of Gujarati and English, should know cycling.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Duties as Watchmen, Assistance in Pump operating, lighting, estate work etc.	
(18)	Sweeper	Experienced, able bodied, working knowledge of Gujarati, should know cycling.	Recruited directly through interview conducted by the selection committee appointed by the Director of the Centre.	Cleaning office, Library, guest rooms etc. Work related to drinking water and tea-club.	

## A.2.2

### RECRUITMENT AND PROMOTION POLICY

1. The Centre for Social Studies is a research institution with a specialised set of functions pertaining to sponsored and scholars' own research studies, field work management, production of reports, monographs, books, etc. Thus, the CSS has to address multiple tasks with a limited number of permanent academic and supporting staff. The temporary, project assigned staff, is usually for a shorter duration; and the entire work schedule has to be handled by the CSS with judicious use of existing resources; personnel, monetary and non-monetary. Given this context, both recruitment and promotion approach need to be conducive to the entire functioning of the Centre and its future growth in qualitative terms.
2. In view of the specialised nature of work undertaken by the CSS, it is necessary and desirable to follow such practices in recruitment and promotion, that will further strengthen and not impede the qualitative status of the institution. Hence, the principle of merit, and not the seniority alone, should be a basic desideratum in recruitment of various positions in all categories of the staff, including the situation where the recruitment is through promotion. The principle of automatic promotion is considered unacceptable as a matter of policy; with a view to maintain and promote standards of efficiency, competence and overall management of the Centre's affairs.
3. All recruitment to the permanent academic position in the Centre will be made on merit. Selection for the positions will be done by the expert committee constituted by the Personnel Committee of the Centre. For these positions, notification in major national dailies/weeklies will be released inviting applications from persons with requisite qualification and experience.  
  
The Personnel Committee may also invite a person for appointment on such Academic positions in consideration of extra-ordinary merit.
4. Recruitment to the positions in supporting/library/administrative staff will be made in accordance with the guidelines specified in A.1. However, looking into the overall situation and context, the Director can also submit in writing the availability and suitability of internal candidate for a new/vacant position; along with his/her comments on work records, competence, etc. of such candidate/s. In that event, the Personnel Committee will decide whether a particular post be filled by promotion or through open competition; i.e. advertisement and formal interviews.
5. In case of temporary project positions upto the period of two years, the Director will be the competent authority to appoint persons with requisite qualification by notifying the temporary/project positions on regional/local basis through duly constituted Selection

Committee for selecting such temporary/project staff at the level of Assistant Professor/ Project Co-ordinator and above. The staff at the level of Research Officer, Research Assistant and below will be appointed by the Director in consultation with the Project Director.

6. Centre's permanent administrative staff will be eligible for 'Career Progression Scheme Rules' as per the rules of the Government of Gujarat, amended from time to time, which offers two time higher grade pay scales during the entire service at the interval of 12 and 24 years).

### **I. RECRUITMENT POLICY FOR FACULTY POSITIONS**

The direct recruitment to the regular/permanent posts of Assistant Professors, Associate Professors and Professors shall be on the basis of merit through open advertisement and selections by the duly constituted Selection Committees as per the provisions made under the Service Rules of the Centre (Section A.2.2, Para 3).

The Selection Committee will make selection of the candidate by using the following weightage system:

<b>Criteria</b>	<b>Assistant Professor (Weightage)</b>	<b>Associate Professor (Weightage)</b>	<b>Professor (Weightage)</b>
Academic Record	40%	20%	20%
Research Performance and Quality of Publication	10%	40%	40%
Assessment of Domain Knowledge	30%	20%	20%
Interview performance	20%	20%	20%

The minimum qualifications required for the post of Assistant Professors, Associate Professors and Professors is prescribed as under:

1. The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test – SLET/SET), shall remain for the appointment of Assistant Professors.
2. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors.

*Provided* however, that candidates, who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement

of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor.

3. NET/SLET/SET shall not be required for such Master's Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.
4. A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as faculty at any level.
5. A relaxation of 5% may be provided at the master's level for the Scheduled Caste / Scheduled Tribe / Differently-abled (physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
6. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
7. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
8. The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the faculty positions.

## **PROFESSOR**

- i. An eminent scholar with Ph.D. qualification(s) in the concerned/allied/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/policy papers. PhD is a mandatory requirement for promotion from Associate Professor to Professor.
- ii. A minimum of ten years of experience in research **and/or** a minimum ten years of teaching experience at the national level institutions/universities/colleges, including experience of guiding candidates for research at doctoral level.

**OR**



An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

### **ASSOCIATE PROFESSOR**

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines. PhD remains a mandatory requirement.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight 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/policy papers. Evidence of having guided doctoral candidates and research students is desirable.

### **ASSISTANT PROFESSOR**

- i. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) above, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions.
- iv. NET/SLET/SET shall also not be required for such Master's Programmes in disciplines for which NET/SLET/SET is not conducted.

## **II. RESERVATION POLICY**

The Centre will mandatorily follow the current reservation policy and norms of the Government of Gujarat in all cases of new recruitment and/or promotion, as the case may be, as per the regulations of the Government of Gujarat. The list of castes/tribes as notified by the Government of Gujarat will be followed as eligibility criteria for ascertaining any one's candidature under reservation. However, in case of an applicant whose caste/tribe is not mentioned in the State List, the Central List will be followed.

The Centre will maintain a reservation roster, using the format and norms prescribed by the Government of Gujarat, for all regular/permanent positions in the faculty and the administration. The Liaison Office of the Department of Higher Education will be approached for attestation of the roster. Changes in the roster will be effected whenever the Government of Gujarat notifies any change in the reservation norms. As per the current reservation policy of the Government of Gujarat, the following reservation rules are in force:

In case of all class-1 to class-4 vacancies, 7 per cent is reserved for the Scheduled Castes, 15 per cent for the Scheduled Tribes, 27 per cent for the Socially and Educationally Backward Classes and 3 per cent for the Physically Challenged Persons.

The Personnel Committee of the Centre will be responsible to ensure that the reservation policy is followed in spirit and letters in all regular/permanent appointments in the Centre. The Director of the Centre is responsible for execution of the reservation policy.

## **III. CAREER ADVANCEMENT SCHEME (CAS) FOR THE FACULTY**

### **1. BACKGROUND**

The Career Advancement Scheme is a mechanism to safeguard faculty members from stagnation in their career due to lack of vacancy in higher positions. In a small institution like CSS, there is high possibility of such a situation arising in future. The Career Advancement Scheme is envisaged as a merit-based promotion scheme that allows eligible faculty members to make smooth progression in their career. The hallmarks of the scheme are:

- a) It is merit based as movement to the higher grade is through a rigorous screening process
- b) In case of movement from one post to another, the procedure is the same as applied in case of a new recruitment;

- c) It does not allow time-bound, automatic promotion. It only recognizes eligibility for movement to the next grade/position.
- d) It allows a deserving faculty member to move to the next post even when there is no vacancy at the next level post, thereby sustaining the motivation of a performing faculty.
- e) The faculty at the time of superannuation vacates the original/substantive post that he/she had held before availing the career advancement. Thus, it does not distort the approved strength or composition of the faculty.
- f) After thoroughly discussing the financial liabilities which may occur due to future appointment(s), from Assistant Professor to Associate Professor and Associate Professor to Professor, under CAS of the Centre, the Board resolved that in future cases of CAS of the Centre, the approval must be obtained from Board of Governors, prior to initiating the process. Simultaneously, the Centre should also write to the ICSSR/GoG requesting for reimbursing the additional financial burden to be incurred for the particular appointment(s) under CAS. In future, after taking into consideration all the aspects, the Board may consider to approve or disapprove such proposals, depending upon the grants/funds available and other considerations pertaining to well-being of the Centre. (Resolution of Board of Governors Meeting dtd.29.01.2016)

## **2. GUIDELINES FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) FOR THE ACADEMIC/ RESEARCH STAFF AT THE CENTRE FOR SOCIAL STUDIES (CSS), SURAT**

### Stages of promotion under CAS for Academic/ Research Staff

1. Entry level Assistant Professors (stage I, with grade pay of Rs.6,000/-) would be eligible for promotion under the CAS through two successive stages (stage II, with grade pay of Rs.7,000/- and Stage III, with grade pay of Rs.8,000/-), provided they are assessed to fulfil the eligibility and performance criteria as laid out in Table-A of this document.
2. An entry level Assistant Professor, possessing Ph.D. degree in the relevant scale shall be eligible, for moving to the next higher grade (stage II) after completion of four years of service as Assistant Professor.
3. An entry level Assistant Professor, possessing M.Phil. degree or equivalent Postgraduate degree in professional courses, approved by the relevant statutory body, such as LLM/M. Tech etc., shall be eligible for the next higher grade (stage II) after completion of five years of service as Assistant Professor.
4. An entry level Assistant Professor who does not have Ph.D. or M.Phil. or other equivalent degree in relevant professional courses, shall be eligible for the next higher grade (stage II) only after completion of six years of service as Assistant Professor.

5. The upward movement from stage I to stage II for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in Table-A of this document.
6. Assistant Professors who have completed five years of service in the second grade (stage II) shall be eligible, subject to meeting the API based PBAS requirements laid down in Table-A of this document, to move up to the next higher grade (stage III).
7. Assistant Professors completing three years of service in third stage (stage III) shall be eligible subject to the qualifying conditions and API based PBAS requirements, to move to the next higher grade (stage IV, with grade pay of Rs.9,000/-) and to be designated as Associate Professor.
8. Associate Professor completing three years of service in stage IV and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage V, grade pay Rs.10,000/-) subject to satisfying the required credit points as per API based PBAS methodology, provided that no faculty other than those Ph.D. shall be promoted or appointed as Professor.
9. 10% of the positions of Professors in the Centre, with a minimum of ten years of research experience as Professors will be eligible for promotion to the higher grade of Professorship (stage VI,) on satisfying the required API score stipulated in this document through a duly constituted expert committee, and such teachers promoted to be higher grade shall continue to be designated as “Professors”.
10. Minimum API scores required at different levels of promotion is given at Table-A.

#### **Selection Procedure for Academic/ Research staff**

1. CAS promotions from stage I to stage II and stage II to stage III in the grade of Assistant Professor shall be conducted by a “Screening-cum-Evaluation Committee”. CAS promotions from Assistant Professor to Associate Professor and from Associate Professor to Professor shall be conducted by Selection Committees as specified for the direct recruitment of faculty positions. CAS promotions from stage V to stage VI shall be decided by a duly constituted Expert Committee.
2. The Screening-cum-Evaluation Committee for CAS promotions within different stages of Assistant Professors shall consists of:
  - a) The Chairman of the Governing Body of the Centre or a person nominated by her/him.
  - b) The Director of the Centre
  - c) Two subject experts in the concerned subject nominated by the Chairman of Governing Body

The quorum of this committee shall be three, including one subject expert.

- 2a. The constitution of Selection Committees for promotions to the grades of Associate Professor and Professor shall be the same as the cases of direct recruitment to these respective positions at the Centre.
3. The Screening-cum-Evaluation Committee or the Selection Committee as the case may be, on verification/evaluation of API score secured by the candidate through the PBAS methodology and an assessment of a candidate's achievements (through an interview in case of a selection committee) shall recommend to the Governing Body of the Centre about the suitability for the promotion of a candidate under CAS for implementation.
4. All the selection procedures shall be completed on the date of the Selection Committee/Evaluation Committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made based on merit and duly signed by all members of the selection committee in the minutes. From the date of application under CAS, the entire selection process should not take more than one year.
5. CAS promotions being a personal promotion to the incumbent faculty holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
6. The incumbent faculty must be on the roll and active service of the Centre on the date of consideration by the Selection Committee or Evaluation Committee for CAS promotions.
7. The Centre shall send a general circular at least once a year calling for applications for CAS promotions from eligible candidates. The candidates shall offer themselves for assessment for promotion if they fulfil minimum API scores by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply later.
8. The Centre may seek the opinion of external experts to evaluate the written work of the candidates before the Selection/Evaluation Committee assesses their applications.
9. If the candidates do not either fulfil minimum API scores in the criteria as per PBAS proforma or are not recommended by the selection/screening committee for promotion, will be reassessed only after a minimum period of one year.
10. a) If a candidate applies for promotion on completing of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility or from the date of implementation of the scheme, whichever is later. If a candidate fails to apply in spite of fulfilling the minimum eligibility conditions and in spite of the Centre providing him/her an opportunity to apply, his/her promotion will be effective from the date of successful assessment.  
b) If, however, the candidates find that he/she fulfils the eligibility conditions at a later date and applied on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.

c) If the candidate does not succeed in the first assessment, but succeeds in a subsequent assessment, his/her promotion will be deemed to be from the later date of successful assessment.

**Explanatory note for the Tables below**

1. The Centre will set up systems to verify the API related information required in these tables. This information will have to be documented and collated annually by the Centre’s Quality Assurance Cell (QAC), as and when the need arise. QAC may take into account the special needs of the Centre, if any. In order to facilitate this process all the members of the faculty shall submit the duly filled in Performance Based Appraisal System (PBAS) proforma along with self calculated API scores to the QAC annually. The candidate’s self-appraisal and the verification/recommendation of the QAC will be placed before the selection/screening committee and the latter’s decision on the matter is final.
2. The QAC shall be formed by the Director of the Centre with consultation of the Chairperson of the Governing Board of the Centre. This QAC shall be comprised of faculty members from within the Centre, outside the Centre or a combination of the above two; and shall have the Director of the Centre as its member. The QAC shall consist of a minimum three members including a subject expert.
3. It is incumbent upon the members of the faculty to submit documentary proof for the API score (i.e. invitation letters[email] for seminars/conferences/workshops/training courses presentations; the print/soft copy of the articles/chapters; the cover page, content page and the Introduction in case of book/report/monograph etc; Sanctioned Order/ToR etc in case of research projects).
4. API scores for Categories I and II shall be calculated annually and the average score for the assessment period will be taken into consideration. In case of Category III, however, total score for the entire assessment period (from the last date of promotion/appointment) will be considered. There is no minimum score requirement that a candidate needs to achieve per year at any stage.
5. The candidate shall be assessed considering API scores, external expert(s) evaluation and interview performance (see table A)
6. The API score claim of each of the sub-categories in the Category III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim for CAS.

Sub-Category	Cap as % of API cumulative score in Application
III (A) Research papers (Journals, etc) and III (B) Research publications (Books, etc.)	50%
III (C) Research Projects III (D) Research Guidance and III (E) Training Courses and Conference/ Seminar, etc.	50%

**Category-1: Minimum Scores of APIs towards Contribution to research, learning and evaluation related activities in CAS Promotions**

CSS has chosen Table Y from ICSSR guidelines based on its relative importance of research over teaching:

**Table-1**

<b><u>Sl. No.</u></b>	<b><u>Nature of Activity</u></b>	<b><u>Maximum Score</u></b>
I-A	Participation in the execution of Centre's research projects, including writing of Research Proposals / Data Collection/ Data Analysis/ Reports/ Working papers, etc.	50
I-B	Participation in teaching, including M.Phil. and Ph.D. course-work, Research Methodology workshop, Training programs, Lectures and dissemination of research, etc.	20
I-C	Organization of and participation in seminars/workshop/conferences held under the aegis of the Centre	20
I-D	Editorial Work (such as, preparing the Centre's Annual Report, proof-reading research papers, working papers, journals published by the Centre)	10
	<b>Total Score</b>	<b>100</b>
	<b>Minimum API Score Required</b>	<b>50</b>

**Category-2: API scores in CAS promotions towards Co-curricular, Extension and Professional Development Activities**

**Table 2**

<b><u>Sl. No.</u></b>	<b><u>Nature of Activity</u></b>	<b><u>Maximum Score</u></b>
II-A	Cocurricular/extension activities, including sports/cultural activities, dissemination through media	10
II-B	Contribution to the collective functioning of the Centre, including participation in administrative and academic committees of the Centre	20
II-C	Professional Development Activities (such as, participation in seminars and conferences, training courses, membership of associations, dissemination of general articles – those not covered in Category- III)	10
	<b>Maximum API Score</b>	<b>40</b>
	<b>Minimum API scores required</b>	<b>10</b>

**Category III: Research, Publications and Academic Contributions**

**Table-3**

<b>S.No.</b>	<b>Nature of Activity</b>	<b>Details</b>	<b>Maximum API score</b>
<b>III A</b>	Research Papers Published	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN no.	10 / publication
		Conference proceedings as full papers ( abstracts not to be included )	10 / publication
<b>III B</b>	Research Publication (books, chapters in books, other than refereed journals)	Text or reference books published by International publisher with an established peer review system	50 / sole author 10 / chapter in an edited book
		Subject books by national level publishers / State and Central Govt. Publications with ISBN / ISSN numbers	25 / sole author 5 / chapter in an edited book
		Subject Books by Other local publishers with ISBN / ISSN numbers	15 / sole author 3 / chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 / chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN No.	5 / Chapter
		Book review on publication	2 / book review
<b>III C</b>	<b>RESEARCH PROJECTS (Individually Initiated)</b>		
<b>III C (i)</b>	Sponsored projects carried out/ ongoing	Major Projects amount mobilized with grants above 20.0 lakh	25/ each project
	The points should be distributed equally among	Major Projects amount Mobilized with grants above 10.0 and up to 20 lakh.	20/ each project
		Major Projects amount Mobilized with grants above 5.0 and up to 10 lakh	15/ each project



S.No.	Nature of Activity	Details	Maximum API score
	the faculty associated with the project.		
		Major Projects amount Mobilized with minimum of Rs. 3.0 lakh up to 5.0 lakh	10/ each project
		Minor Projects ( amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh )	05/ each project
<b>III C (ii)</b>	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs 2.0 lakh	10 per every Rs. 10.0 lakhs and 2 per every Rs. 2.0 Lakhs, respectively
<b>III C (iii)</b>	Completed projects: Quality Evaluation	Completed project report ( Accepted by funding agency )	20/ each major project and 10/ each minor project
<b>III C (iv)</b>	Projects Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State Level	30/ each national level output / 50/ each for International level
<b>III D</b>	<b>RESEARCH GUIDANCE</b>		
<b>III D (i)</b>	M. Phil.	Dissertation awarded only	3/ each candidate
<b>III D (ii)</b>	Ph. D.	Degree Awarded	10 / each candidate
		Thesis Submitted	7/ each candidate
<b>III E</b>	<b>TRAINING COURSES ATTENDED AND CONFERENCE / SEMINAR / WORKSHOP PAPERS PRESENTED</b>		
<b>III E (i)</b>	Refresher courses, Methodology workshops, Training, Teaching – Learning – Evaluation Technology Programmes, Soft Skills	(a) Not less than two weeks Duration	20/ each

S.No.	Nature of Activity	Details	Maximum API score
	development Programmes, Faculty Development Programmes attended (Max: 30 points)		
		(b) One week duration	10/ each
<b>III E (ii)</b>	Papers presented in Conferences / Seminars / Workshops etc.**	Participation and Presentation of research papers (oral / poster ) in	
		(a) International conference	10/ each
		(b) National	7.5/ each
		(c) Regional/ State level	5/ each
		(d) Local – University / College level	3/ each
<b>III E (iii)</b>	Invited lectures / talks / presentations for conferences	(a) International	10/ each
		(b) National	5/ each

\* Wherever relevant to a specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 – by 10 points; (iii) papers with impact factor between 2 and 5 – by 15 points; papers with impact factor between 5 and 10 – by 25 points.

\*\* If a paper presented in a conference/seminar is published in the form of proceedings, the points will accrue in the form of publication as in III-A.

**Note:** The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned faculty, the principal/first author/ corresponding author/ mentor/supervisor of the faculty would share equally 60% of the total points and the remaining 40% would be shared by all other authors.

**Table: A**

**Eligibility and Performance criteria for the promotion of the CSS faculty under Career Advancement Scheme during the assessment period**

	<b>Asst. Prof. Stage 1 to 2</b>	<b>Asst. Prof. Stage 2 to 3</b>	<b>Asst. to Assoc. Stage 3 to 4</b>	<b>Assoc. to Prof. Stage 4 to 5</b>	<b>Professor Stage 5 to 6</b>
Category 1* Teaching- learning Evaluation related activities	50	50	50	50	50
Category 2** Co-curricular, Extension and Profession- related activities	10	10	10	10	10
Category 3*** Research and Academic Contribution	200	300	210	240	900
<b>Total Eligibility Score</b>	<b>260</b>	<b>360</b>	<b>270</b>	<b>300</b>	<b>960</b>
Expert Assessment	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Selection Committee

	<b>Asst. Prof. Stage 1 to 2</b>	<b>Asst. Prof. Stage 2 to 3</b>	<b>Asst. to Assoc. Stage 3 to 4</b>	<b>Assoc. to Prof. Stage 4 to 5</b>	<b>Professor Stage 5 to 6</b>
% Distributio n of Weightage points  (Total weightage =100; Minimum required for Promotion =50)	No separate points	No separate points	50% - contributio ns to research  10% - (category I and category II)  20% - external expert evaluation  20% - interview performanc e	50% - contributio ns to research  10% - (category I and category II)  20% - external expert evaluation  20% - interview performanc e	

\* As per the table 1

\*\* As per the table 2

\*\*\* As per the table 3

#### **IV. FACULTY PERFORMANCE EVALUATION SYSTEM**

The increasing demand for greater accountability by institutions of higher education has led to a growing emphasis on performance evaluation. In order to maintain academic standards in the university system, the University Grants Commission (UGC) introduced a performance based appraisal system (PBAS) that is expressed through academic performance indicators (APIs) where each indicator carries a maximum score and a faculty is supposed to achieve not less than a prescribed minimum score. However, this system needs modification to adequately suit to the nature of a research institution like ours. The present document is an attempt in this direction.

The primary activity of a faculty of the Centre is to undertake theoretical and/or empirical research. However, faculty members of the Centre are engaged in a diverse range of activities involving not only those related to research but also our institutional and organizational roles and responsibilities (membership of committees and bodies etc.), teaching in courses run by the Centre, publication, dissemination, serving on external academic committees and policy bodies, public campaigning, delivering lecture, evaluation, etc. The framework of evaluation should aim at striking a balance between different activities of faculty members so as to allow them discharge of their academic as well as public responsibilities.

It is, however, important to differentiate between reporting and evaluation and ensure a minimum level of academic output with minimum levels of academic standards. While detailed activity listing is required for reporting purposes, enrichment of individual's CV, preparation of annual report, etc. evaluation of individual faculty is required periodically and also at important occasions such as recruitment, promotion, fellowship, etc. Not all the activities that a faculty member undertakes can be used for performance evaluation as part of their institutional roles and responsibilities. Standards of minimum output and academic excellence should be based strictly on the core functions of a research institution that gives higher priority to research and publication but also takes into account faculty's public intellectual activities.

##### **Framework of Faculty Evaluation**

Performance evaluation should basically be used as an opportunity to plan work, reflect on outcomes, internalise organisational ethos and find ways for capacity enhancement. Performance evaluation system should be flexible and allow co-existence of different skill sets, competence and dispositions.

The main objectives, therefore, for developing and implementing a Performance Evaluation framework are as follows:

- To facilitate performance planning in a way which will enable faculty to have role clarity and develop a discipline of systematic planning and review of one's own performance.

- To facilitate faculty development which will enable faculty to gain greater insight into their own competencies (strengths, weaknesses) in relation to their tasks; to help them identify their developmental needs; to increase mutuality between colleagues including seniors; and to prepare them for performing higher level jobs and handle higher level responsibilities.
- To monitor faculty performance in such a way so as to ensure that each faculty gives a desired level of performance and accountability.
- To help faculty internalize the norms, culture and values of the Centre through reflection, self-appraisal and review so as to create a positive problem-solving, collaborative and healthy culture within the institution.

Typically, faculty members of the Centre perform activities mainly related to research and publication. They are also involved, to a lesser extent, in teaching, guidance, evaluation and public action. All faculty members share some administrative responsibilities. To be more specific, the institutional role of a faculty can be categorised as follows:

1. Conducting Research
2. Publication
3. Organising Seminar, Workshop, Conference and Training Programmes
4. Participating in Seminar, Workshop, Conference and Training Programmes
5. Undertaking Consultancies
6. Teaching
7. Participation in Public Activities
8. Contribution to the Corporate Life of the Centre

Considering the above activities and the need to give higher priority to research and publication activities, the main components of performance evaluation are:

- The Key Performance Areas (KPAs)
- Academic Performance Indicators (APIs)
- Annual Performance Evaluation based on APIs

### **Key Performance Areas (KPA)**

These relate to areas for which the faculty is responsible as well as special responsibilities, projects and initiatives undertaken. They are the key functions which the individual is expected to perform during the year and emphasize the results the individual is expected to achieve in the performance period. Key areas should comprise completion of research project, writing quality papers recognised by publication in refereed journals, publication of books, teaching and guiding at appropriate levels, organising academic events and participation in other academic activities such as seminars and conferences. These should account for not less than 75% score or weightage in academic performance evaluation. Rest of the activities related to consultancy,

public engagement and contribution to the Centre's corporate life should account not more than 25 per cent of score or weightage.

### **Academic Performance Indicators (APIs)**

The Key Performance Areas (KPAs) need to be further specified as Academic Performance Indicators (APIs). Indicators help faculty to judge the extent to which the faculty whose performance is being assessed has produced results. It becomes the basis by which the performance of a faculty can be monitored.

The Academic Performance Indicators (based on our KPAs) are as follows:

#### Research and Publication:

- Shows good capacity to successfully complete all stages of research within the given time period.
- The quality of research meets appropriate professional standards of ethics and scholarship.
- The quality of publication is reflected in the quality of the journal/publication in which the article/chapter is published.

#### Organizing and participating in conferences, seminars, workshops:

- The quality of the conference, seminar, workshop organized by the faculty is good as measured by self-appraisal and participant feedback.
- The quality of the paper presented is good as measured by feedback of the organisers and participants of the conference, seminar, and workshop.

#### Teaching:

- Has good knowledge of subject area which he/she will be teaching (in PhD programme as well as training programmes), continuously updates knowledge, uses appropriate teaching-learning pedagogy and demonstrates a good quality of instruction as measured by students/participants evaluation, self-appraisal and performance review.
- Is able to provide adequate mentorship to research scholars.

Professional (academic) service: Includes holding offices/membership or in international, national, regional associations; serving on international, national, state and local or committees, academic or selection committees of other institutions, editorial boards, etc.

Personal Attributes: In addition, certain personal attributes are expected in a faculty for creating conducive institutional environment. Admittedly, it is difficult to judge personal attributes and they are too subjective to be used criteria for performance evaluation. However, good personal attributes are desirable for vibrant and pleasant intellectual environment and also for achieving

higher levels of synergy of individual capacities at the Centre. A list of such attributes are given below that can work as guiding principles for the faculty.

- Building and maintaining effective working relationships with colleagues and other staff.
- Good interpersonal verbal and written communication skills including active listening skills maintained with colleagues and other staff.
- Ability to be adaptable and to handle a wide variety of assignments, willingness to consider new ideas, and openness to constructive criticism and suggestions.
- Ability to take initiative, accept ideas and build on them.
- Ability to be creative.
- Sensitivity to impact of one's own behaviour on others.
- Being approachable.
- Dependability and reliability in jointly fulfilling job responsibilities; ability to collaborate with other individuals and groups towards completing assigned tasks/projects.

**Annual Performance Evaluation based on APIs**

Annual Performance Appraisal aims at promoting review and reflection and sets the stage for faculty development. In addition, it is an opportunity for the faculty to recapitulate and list down his/her accomplishments. To make this exercise objective and also to help the faculty in doing so without any cumbersome process, the UGC system of Academic Performance Indicators (APIs) has been suitably modified to suit our key performance areas (KPAs) and reflect our organisational ethos as well. The APIs-based scoring system is given below.

**Table 1**

**Minimum Scores of APIs towards Co-curricular/Extension/Professional Development Activities and Collective functioning of the Centre**

<b>Sl. No.</b>	<b>Nature of Activity</b>	<b>Maximum Score</b>
1.	Co-curricular/extension activities, including participation in public activities, articles in periodicals/newspapers, etc.	10
2.	Contribution to the collective functioning of the Centre, including participation in administrative and academic committees of the Centre	30
3.	Professional Development Activities (such as, participation in training courses, membership of academic association, participation in activities of academic associations, etc. – those not covered in Category-III)	10
<b>Total Maximum Score – 50</b> <b>Overall Minimum APIs Score Expected for:</b> <b>a) Assistant Professor – 10;</b> <b>b) Associate Professor – 15; and</b> <b>c) Professor: 20</b>		



**Table 2**

**Minimum Scores of APIs towards Research and Academic Contributions**

<b>S. No.</b>	<b>Nature of Activity</b>	<b>Particulars</b>	<b>Maximum Score</b>
<b>I.</b>	<b>Publication</b>		
I. a	Research Papers published in	Refereed Journals*	15 / publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/ publication
I. b	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subject Books by National level publishers / State and Central Govt. Publications with ISBN/ISSN numbers.	25 /sole author, and 5/ chapter In edited books
		Subject Books by other local publishers with ISBN/ISSN numbers	15 / sole author, and 3 / chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters in knowledge based volumes in Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
I. c	Editorial Work	Editing a Refereed Journal	10 / issue
		Edited Book by a reputed publisher	15 / book
<b>II.</b>	<b>RESEARCH PROJECTS</b>		
II. a	Sponsored Projects (On-going within the timeframe of the project)	(a) Major Projects amount mobilized with grants above Rs. 7.5 lakh	20 /each Project
		(b) Medium Projects Amount mobilized with minimum of Rs. 3.00 lakh up to Rs. 7.5 lakh	15 /each Project
		(c) Minor Projects (Amount mobilized with grants above Rs. 1,00,000 up to Rs. 3 lakh)	10 /each Project
		(d) Tiny projects involving amount between Rs. 50,000 to Rs. 1,00,000	5 /each project

S. No.	Nature of Activity	Particulars	Maximum Score
II. b	Consultancy Projects On-going/completed	Amount mobilized with minimum of Rs. 1.0 lakh	5 per every Rs.1.0 lakh
II. c	Completed projects	Project report submitted	20 / each major project, 10 / each minor project and 5 / each tiny project
II. d	Projects Outcome / Outputs	Major Policy document of Govt. Bodies at Central and State level	30 / each national level output / 50/each for International level
<b>III.</b>	<b>RESEARCH GUIDANCE</b>		
III. a	M.Phil.	Degree awarded only	5 /each candidate
III. b	Ph.D.	Degree awarded	10 /each candidate
<b>IV.</b>	<b>TRAINING COURSES, TEACHING AND CONFERENCE/SEMINAR/WORKSHOP PAPERS</b>		
IV. a	Organising Training and other Capacity Development Programs.	(a) Not less, than two week duration	20 for each
		(b) One week duration	10 for each
	Teaching in MPhil/PhD prog. (Max 30 points)	Two credit course	20 for each
	Organising Academic Conferences / Workshop	National or International level	10 for each
IV. b	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research papers in	
		(a) International conference	10 / each
		(b) National	7.5 / each
		(c) Regional/State level	5 / each
IV. c	Invited lectures or presentations for conferences/ symposia	(d) Local-University/College/ institute level	3 / each
		(a) International	10 /each
		(b) National level	5 / each
		(c) Regional/Local level	1 / each

\* It is incumbent on the Centre to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories III. Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

\*\* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication IV (b).

Table 2 (a)

Minimum Score Required Every Year for Research and Publication

Category	Minimum Score Required		
	Assistant Professor	Associate Professor	Professor
I a.	20	25	30
I b.	10	15	20
II a.	15	20	25
II b.	-	-	-
II c.	-	-	-
II d.	-	-	-
III. (3 <sup>rd</sup> year onwards)	-	-	-
IV a.	10	10	20
IV b.	10	15	15
IV c.	-	-	-
<b>Total</b>	<b>65</b>	<b>85</b>	<b>110</b>

### A.2.3

#### CENTRE FOR SOCIAL STUDIES, SURAT

#### PAY-SCALES OF THE CENTRE'S STAFF (w.e.f. 1-1-2006)

<b>A:</b>	<b>Academic Staff</b>	<b>Pay Scales and Grade Pay</b>
1	Director	37400 – 67000 + 10000
2	Professor	37400 – 67000 + 10000
3	Associate Professor	37400 – 67000 + 9000
4	Assistant Professor	15600 – 39100 + 6000
5	Visiting Fellow	37400 – 67000 + 9000
<b>B:</b>	<b>Library/Supporting Staff</b>	
1	Assistant Librarian	9300 – 34800 + 5400
2	Library Asstt.- cum-clerk	5200 – 20200 + 2400
3	Lib. Attendant	5200 – 20200 + 1900
<b>C:</b>	<b>Administrative Staff</b>	
1	Admn. Officer	9300 – 34800 + 5400
2	Office Supdt.	9300 – 34800 + 5400
3	Accounts Officer	9300 – 34800 + 4600
4	Jr. Steno-cum-PA to Director	9300 – 34800 + 4400
5	Senior Clerk (Estate and General)	5200 – 20200 + 2400
6	Head Clerk (Accounts)	5200 – 20200 + 2800
7	Sr. Acctts. Clerk	5200 – 20200 + 2400
8	Sr. Word Processor	5200 – 20200 + 2400
9	Jr. Word Processor	5200 – 20200 + 1900
10	Peon-Attendant-Driver	4440 – 7440 + 1300
11	Machineman/Attendant	5200 – 20200 + 2400
12	Head Peon	4400 – 7440 + 1650
13	Receptionist/Computer Operator	5200 – 20200 + 1900
14	Peon	4440 – 7440 + 1300
15	Watchman	4440 – 7440 + 1300
16	Safai Kamdar	4440 – 7440 + 1300

### **A.3.1**

#### **RULES REGARDING PROVIDENT FUND**

Centre has opted Contributory Provident Fund Scheme of the Employee's Provident Fund Organization, Government of India. Centre was granted Provident Fund Code No. GJ/SRT/30056 by Provident Fund Organisation.

### **A.3.2**

#### **RULES REGARDING GRATUITY**

Centre has opted Scheme of Gratuity of the Life Insurance Corporation of India. The Rules of Gratuity are as per the payments of Gratuity Act, 1972, amended from time to time.

### **A.3.3**

#### **GUIDING PRINCIPLES FOR THE MEDICAL RELIEF FUND (MRF)**

##### **Rules Regarding the Management of the MRF**

- 1) The Centre has established a "Medical Relief Fund" for its permanent employees and for the employees who are appointed under the recurring grant and project grants, and in whose appointment the benefit of the Medical Relief Fund has been mentioned. The Centre also maintains and develops this Fund. This Fund will cover reimbursements other than the day-to-day medical reimbursements.
- 2) The Medical Relief Fund has been established through the recurring grants, project grants and voluntary donations and will continue be developed in the same manner. In order to strengthen the fund, the Committee is empowered to receive financial assistance from various sources.
- 3) The Scheme will be regulated by a four-member committee under the convenor-ship of the Director of the Centre and a representative each from the Faculty, Administration and other staff.
- 4) Whenever necessary, the Committee will be able to change the rules with approval of the appropriate authorities of the Centre, and will manage the fund accordingly.
- 5) This fund will cover the Employees and their dependents.

*Note:* Here the ‘dependents’ mean ‘husband/wife, legal children, step-children, father-mother and minor brothers and sisters who usually stay with the employee and whose total monthly income from all sources (including pension) is not more than Rs.500’.

- 6) Each employee of the Centre will become a member of the scheme by paying a token premium and the annual premium as decided by the Medical Relief Fund Committee from time to time.
- 7) On the Funds of the Medical Relief, the interest earning at the highest rates received during the last financial year by the Centre’s Society, may be credited/taken [at the same rates that of the CSS Society] as a contribution of the CSS as a contribution for all MRF Schemes.
- 8) Reimbursement for medical expenses to the eligible employees will be done as per the following rules:
  - a) The benefits of Mediclaim/Jan Arogya insurance available to the employees will be as follows:
    - i) The eligible employees will get annual benefit upto Rs.1,00,000 under the Mediclaim insurance.
    - ii) If there are more than 3 dependents of the eligible employee, they will be given the Jan Arogya Policy by MRF at the annual insurance benefit upto Rs.5000.
  - b) The members whose claims are not covered under the Mediclaim Scheme as per the policy of the New India Assurance Company Limited and for the diseases which existed at the time of becoming member of this insurance scheme, but were not covered by the New India Assurance Company Limited and for reimbursement towards expenses in case of maternity/miscarriage/abortion, if a member is hospitalized, total provision of Rs.20,000 will be made in the budget as per the following provisions:

This relief is for those who are not covered under the mediclaim policy or for those diseases which are not covered under the mediclaim insurance policy. This relief will be given on only two occasions in a financial year to the employee and his family, and the amount will be Rs.10,000 or 80% of the total hospital expenses (except for maternity/miscarriage/abortion), whichever is less, on production of the appropriate vouchers.

- c) If the insurance company does not cover medicines then the issueless female employee or the wife of male employee will be given the facility of maternity/miscarriage/abortion twice only, while those who have one child will be given this facility once only. The reimbursement at the rate of a maximum of Rs.900 for abortion, and Rs.1800 for a cesarian operation or 80% of the total bill of treatment, whichever is less, will be paid on submission of vouchers/hospital bills and prescriptions duly signed by the doctor. This facility is over and above the other facilities mentioned in the scheme.
- d) A provision for an amount of Rs.20,000 will be made in the budget for chronic ailments like TB, cancer, diabetes, malignancy including leukemia, eschemic heart disease, asthma, arthritis, depressive psychosis, peptic ulcer, leprosy, spondylitis etc. Regarding the list of chronic illness/diseases, the concerned employees may be requested to get a certificate from their doctor stating that the disease for which proposed claim is made falls under chronic/prolonged/requires continuous treatment for longer period. After receiving such certificate the disease may be taken as a chronic illness.

In a financial year, this reimbursement will be made for only one person among the employee and his family members, and its limit will be Rs.2000 or 80% of the total bill, whichever is less and for this appropriate vouchers are to be submitted. If, during a financial year, the total amount of claims made by the employees and their families is more than the ceiling of Rs.20,000, then all the claimants will be paid on pro-rata basis.

- e) The reimbursement for dental treatment will be made as per Appendix-1.
- f) The following advance will be paid for hospital treatment on written application. Ad-hoc advance of Rs.20,000 for treatment may be paid twice in a year.
- i) On submission of a claim to the insurance company, 50% of the amount of total claim submitted will be given as additional advance on written application. After deducting the amount of total advance from the reimbursement received from the insurance company, the remaining amount will be paid to the person.
- ii) Under the scheme of the Centre, the payment of the remaining amount after deducting the advance amount of Rs.7,500 will be paid only in the month of March. Under the scheme of the Centre, no additional advance can be given. If the claim made by the employees is more than the limit of Rs.20000 as per the MRF scheme, the reimbursement for maternity/miscarriage/abortion will be made first and then the reimbursement for other claims on pro-rata basis will be made from the remaining amount.

- iii) For the treatment of dental diseases, 50% of the amount of the total expenses or Rs.1500, whichever is less, will be given as advance on submission of claim along with the bills.
  - iv) Any employee who has incurred treatment expenses that are more than the reimbursable amount, will be paid Rs.25,000 or ten times of the basic salary or the actual additional expenses, whichever is less, as advance from the CSS staff Welfare Fund on the condition that it will be repaid in maximum 60 instalments at the saving account rate of interest of a nationalized bank.
- 9) The Centre is not responsible for any enquiry from insurance company about reimbursement of claims, the conditions to be satisfied, time limit for submitting the claims, etc. The members are expected to strictly follow the rules and guiding principles of the insurance company. However, the Centre will assist the employees in the process.
- 10) The above guiding principles have been prepared by the Centre. Wherever there is inconsistency, in cases of MRF not covered by the insurance company the decisions of the Board of Governors of the Centre, and in the case of Mediclaim and Jan Arogya policies, the decision of the insurance company will be final and binding to all the employees and their dependents.

### **Appendix-I**

#### **CENTRE FOR SOCIAL STUDIES, SURAT**

Under the Medical Relief Fund Scheme of the Centre, starting from the financial year 2003-2004, "Aid for Dental Treatment" for the eligible employees and their dependents is implemented as per the following rules:

- 1) The Scheme will cover treatments due to accident, such as breaking of teeth, fracture in the jaw and extraction of teeth or fixing new teeth because of it.
- 2) It will also cover Root Canal Treatment (RCT), falling of teeth due to decay, fixing new teeth, extraction of teeth, fixing new teeth etc.
- 3) Reimbursement towards expenses on the complete denture will be made once in life of the employees and dependents covered under this scheme. In case the denture is broken or damaged or is fixed again due to accident or as per medical advice, the reimbursement for full denture can be made more than once.
- 4) The treatments given on medical advice and for medical reasons, such as Piyoria, cleaning of teeth or removing plaque on the teeth etc. will be covered.



- 5) For all the above and other treatments, the amounts of medical aid are fixed (given in enclosure 1) such as for extraction of a tooth, for RCT, for fixing a tooth etc. and will be paid accordingly. If a person has taken treatment at the rates different from those fixed by the Centre, the payment will be made at the rates of METAS of SDA Hospital, Surat. The reimbursement will be made at the rate fixed by the Centre or the rate of METAS of SDA Hospital, Surat or the bills produced by the employee whichever is less.
- 6) The treatments for cosmetic purposes like periodontics, bleaching of teeth, shining treatment on teeth, cover framing of teeth etc. are not covered.
- 7) An amount of Rs.25,000 per annum has been provided for dental treatment (It is decided to give a maximum amount of Rs.5,000 per annum per family). If the total claims amount to more than Rs.25,000, the reimbursement will be done on pro-rata basis.
- 8) Reimbursement for dental treatment will be made as practiced for chronic ailments, at the end of the financial year.
- 9) The above rules are framed by the Centre on experimental basis and they be reconsidered in future, if necessary.
- 10) As this Scheme is new for the Centre, the Centre reserves the right to take medical advice on whether to give a particular aid or not, and if yes, what amount should be given, decision of the Centre in this respect will be final and binding to all employees.

### **A.3.4**

#### **GROUP PERSONAL ACCIDENT POLICY**

Centre's eligible employees are covered under Group Personal Accident Policy upto maximum amount of Rs. 1.00 lakh. The scheme is governed as per the rules of insurance company. Since its beginning in the year 2004, the coverage is insured by the New India Assurance Company Ltd.

## **A.3.5**

### **RULES REGARDING GROUP SAVINGS LINKED INSURANCE SCHEME**

#### **1 DEFINITIONS**

In these Rules, where the context so admits, the masculine shall include the feminine, the singular shall include the plural and the following words and expressions shall, unless repugnant to the context, have the following meanings:

- i) 'THE EMPLOYER' shall mean Centre for Social Studies, Surat.
- ii) 'THE CORPORATION' shall mean the Life Insurance Corporation of India established under Section 3 of the Life Insurance Corporation Act, 1956.
- iii) 'THE SCHEME' shall mean Centre for Social Studies, Surat.
- iv) 'THE RULES' shall mean the Rules of the Scheme as set out below and as amended from time to time.
- v) 'THE MEMBER' shall mean the particular employee of the Employer who has been admitted to the benefits under the scheme.
- vi) 'ENTRY DATE' shall mean (a) In relation to the Members admitted to the scheme on the date of commencement, the said date of commencement and (b) in relation to new date, the Annual Renewal date which is coincident with or immediately next follows the date on which they become eligible.
- vii) 'ANNUAL RENEWAL DATE' shall mean in relation to the Scheme the 20th day of APRIL and the day of APRIL in each subsequent year.
- viii) 'TERMINAL DATE' shall mean in respect of a Member, the date on which he completes the age of 60 years.
- ix) 'THE ASSURANCE' shall mean the Assurance to be effected on the life of the Members.
- x) 'THE BENEFICIARY' shall mean in relation to a Member, the person or persons who has/have been appointed by him in terms of these Rules to receive the benefits under the Scheme in the event of his death- whilst being insured.

- xi) 'THE RUNNING ACCOUNT' shall mean the Account to be maintained by the Corporation in favour of the Employer to which will be credited the premiums remaining in respect of the Members after utilising such part as is required to provide life assurance benefit.
  - xii) 'REGISTER' shall mean the record of Members kept by the Corporation.
- 2** The Employer will act for and on behalf of the Members in all matters relating to the Scheme and every act done by agreement made with and notice given to the Corporation shall be binding on the Members.
- 3** **COMMENCEMENT DATE:** The Schemes shall commence and the Rules shall take effect from 20-4-1988.
- 4** **ELIGIBILITY:**
- (a) All Regular employees who are aged not less than 16 years and not more than 59 years shall be eligible to join the Scheme.
  - (b) Present employee in the above category may join the scheme as from the date of commence of the Scheme.
  - (c) It shall be a condition of service that present employee who are not within the above category and all future employees must join the scheme on the relevant Entry Dates as soon as they satisfy the condition of eligibility.
  - (d) No Member shall withdraw from the Scheme while he is still an eligible employee satisfying the conditions of eligibility described above.
- 5** **EVIDENCE OF AGE:** The Employers shall arrange to obtain satisfactory evidence of age in respect of each Member at the time of his entry into the Scheme.
- 6** **EVIDENCE OF HEALTH:** The Members who are not absent on medical grounds on the date of joining the scheme will be admitted to the Scheme. Those who do not satisfy this condition will be admitted on the next Annual Renewal Date.

## 7 CONTRIBUTIONS

- i) Every member shall pay a monthly contribution as per category to which he belongs as per the following Table:

Category	Salary Range	Monthly contribution
A	Above Rs. 5000/-	Rs. 80/-
B	Between Rs. 2501-Rs.5000/-	Rs. 60/
C	Between Rs. 2500-Rs.1001/-	Rs. 40/
D	Rs. 1000/-	Rs. 20/

Note: Salary for the purpose of categorisation of employees would mean the total monthly salary, but exclude payments of contingent nature.

The contribution shall commence on the Entry Date and continue until the Terminal Date or otherwise as specified in the Rules.

- ii) The employer shall recover the contribution in respect of all the Members from their salaries and remit the same in full to the Corporation for providing benefits in accordance with the Rules. The remittances should include the contribution pertaining to such of those employees from whom recoveries could not be made by Employer for one reason or other.
- iii) A part of the contribution as may be fixed by the Corporation from year to year expressed as a uniform average amount per Member for each Category determined on the basis of age distribution of all the Members shall be utilised to provide for each Member life assurance benefit will become payable upon the death of the Member whilst being insured under the Scheme. For this purpose, the employer shall effect assurance under the One Year Renewable Term Assurance Plan with the Corporation. The balance of the contribution will be credited to a Running Account to be maintained by the Corporation in favour of the Employer for providing the benefits described in Rule 8 to the Members. The Corporation shall allow interest on the balance in the Running Account at the agreed rate.
- iv) In the event of change of category of a Member from one category to another, his contribution shall be revised from the next Annual Renewal Date of the Scheme to the level appropriate to the Category to which he belongs. Until the next Annual Renewal Date, the Member shall continue to be covered for insurance for the same amount for which he was eligible before such change.

8 i) **On death of the Member before the Terminal Date:**

The Life Assurance benefit as per the following table together with the amount to the credit of the Member in the Running Account as on the date of his death as determined in the manner referred to in 8 (ii) shall become payable to the beneficiary:

Category	Salary Range		Amount to Life Assurance Benefit
A	Above Rs. 5000/-		Rs. 80,000/-
B	Between Rs. 2501-Rs.5000/-		Rs. 60,000/-
C	Between Rs. 2500-Rs.1001/-		Rs. 40,000/-
D	Rs. 1000/-		Rs. 20,000/-

ii) **On Reaching Terminal Date or on earlier cessation of service other than death:**

The total amount to the credit of Member in the Running Account as shall be determined by the Corporation having regard to the Entry Date the amounts credited to the Running Account from time to time, the rate of interest and the date of exist shall become payable to the Member.

9 **TERMINATION OF MEMBERSHIP:**

The Membership of the scheme in respect of a Member shall terminate upon the happening of any of the following events:

- a) Member ceasing to be in the service of the Employer.
- b) Member reaching the Terminal Date.

Upon termination of membership, the life assurance benefit of the member shall cease forthwith and the amount of his credit in the Running Account as determined in Rule 8(ii) shall become payable.

10 **RESTRAINT ON ANTICIPATION ON ENCUMBERANCE:**

The benefits under the scheme are strictly personal and cannot be assigned, charged or alienated in any way.

**11 MASTER POLICY:**

The Corporation will issue a Master Policy to the Employer incorporating the terms and conditions under which the benefits are assured.

**12 APPOINTMENT OF BENEFICIARY:**

Every Member shall at the time of entry into the scheme appoint one or more of his wife or child/children or dependents to be his Beneficiary or Beneficiaries in Form II given in the Appendix and file it with the Employer. If a Member does not have a wife or child/children or dependents then he shall appoint the legal representatives to be the beneficiary. In the event of death of the Member, the benefits in respect of his will be paid to the beneficiary or beneficiaries appointed by him.

**13 AMENDMENT OF DISCONTINUANCE OF SCHEME:**

The Employer may discontinue the scheme at any time subject to 3 months' previous notice being given to the Members and the Corporation and the discontinuance shall be effective from the 20th of the month co-incident with or following the expiry of the notice period.

**A.3.6**

**RULES REGARDING VEHICLE ADVANCE**

Rules regulating Vehicle Advance to Centre's Permanent Employees for the purchase of vehicles.

- 1 Advance for the purchase of vehicles including cycles will be made available from Centre's Vehicle Advance Fund to the permanent employees of the Centre. However, advance will be made available for six times only during the entire tenure of the services in the Centre as per the intervals mentioned in the following table.

<b>Sl. No.</b>	<b>Engine Capacity of Vehicle (CC)</b>	<b>Loan Payable after Interval of Years</b>
1.	Vehicle of 100 C.C. & Above	Six years
2.	Mopeds including/ upto 99 C.C.	Four years
3.	Cycles	Two years

The Governing Board on 5-9-2000 raised total limit of vehicle funds from Rs. 1.0 lakh to 2.0 lakh.

An additional advance for a cycle can be made available once in two years under these rules.

- 2 However, advance will not be granted for the purpose to such employees who already own a vehicle, except under some extra ordinary circumstances at the discretion of the Director.
- 3 Advance will be granted to the tune of employee's one year's pay, or Rs.40,000/- or the actual cost of the vehicle whichever is less. No employee will be given his/her last due salary and all kind of retirement/resignation benefits which are considered as security against vehicle advance till he/she settles the account concerning the vehicle advance. (Pay means basic pay only).
- 4 Interest on advance will be at the rate fixed/declared by the Government and will be charged monthly basis.
- 5 Advance and interest on advance will be recovered by a maximum of forty in case of vehicles and in case of cycle advance by twenty equal monthly instalments at source. However, if any employee intends to repay the advance by a lesser number of instalments, he/she can do so.
- 6 Advance will be given on the production of vehicle's allotment letter in case of a new one and *Banakhat* in case of second-hand only and that purchase documents together with driving licence etc. will have to be produced and in case of cycle, purchases Bill/Receipt, within one month after the release of advance.
- 7 Vehicles so purchased by getting advance under this rule should be insured and mortgaged to the Centre. In addition, *the employee will have to give in writing to recover the balance advance in full settlement from his/her P.F.* in case he/she ceases from the Centre before settlement of such advance.

### **A.3.7**

#### **RULES REGARDING STAFF QUARTERS**

Rules for the Allotment of Staff Quarters and Occupation thereof by the Centre's Permanent Staff.

##### **A. Definitions and Explanations**

- 1 These rules shall be called "Centre for Social Studies Staff Quarters Allotment - Occupation Rules".

- 2 These rules shall come into force retrospectively from the date on which first lot of quarters was allotted i.e., November 1980 and shall be in force with changes if any made subsequently therein by the Centre's Building Committee.
- 3 (a) These rules shall apply to all the permanent employees and employees on probation of the Centre for Social Studies, Surat.
- (b) The Director shall allot the quarters as provided for by these rules.
- 4 In every case of allotment of the Centre's staff quarters, the allottee shall be deemed to be a licensee only and not a tenant.
- 5 Definitions: In these rules, unless the context otherwise requires:
- 1) 'Allottee' means any permanent employee or employee on probation/project staff of the Centre to whom residential accommodation is allotted.
  - 2) 'Centre' means the Centre for Social Studies, Surat.
  - 3) 'Director' means the Director of the Centre for Social Studies, Surat.
  - 4) 'Family' means and includes the wife or the husband as the case may be, children, step-children, parents, grand parents, in-laws, brothers and sisters ordinarily residing with the employee.

The Director may relax the definition of the word 'family' in special circumstances.

- 5) 'Seniority' means the length of service from the first appointment on a substantive post in the Centre.
- 6) 'Sub-letting' means and includes sharing of residence with or without payment of Licence Fee but does not include casual guests and servants.
- 7) 'Licence Fee' means the charge fixed for the occupation of quarters in accordance with the rules and shall not include government or local bodies' taxes, electricity, water or any other service charges which shall be collected at the rates prescribed from time to time.
- 8) 'Pay' means basic pay on which the employee gets PF/Gratuity benefits.



- 9) 'Employee' means any person in the employment of the Centre as a permanent employee or one on probation.

**B. Rules for Allotment**

- 6 (a) An employee's eligibility for a particular type of residence shall be determined on the basis of his cadre in the Centre on the day of allotment.
- (b) The cadres eligible for different types of residence are as follows:

Type of residence	Eligible Cadres
A-Type	Attendants
B-Type	Administrative & Supporting and Library staff
C-Type	Associate Professors & Assistant Professors
D-Type	Professors

- 7 (a) Any quarter which is available for allotment will be allocated on the basis of seniority as defined in these rules by inviting applications from the eligible applicants.
- (b) Notwithstanding anything contained in these rules to the contrary, members of the staff whose presence on the campus is considered essential or desirable in the larger interests of the Centre or for any other exceptional reasons, the Director may allocate quarters out of turn on priority basis.
- 8 (a) Every employee who desires to have an allotment made under these rules shall apply to the Director in writing whenever applications for allotting any quarter are invited by him.
- (b) Any employee, if he/she so desires, may apply for an accommodation for the cadre below his/her own and such application will be considered at the discretion of the Director.
- (c) In cases covered under (b) above, no concessions in respect of Licence Fee and any other charges or payment will be given to the employee.
- (d) On receipt of the application from an employee, he/she shall be placed in the seniority list for the type of residence applied for.
- 9 (a) An employee shall not be allotted any quarters if the employees' spouse is already allotted any quarters. If either of the spouses become eligible for and is allotted any other quarters meant for a higher cadre than the quarter already allotted and

occupied by an employee, those quarters shall be vacated by the spouse on whose name it is allotted.

- (b) If two employees already in occupation of two separate quarters marry each other, they shall surrender one of the quarters within one month of their marriage. If one of the quarters occupied by husband or wife is not surrendered, the allotment of the lower type of residence shall be deemed to have been cancelled on expiry of the said period of one month.
  - (c) An employee who is owning or jointly owning a house in his own name or in the name of a member of his family within SMC limits or within 8 kms shall not be entitled for allotment of any quarter except under the circumstances mentioned in and subject to the conditions stated in the GR No. ACD/2073/83105 dated 16-12-78 as amended from time to time.
- 10
- (a) The liability to pay Licence Fee and all other charges will start from the date of the allotment of quarters.
  - (b) The allotment of quarters shall be effective from the date of allotment and shall continue till i) it is cancelled by the Director, ii) deemed to have been cancelled under these rules or iii) is surrendered by the employee concerned or iv) the employee concerned ceases to be an employee of the Centre or vi) the employee ceases to occupy the quarters.
- 11
- An employee who avails of the following types of leave may with the approval of the Director, retain the allotment for a period as indicated below subject to payment of the Licence Fee and other charges he was paying at the time of going on leave and subject to the conditions that family or the employee actually lives in the quarters.
- i) In the case of leave preparatory to retirement for a maximum period of four months.
  - ii) In the case of leave on medical grounds, for the entire period of that leave,
  - iii) In the case of leave for higher studies/extra ordinary leave, sabbatical leave or any absence on account of training in or outside India/deputation, for a period equal to the tenure of his studies.
  - iv) An employee who leaves the service on resignation or removal or dismissal may be allowed to retain the quarter on the Licence Fee he/she was last paying for a period of one month and in case of retirement or death, the retention of the

quarters on payment of the Licence Fee he was last paying may be allowed for a maximum period of four months.

- 12 An employee occupying the quarter shall not ordinarily be allowed to apply for a change to another quarter of the same type more than once for the same type of residence. For this, the employee desirous of change shall apply in writing within three days after the quarters have fallen vacant. An employee who fails to accept the change of quarter offered shall not again be eligible for such a change of quarter.
- 13 (a) An allottee who decides to surrender the quarter shall inform the Director in writing, atleast one calendar month before the date of actual surrender. The date of such notice will be reckoned from the date of which it is received in the Centre office.  
  
(b) In case the employee fails to give one month's clear notice of the surrender of quarter, he/she shall be liable to pay Licence Fee for such number of days upto a maximum of one month during which period the building may remain vacant, from the actual date of receipt of the notice.
- 14 (a) The quarters shall not on any account be sub-let nor shall they be shared with any one else, except for members of family as defined in these rules. In exceptional cases, the Director may permit an employee to share the quarter with another employee on their mutual consent for a specific period on such conditions as may be laid down by the Director.  
  
(b) If an employee sublets the quarter or shares it with any one else, the allotment shall be cancelled and the allottee shall thereafter vacate the quarter within one month from the date of cancellation of allotment.  
  
(c) The quarters are allotted on the assumption that normal, peaceful atmosphere is maintained; and no disturbance is caused to other residents/office functioning, etc. In the event of such a breach of peace/normal atmosphere, the Director shall refer this matter to a Committee specially constituted for the purpose, and seek its opinion. If fully convinced; the Director can remove the allottee from his/her quarters. The Director can also initiate action including the immediate vacating of the quarters against the allottee on the basis of verbal/written complaint and after careful consideration of other evidence.
- 15 All allottee shall be liable for disciplinary action, if he/she commits a breach of any of these rules.

**C. Conditions of Occupying Centre's Quarters**

16 The allottee shall pay Licence Fee at flat rates fixed on living area as under:

Range of Living Area (sq. mts.)	Flat rate (P.M.)	Type	Centre's existing quarters covered as under:	
			Sq. Mts	Rate P.M.
Upto 29	Rs. 20	A-1&2	28-78	Rs. 70/-
30 to 35	Rs. 35	A-3&4	30-70	Rs. 70/-
		A-5&6	32-60	Rs. 70/-
36 to 42	Rs. 50	-	-	-
43 to 55	Rs. 75	B-1	45-13	Rs. 150/-
		B-2&3	43-37	Rs. 150/-
56 to 64	Rs. 100	-	-	-
65 to 79	Rs. 120	C-1&2	66-60	Rs. 240/-
		C-3&4	72-96	Rs. 240/-
		C-5&6	78-00	Rs. 240/-
80 to 120	Rs. 150	D-1	98-62	Rs. 300/-
		D-2	103-53	Rs. 300/-
121 to 150	Rs. 200	-	-	-
151 & above	Rs. 260	-	-	-

And further he/she shall not be entitled to House Rent Allowance.

In addition to Licence Fee the allottee shall be liable to pay taxes as may be levied by the Municipal or local authorities, charges for electricity, water and other common services as may be decided by the Centre's Building Committee from time to time. The Licence Fee and other charges for the quarters shall be recovered by deducting from the pay bill of the allottee every month by the accounts section.

- 17 (a) Liability for payment of Licence Fee shall commence from the date of allocation of the quarter.
- (b) The allottee shall use the quarter only for the purpose for which it has been allotted.
- (c) The allottee shall maintain the quarters, the compound and the premises in a clean and hygienic condition.
- (d) An allottee shall not make any additions or alterations to the building, water and electrical connections or otherwise tamper with any part or portion of the building and its fittings and fixtures.

- (e) An allottee shall report in writing to the Estate Manager any defects in the quarters. Attempting to rectify any defect otherwise than through the Estate Manager is forbidden and may lead to cancellation of the allotment.
- 18 It shall be competent for the Centre to set aside or reserve such buildings as it may deem necessary for a specific purpose and for a specific period.
- 19 Except for household pets, no cattle or any other animal shall be kept in the residence or anywhere on the campus so as to hazard or nuisance to others.
- 20 A request in writing from an employee for use of any vacant residence, for a period not exceeding 10 days, for ceremonial or religious purposes, may be granted by the Director on the employee's paying in advance the Licence Fee and service charges as may be decided by the Director for the type of residence given for temporary use.

The applicant will be responsible for the building while it is in his possession in all respects as if he is a regular allottee for the time being.

**D. Interpretation of Rules**

- 21 In case of any doubt on the interpretation of these rules, the decision of the Building Committee shall be final.

### **A.3.8**

#### **RULES REGARDING CONSULTANCY**

- 1. The objectives of introducing Consultancy services are two-fold. (a) To transmit the knowledge to the groups or organisations which need the expertise of the Centre's faculty; and (b) To enable the faculty to develop further expertise in their areas of specialisation, through increased interaction with client bodies, groups, etc. The Consultancy should lead to the enrichment of faculty experience and their professional competence.

All the consultation will be in the name of individual faculty member or a group of faculty members and the Centre will bear no responsibility for the completion of work, its content and/or its output.

Involvement of a researcher in any consultancy assignment will primarily be in advisory capacity. This includes aspects like help in conceptualising project, guidance about

fieldwork and data collection, data analysis, write-ups, reviews, programme monitoring and evaluations etc.

2. Director's approval is necessary in all cases of faculty involvements in paid consulting assignments. In case where the Director is proposed to act as a consultant for any client organisation, the permission will be sought from the Chair of the CSS Board of Governors (BoG).
3. Time for all consultancy work should not exceed 50 days in a financial year for each faculty member. This time period include holidays, other leave, etc., but excludes sabbatical (extra-ordinary) leave. This time limit of 50 days can be relaxed by the Director in exceptional situation, on review.
4. Terms and Conditions for sharing revenue for undertaking consultancy at the Centre will be as under:
  - A. The consultant will have to share with the Centre 50% of the amount of the agreement he has signed with the client organisation.
  - B. If the consultant receives payment from client organization in instalments, the money will be shared with the CSS in proportion of the payments received by him.
  - C. All expenses incurred such as hiring of manpower, fieldwork cost, data processing, secretarial assistance, tax deducted at source for the payment received by him, etc. shall be met by the consultant from his own share of 50%.
  - D. The Centre will not bear any cost for any expenses as mentioned above in 4.C for the consultancy.
5. All payments in respect of faculty consultancy will be received in the name of individual faculty consultant.
6. CSS office/library shall be provided record of ToR between faculty and consulting body as well as a copy of the consulting assignment report (if any) submitted to the client body.
7. Consultancy does not include the following: (i) Lectures including teaching; (ii) Fellowships; (iii) Examinership, including paper-setting; (iv) Sitting fees for meetings, seminars, workshops or conferences; (v) Honorarium for evaluation of research proposals, manuscripts, thesis, reports and such other documents.

8. Publication of any reports, articles, publications, etc. published by the consultant will be in the name of consultant. The Centre will not be responsible for any findings, writings, opinions, etc. published by the consultant.
9. CSS Director and/or the Chair of the CSS BoG may use their discretion, if they consider that such discretion is warranted in the institute's wider interests.

### **A.3.9**

#### **RULES REGARDING LEAVE TRAVEL CONCESSION**

Leave Travel Concession Scheme for Centre's Permanent Employees and their Families is governed as per the Government of Gujarat/Government of India rules, amended from time to time, duly accepted by the Centre.

The rules also permits to encash 10 days earned leave at the time of availing Leave Travel Concession subject to maximum 60 days in aggregate during the entire career, etc. amended from time to time, for the Centre's eligible staff members.

### **A.3.10**

#### **Rules Regulating Travelling / Dearness Allowances**

#### **Revision of Travelling Allowance/ Daily Allowance etc. with reference to Sixth Pay Commission (effective from 1.2.2013) for Centre's Staff**

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#### **1. Entitlement for Journey by Rail on tour and transfer for Permanent and on Probation Employees:-**

In super-session of the orders relating to the pay ranges and travel entitlements for journey by rail on tour and transfer, the revised pay ranges and travel entitlement will be as follows.

<b>Pay Range (1)</b>	<b>Entitlement (2)</b>
Grade Pay Rs. 7600 and above	AC First Class
Grade Pay Rs. 4200 to 6600	AC II Tier
Grade Pay Rs. 1800 to 2800	First Class/ AC III-Tier Sleeper/ AC Chair Car*
Grade Pay below Rs. 1800	Second Sleeper

\* All employees who are entitled to travel on tour/transfer by First Class/II AC III-Tier Sleeper/AC Chair Car may, at their discretion, travel by II AC 2-Tier Sleeper where any of the train connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

The Chairman and the Director will be entitled to travel by Air or Air Conditioned Ist Class Railway.

**Travel by Rajdhani Express Trains :**

Pay Range (1)	Entitlement (2)
Grade Pay Rs. 7600 and above	AC First Class
Grade Pay Rs. 4200 to 6600	AC II Tier Sleeper
All other drawing Grade pay below Rs. 4200	AC Chair Car*

\* Travel by AC III-Tier sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

**Travel by Shatabdi Express Train:**

Pay Range (1)	Entitlement (2)
Grade Pay Rs. 7600 and above	Executive Class
All other drawing Grade pay below Rs. 7600	AC Chair Car

The faculty and staff of the Centre are expected to consider Centre's financial condition if the travel cost is not from the maintenance grant. If need be, they should consider travel by class lower than their entitlement so as to save resources.

**B. Mileage Allowance for Journey by Road:-**

Grade Pay Range (1)	Entitlement (2)
(i) Rs. 8900 and above	Actual fare by any type of public bus, including air conditioned bus; OR At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi; OR At prescribed rates for auto rickshaw for journey by auto rickshaw; OR At prescribed rates of road mileage for journeys by scooter/motor cycle/ moped etc.
(ii) Rs.4200 and above but Less than 8900	Same as at (1) above with the exception that journeys by AC Taxi will not be permissible.
(iii) Rs. 2800 and above but less than Rs. 4200	Same as at (ii) above with the exception that journeys by AC bus will not be, permissible.
(iv) Rs.1800 and above; but less than Rs.2800	Actual fare by any type of public bus other than AC bus; OR At prescribed rates for auto rickshaw for journey by auto rickshaw. OR At prescribed rates of road mileage for journeys by scooter/motor cycle/moped etc.
(v) Below Rs. 1800	Actual fare by ordinary public bus only; OR At prescribed rates for auto rickshaw for journey by auto rickshaw; OR At prescribed rates of road mileage for journey by scooter/motor cycle/moped etc.



**2. Daily Allowance on Tour:**

The grouping of pay ranges and the rates of Daily Allowance are revised as follows, subject to the existing conditions:

**(a) When the Employee stays in Government/ Public Sector Guest House or makes his own arrangements.**

Grade Pay Range	Localities other than those mentioned in columns (3), (4) and (5) Rs.	B-1 Class cities and expensive localities*	A Class cities and specially expensive localities**	A-1 Class cities***
(1)	(2)	(3)	(4)	(5)
Director/ Chairman	310	380	460	560
Rs. 7600 and above	270	340	420	520
Rs. 4200 and above; but less than Rs. 7600	240	300	370	460
Rs. 2800 and above; but less than Rs.4200	210	260	320	400
Rs. 1800 and above but less than Rs.2800	180	220	270	340
Below Rs. 1800	110	140	170	210
*	<b>B-1, Class cities</b>	: Agra, Allahabad, Bhopal, Coimbatore, Dhanbad, Indore, Jabalpur, Nagpur, Jamshedpur, Cochi, Kozikede, Lucknow, Ludhiana, Madurai, Merath, Patna, Surat, Thiruvananthapuram, Vadodara, Varanasi, Vijayawada, Vishakhapatnam		
**	<b>A, Class cities</b>	: Kanpur, Hyderabad, Pune, Ahmedabad, Bangalore, Nagpur, Jaipur, Lucknow		
***	<b>A-1, Class cities</b>	: Bombay, Calcutta, Delhi, Chennai		

The class of cities will be as per announcement of the Government from time to time.

**(b) When an Employee stays in a hotel or other establishment providing boarding and/or lodging at Scheduled Tariffs.**

Grade Pay Range	Localities other than those mentioned in columns (3), (4) and (5) Rs.	B-1 Class* cities and expensive localities*	A Class* cities and specially expensive localities**	A-1 Class* cities.
(1)	(2)	(3)	(4)	(5)
Director / Chairman	800	1000	1200	1500
Rs. 7600 and above	670	850	1050	1300
Rs. 4200 and above; but less than Rs. 7600	450	660	810	1010
Rs. 2800 and above; but less than Rs.4200	400	500	610	760
Rs. 1800 and above but less than Rs.2800	260	320	390	490
Below Rs. 1800	130	170	200	250

Classification of the cities will be as mentioned in above (a).

1. The earlier rule for the hotel accommodation charges while on tour remains unchanged. Those who draw a basic salary of Rs. 8000/- (in 5<sup>th</sup> CPC pay scales) and above are eligible to draw an amount upto Rs. 1500/- and those who draw a basic less than Rs. 8000/- are eligible to draw an amount upto Rs. 400/- on presentation of bills.
2. As regards daily allowances for the local field work, faculty members may be paid at the flat rate of Rs. 200/- per full day. If one spends half day in the field, he will be entitled to get Rs. 100/- for the purpose.
5. Number of days for the purpose of counting the daily allowance will also include the journey days as under:

(i)	if he leaves H.Q. before noon	-	full day
(ii)	if he leaves H.Q. after 12 noon	-	half day
(iii)	if he returns to H.Q. before 12 noon	-	half day
(iv)	if he returns to H.Q. after 12 noon	-	full day

- Note:**
1. For a tour of 6 to 12 hours half daily allowance will be admissible.
  2. DA will not be paid for a tour upto 20 kms. and that journey for less than six hours.
  3. DA will not be paid for the day(s) of leave availed during tour.
6. If the staff members travel by Centre's Vehicles they will not be entitled to any expenditure towards travelling but they will be entitled to claim the daily allowances as prescribed in Clause (2).
  7. If any member of the staff undertakes journey by his own vehicles (car, motor-cycle or scooter) he will be paid road mileage (on km. basis) at the rate fixed by the Director from time to time. But in any case it should not exceed the rate prescribed for Government employees.
  8. Daily allowance is not ordinarily admissible for a continuous stay of more than twenty days at an outstation at the same place/venue. For a halt at an outstation at the same place/venue exceeding twenty days for which full daily allowance is admissible, daily allowance will be reduced to 3/4 for the next twenty days and to half thereafter unless otherwise permitted by the Director.

**9. Rules for the Field-work Allowance i.e., T.A. - D.A. to be paid to the Temporary Project Staff Members**

1 There shall be following classification on the basis of total emoluments or consolidated salary for temporary project staff members.

1	Investigators & Research Assistants	drawing upto Rs.15000/-
2	Research Assistants & Research officers	drawing Rs.15001/- to 25000/-
3	Research Officers & Research Associates	drawing Rs.25001/- to 50000/-
4	Project Director and/or Research Fellow	Irrespective of whatever salary he/she draws or drawing Rs.15001/- & more

2 Temporary project staff members will be entitled to undertake journey subject to the following classification:

Total emoluments or consolidated salary drawn		
Upto Rs.25000/-		Ordinary class railway or bus journey.
Rs.25001/- & more		First class railway or bus journey (including luxury bus journey).

3 Temporary project staff members normally will be entitled to receive the daily allowance for stay at outstation, confirming the following classification:

<b>Total emoluments or consolidated salary drawn</b>	<b>Rates of DA</b>
Upto Rs.15000/-	Rs.180/- per day.
Rs.15001/- to Rs.25000/-	Rs.210/- per day.
Rs.25001/- to Rs.50000/-	Rs.240/- per day
Rs.50001/- and more	Rs.250/- per day

Notwithstanding anything stated above, consolidated DA rate per month basis will be fixed by Project Director in consultation with the Director of the Centre.

or

Rate of Travelling Allowance and Daily Allowance for Temporary Project Staff will be fixed by the Project Director in consultation with the Director of Centre for each individual case/project considering the area of field-work etc. from time to time.

## **A.4.1**

### **RULES REGARDING LEAVE**

#### **A Rules Regulating Leave and Allowances:**

1. No leave can be claimed as a matter of right, but it may be granted according to the exigencies of service.
2. The Director, and the Chairman in the case of Director, will sanction the leave. The Director can delegate the powers regarding grant of leave for ten days and less to any subordinate officer.

#### **I Casual Leave:**

- (a) An employee of the Centre will get 15 days' Casual Leave in a Calendar Year subject to a maximum of ten days at a time.
  - (b) Temporary persons appointed on monthly or yearly basis shall be eligible for 1&1/4 days casual leave per month.
- 2 This leave cannot be joined with any other kind of leave except Sundays and holidays. In any case, it should not exceed 10 days (including Sundays and holidays). A Sunday and/or holiday can be affixed at both ends.
  - 3 A new employee will be eligible for such leave commensurate with the period of his/her appointment during the year, even though he/she may not have actually earned it at the time of his/her going on leave. If he/she fails to complete the full period of appointment, proportionate deduction will be made from his/her salary at the time of last payment.
  - 4 **Special Casual Leave:-** Special Causal Leave shall be available to employee undergoing vasectomy/tubectomy operation, as per the prevailing guidelines/rules of the Government of Gujarat.

#### **II Earned Leave:**

- 1 Every permanent employee of the Centre will get 30 earned leave for every 12 months' active service or 2.5 days for 1 months' of active service.
- 2 The employee will be eligible to encash the unutilised earned leave on retirement, termination, resignation and the family of the deceased in the event of the employee's death; subject to the encashment of earned leave Rule No.9.

- 3 An employee shall not be eligible for Earned leave for the period which he/she enjoys as Earned leave, sick leave or study leave.
- 4 Earned leave can be joined with sick leave and study leave.
- 5 No employee will be eligible for Earned leave unless he/she has put in twelve months' service.
- 6 Earned leave will accumulate upto a period not exceeding 300 days.
- 7 Temporary persons appointed on yearly basis will be eligible for 15 days Earned leave for every 12 months' active service or 1.25 days for 1 months' active service from their second year's service.
- 8 Earned leave shall not ordinarily be granted for less than 5 days. However, the Director may grant less than 5 days Earned leave if he/she is satisfied with the reasons for such leave.
- 9 Every permanent employee of the Centre will be eligible to encash the unutilised earned leave to a maximum of 300 days in respect of following categories:
  - (i) Retirement on attaining the age of super-annuation, voluntary/pre-mature retirement.
  - (ii) Cases where the service of an employee has been extended, beyond the date of retirement on superannuation. In the case of termination of re-employment after retirement.
  - (iii) Where the services of an employee are terminated by notice or by payment of Pay and Allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his/her appointment.
  - (iv) In the case of death of an employee while in service to the family of the deceased.
  - (v) In the case of Leave preparatory to retirement.

An employee who resigns or quits service shall be entitled to encash equivalent in respect of unutilised earned leave at credit on the date of cessation of Service, to the extent of half such leave at his/her credit, subject to a maximum of 150 days.

Salary for the purpose means pay and other allowances excluding HRA and it should be equivalent to the amount of salary drawn at the time of encashment.

### **III Sick Leave:**

- 1 Sick leave shall be given to the permanent and employees on probation of the Centre at the rate of twenty days for one year's service, provided a medical certificate is produced from the Doctor recommended by the Centre.
- 2 The employee will be eligible to half pay during the period of such leave.
- 3 Sick leave as and when granted can be joined with Earned leave.
- 4 Temporary persons appointed on yearly basis will be eligible to 10 days Sick leave per year from his/her second year of service.
- 5 Sick leave can accumulate upto any period but no employee shall get more than 12 months sick leave at a time.
- 6 Sick leave can be commuted into full pay leave subject to a maximum of three months full pay leave at a time. The rate of commutation will be 2 days half pay=1 day full pay leave.

#### **Note:-**

1. The period spent on Earned leave, sick leave or study leave shall count for increment.
2. Pay includes all allowances excluding field work and conveyance or cycle allowances.

### **IV Rules for Extraordinary Leave without Pay and Allowances\***

1. Application for extraordinary leave (EOL) shall be forwarded to the office normally six weeks in advance with relevant papers indicating the reasons.
2. Extraordinary leave may be granted to any regular employee of the Centre who applies in writing for the grant of such leave under special circumstances on terms and conditions to be decided by the Board of Governors (BoG) in each case.
3. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
4. An employee going on extraordinary leave is not eligible to any leave salary or allowances.
5. The EOL period will count for increment.
6. Applications for EOL will be granted only after completion of three years from the date of confirmation of the employee at the Centre.

7. There will be a cap of total three years for availing EOL for any regular employee during her/his entire employment period and in terms of span at a time it can at a stretch be of not more than two years. After availing EOL, the employee will have to serve the institute for another 5 years before becoming eligible for availing another EOL. In all, employee can avail EOL not more than thrice for maximum limit of total three years with limit of maximum two years at a time during the employment with CSS.
8. While granting such leave to the faculty members, the Centre may give at a time, permission to a maximum of 20 per cent of the total number of scholars at the Centre inclusive of all categories of academic positions.
9. In case of request of extension of EOL period (if it is not crossing three years limit) the Director in consultation with the chairperson of personnel committee and chairperson of the Board can take a decision on employee's application for EOL.
10. While on EOL, if an employee intends to apply for an extension, such a request has to be made at least 3 months prior to the end of the EOL period. In absence of this, an employee has to rejoin on completion of EOL or has to resign; failing to do so the Director in consultation with the chairperson of personnel committee and chairperson of the Board can take appropriate decision.

\*EOL Revised as per decision of the Board of Governors meeting held on 28.07.2015.

#### **V Maternity Leave:**

- 1 A permanent female employee of the Centre shall be eligible for 135 days maternity leave from the date of commencement of leave.
- 2 No maternity leave shall be granted to a female employee who has two or more surviving children at the time when maternity leave asked for.
- 3 Maternity leave for a period upto six weeks is admissible to female employee for miscarriage or abortion, even she has two or more surviving children when such maternity leave is asked for.

#### **VI Paternity Leave:**

Paternity leave of 15 days to eligible employees as per the Government of Gujarat G.R. (dated 8.2.1998) is approved to the Centre (resolution dated 16.9.2006).

## **VII Study Leave:**

A member of the Academic staff will be granted by the Director three months study leave with full pay inclusive of allowances to enable him/her to go to any such institution in India or outside India for academic purpose that may benefit the post held by the staff members. He/she will be allowed to join his/her Earned leave to study leave. In case there is a delay in joining the duty after such leave due to unavoidable circumstances the Director may condone it by way of granting his/her leave due, provided it is six days or less. The staff member who applies for the opportunity or if he/she is invited to avail of the opportunity by some other institution shall not do so without the permission of the Director. The member who goes on aforesaid leave for three months or less will have to serve the Centre for one year after his/her return from the leave. In the event of his/her going on study leave for six months inclusive of his/her Earned leave, he/she will also have to serve the Centre for one year after his/her return from leave. In both the cases members who go on leave will have to sign a bond to that effect. The cases of leave for seven months or more will be decided in each individual case by the Board of Governors.

### **Guidelines related to various types of Study Leave**

The Board resolved in its meeting on 28-9-93, following guidelines for regulating the leave of absence on duty, and determining specific period for which the leave should be utilized.

- a) The maximum period of leave of absence to the faculty is limited to about 3 months and this leave cannot be accumulated and carried forward.
- a) The authority to grant this leave should continue to rest with the Director.
- b) This leave of absence from duty/academic reasons can be availed of for the following purposes:
  - i) attending seminars, conferences, selection committee, viva-voce, etc.;
  - ii) short term research other than funded projects.

Period of leave available to faculty should be, as far as possible, evenly divided among these activities.

The members of faculty devoting continuous, long stretches of time for Centre's projects and other institutional responsibilities may be given longer period of leave according to merit of the case.

Plan of work as far as possible should be given sufficiently in advance to the Director for research activities requiring leave of absence. Leave application should be accompanied by plan



of work. In situation of contingent unanticipated leave of absence required for research the Director should be informed of the purpose of such leave before proceeding on such leave.

The temporary staff is not excluded from availing leave of absence for such purposes as attending seminars, workshops, etc. And, temporary members of staff on faculty completing 2 years of service was treated at par with permanent members in respect of leave of absence on academic duty.

The Board defined leave on duty for “Fieldwork” as the following:

The leave for fieldwork is confined to collection of primary and secondary data (including from libraries/archives) as mentioned in the research proposal for funding agencies. This does not include giving seminars, teaching or discussion – meeting with scholars – which are not spelled out in the research proposal submitted to the funding agency. However, if funding agency itself sponsors or provides finances for discussion/seminars and/or writing of the project report, such trip may be treated as part of externally financed project.

For this purpose, the funding agency is that which has provided a larger part of finances for data collection, and such project proposal is submitted through the Director of the Centre.

## A.5.1

### Right to Information Act

Centre's details as per the Right to Information Act are available on its web-site [www.css.ac.in](http://www.css.ac.in).

The following are the details of the Public Information Officer, Appellate Authority and Alternate Information Officer.

<b>Public Information Officer</b>	<b>Appellate Authority</b>	<b>Alternate Information Officer</b>
Shri Harish Jariwala, Centre for Social Studies, Veer Narmad South Gujarat University, Surat – 395 007 Phones: 2227173-74/ 2255298	Prof. Satyakam Joshi, Director, Centre for Social Studies, Veer Narmad South Gujarat University, Surat – 395 007 Phones: 2227173-74/ 2255298	Shri Ashish Nikam, Centre for Social Studies, Veer Narmad South Gujarat University, Surat – 395 007 Phones: 2227173-74/ 2255298

## A.5.2

### Grievance Redressal Cell

A sub-committee/body of the Personnel Committee is formed in the name of the Grievances Redressal Body so that grievances of the personnel of the CSS may be attended to without much delay.

Major guidelines for Grievance Redressal Body are as under.

- A. This being a sub-committee of the Personnel Committee of the Centre, and not being a statutory committee it is responsible to the Personnel Committee, and is mainly a recommendatory body.
- B. The Body need not become an instrument either to by-pass the authority of the Centre's Director, or to surrogate his responsibilities to the Body.
- C. Routine matters which could be resolved by the Director as per the rules mechanisms of the Centre should not be brought to the Body.
- D. As far as possible, matters/grievances arising out of implementation of any policy should be brought to the Body.
- E. The recommendations of the Body will need to be finally approved by the Personnel Committee/Competent authorities of the Centre.

### **A.5.3**

## **Policy on Prevention, Prohibition and Redressal of Sexual Harassment**

### **Preamble**

The Supreme Court of India, in a landmark judgement in August 1997 (Vishaka and Others Vs. the State of Rajasthan & Others) has stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and also amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). The Court in its judgement has made it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Educational institutions are bound by the same directive. Following this, the Centre for Social Studies, Surat is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction.

The Centre for Social Studies is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. It recognises the need to proactively develop a conducive atmosphere among the community working/associated with the Centre so as to ensure the safety, security, dignity, rights and equality of women as much as of men. It also recognises that there is social stigma associated with sexual harassment, a majority of instances of sexual harassment go unreported or even unmentioned. Thus, in light of the judgements of the Supreme Court the Centre has decided to constitute a Committee Against Sexual Harassment (CASH).

### **Objectives**

The objectives of the Committee Against Sexual Harassment (CASH) are as follows:

- To fulfil the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Centre.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Centre to provide an environment free of gender-based discrimination.
- To create a secure physical and social environment which will deter acts of sexual harassment.
- To promote a social and psychological environment which will raise awareness about sexual harassment in its various forms.
- To generate public opinion against sexual harassment and all forms of gender-based violence.

## **Scope of Reference for the Centre for Social Studies**

The Centre has a small campus adjacent to the Veer Narmad South Gujarat University. While a few faculty and staff members stay in the residential quarters in the campus, a majority of the faculty, staff members, research staff and workers commute to the Centre. The Centre occasionally receives a variety of visitors who either commute to or stay in the guest house of the Centre. In future, research scholars are likely to join the Centre. The term “work place”, for the purpose of the policy for the Centre, will extend to all public spheres that remain in contact with members of the Centre’s community. Such public spaces include not just the physical premise of the Centre, but even areas in and outside Surat, where the members reside or travel to as part of their work as members of the Centre. The jurisdiction will include fieldtrips, seminar and conferences and all other activities undertaken by any person as a member of the Centre.

## **The Definition of Sexual Harassment**

The definition of sexual harassment is guided by the definition given by the Supreme Court in 1997 in *Vishaka vs. State of Rajasthan*. The following constitute sexual harassment:

1. When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation or evaluation of a person's engagement in Centre's any activity.
2. When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.
3. When a person/s uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
4. When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the Centre is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.

## **Jurisdiction**

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the Centre's community against any other member of the Centre's community irrespective of whether the harassment is alleged to have taken place within or outside its campus.
2. By a resident against a member of the Centre's community or made by a member against resident.
3. A resident irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.
4. By an outsider against a member of the Centre's community or by a member of the Centre's community against an outsider if the sexual harassment is alleged to have taken place within the campus.
5. By a member of the Centre's community against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the Centre's authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

In the above, the following definitions will apply:

**'Members of the Centre's community'** include faculty, administrative staff, research staff, research scholars/students based in the Centre and various contractual staff.

**'Faculty'** includes any person on the staff of the Centre who is appointed to a faculty position, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall also include faculty employed on a casual or project basis.

**'Administrative Staff'** includes any person on the staff of the Centre who is not included in the category of faculty. It shall also include contract workers and daily wagers.

**'Research Scholars/Students'** includes students of MPhil/PhD programme under the supervision of the faculty of the Centre though they may be enrolled in different universities.

**'Resident'** includes any person who is a temporary or permanent resident of any of the accommodations allotted by the Centre in its campus.

**'Outsider'** includes any person who is not a member of the Centre or a resident. It also includes but is not limited to any private person offering residential, food and other facilities to members of the Centre or those attending any course, seminar, conference, etc. at the Centre or residing in the guest house of the Centre.

**'Campus'** includes all places of work and residence in the Centre. It includes all places of instruction, research and administration, as well as guest house, hostel, staff quarters, public places, etc. on the Centre's campus.

## **The Complaints Mechanism and the Scope of its Functions**

### ***Guiding Principles for Constitution of the Committee Against Sexual Harassment***

1. The Committee must be easily accessible, accountable and democratic.

2. The constitution of the Committee will be based on a mixed method of election and nomination.
3. In order to create an autonomous institutional structure of the Committee to look into complaints of sexual harassment, members from outside the institution with a known contribution to **gender issues** have been included in the Committee.
4. As per the 1997 Supreme Court Judgment, it is mandatory for the Committee to have a woman chairperson as well as at least 50 per cent women members.

### **Statutory Status**

The Committee Against Sexual Harassment shall have statutory status and be empowered to carry out the mandate of the policy.

### **Method of Constituting the Committee**

1. A faculty representative to be elected/nominated.
2. An Administrative staff representative to be elected/nominated.
3. A research scholar/student representative to be elected by them. The mode of election will be decided by them.
4. Two persons with known contribution to women's issues, to be co-opted by the Committee from outside the Centre. One of these may preferably have a legal background. The Board of Governors to nominate the external members based on the recommendations made by the Director or members of the Board.
5. The Chairperson (woman) to be elected from amongst the members.
6. The Director will be the Member-Secretary of the Committee.

The term of each member shall be two years. The previous Committee will continue till the new Committee is constituted.

In case there is a lack of females at each level, the Board of Governors would take a final call on the constitution of the committee so that the basic principles for constitution of the committee are followed in spirit and letter.

### **Power and Duties of the Complaint Committee**

#### **Preventive**

1. To create and ensure a safe environment that is free of sexual harassment.
2. To create an atmosphere promoting equality and gender justice.
3. To publicise the policy in Gujarati and English, or in any other language as need be, widely, especially through notice boards.
4. To publicise in Gujarati and English, or in any other language as need be, the names and phone numbers of members of the committees.
5. To plan and carry out programmes for gender sensitisation.

### **Remedial**

1. The mechanism for registering complaints should be safe, accessible and sensitive.
2. To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To recommend to the concerned authorities follow-up action and monitor the same.
4. To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
5. To seek medical, police and legal intervention with the consent of the complainant.
6. To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim if/s/he so desires.

### **Procedure for Registering Complaints**

1. All complaints must be brought by the complainant in person. The exception for this will be in cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the committee will examine whether an investigation, intervention or some other assistance is needed. In exceptional cases, third party/witness complaints may be entertained. In such cases, the committee will ascertain whether the person alleged to have been harassed wishes to lodge a formal complaint. Once such a complaint is received the committee shall proceed to investigate it as per the procedure specified.
2. Complaints can be given to any member of the Committee.
3. If the complainant wishes s/he can be accompanied by a representative.
4. The Director can refer any complaint to the Committee.
5. A complainant can go directly to the Board of Governors. However, in such cases, which should be exceptional, the complainant should give reasons for doing so. In such a case, it is open to the BoG to refer the complaint back to the Committee.
6. As soon as the complaint is received, the same shall be sent to the Committee within three days and the Committee should initiate the process of inquiry within a week of the date of receipt of the complaint by the Committee. The report of the Committee shall be placed before the Board of Governors.

### **Enquiry Procedures**

1. All complaints made to any committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the committee.
2. All meetings of the committee will be called by the Member Secretary in consultation with the Chairperson and a notice of at least 3 to 5 working days must be given.
3. The committee is bound to maintain confidentiality during the time of the enquiry (in order not to prejudice the proceedings).

4. After the report has been finalised, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify her. (Revealing the identity either in exceptional cases such as stalking may put the complainant at greater risk or as a result of social prejudices the complainant may face additional adverse effects as a result of public circulation of the finished report.)
5. During an enquiry the quorum for all committee meetings will be one-third of the total membership, and must include at least one member from the complainant's category as well as, one of the two members nominated from outside.
6. The Committee will, within ten days of the receipt of a complaint, establish a prima facie case of sexual harassment on the basis of both the definition of sexual harassment as given in this policy, and the jurisdiction of this policy. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.
7. In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement) the complaint will be investigated in order to explore whether a prima facie case of sexual harassment exists and whether intervention or some other assistance is required.
8. In case a prima facie case is established the Committee shall set up an enquiry committee (henceforth called sub-committee) of 3-5 members, with at least one member of the complainant's category, as well as a member from outside the Centre.
9. The sub-committee must inform the accused in writing about the charges made against him/her and s/he should be given a period of five days from the date of receipt of the notification to respond to the charges.
10. During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry
11. The sub-committee must submit its report to the Committee not later than 15 working days. The Committee will discuss the report and make recommendations for punitive action if required.
12. The entire process of enquiry should be completed within one month.
13. The complainant or the accused may appeal to the Board of Governors if they are dissatisfied with the decision of the Committee.

**NOTE:**

1. A complainant has the right to go public if s/he so desires. Going public before giving in the complaint to the committee by the complainant should not prejudice the committee members. Once a complaint has been given to the committee, the complainant should preferably not go public till the enquiry is completed unless required.
2. Filing of a grievance/complaint shall not adversely affect the complainant's status/job, salary/promotion, grades etc.
3. The Committee should make efforts to ensure that the complainants and the witnesses are not further victimised or discriminated against while it is dealing with the complaint. The



- Committee shall take action against anyone who intimidates the complainant or members of the committee, during or after the enquiry.
4. Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
  5. The Committee will also work as a crisis intervention group in case where actions are required on emergency basis.

### **Redressal**

1. The Committee can ask the Centre to suspend the alleged harasser from administrative post/classes if his/her presence is likely to interfere with the enquiry.
  2. The victim of sexual harassment, as per the Supreme Court judgment, will have the option to seek adjustments such as change of the room/location of the office room, change of the quarter, etc.
  3. The Director of the Centre upon receipt of the enquiry report shall refer the same to the Board of Governors and institute disciplinary action on the basis of the recommendations of the Complaint Committee under relevant service rules.
  4. The disciplinary action will be commensurate with the nature of the violation.
- A.** In the case of Centre's employees (faculty, administrative staff or research staff) disciplinary action could be in the form of:
- i. Warning
  - ii. Written apology
  - iii. Bond of good behaviour
  - iv. Adverse remarks in the performance assessment
  - v. Debarring from supervisory duties or duties as resource person
  - vi. Denial of membership of statutory bodies
  - vii. Denial of re-employment
  - viii. Stopping of increments/promotion
  - ix. Reverting, demotion
  - x. Suspension
  - xi. Dismissal
  - xii. Any other relevant mechanism.
- B.** In case of research scholars/students, disciplinary action could be in the form of:
- i. Warning
  - ii. Written apology

- iii. Bond of good behaviour
- iv. Debarring entry into the hostel/guest house/campus
- v. Suspension for a specific period of time
- vi. Withholding results
- vii. Debarring from exams
- viii. Expulsion
- ix. Denial of admission
- x. Declaring the harasser as "persona non grata" for a stipulated period of time
- xi. Any other relevant mechanism.

**(NOTE:** The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurise the complainant in any way).

- C. In the case of third party harassment/outsider harassment, the Centre's authorities shall initiate action by making a complaint with the appropriate authority.
- 5. Enhancement of disciplinary action, by the committee, could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.
- 6. Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behaviour etc.

### **Networking**

- 1. The Committee should also have the referral support of empathetic legal, psycho-therapy and health experts for ready first aid, consultation and guidance.
- 2. They should establish networks with legal experts, legal aid centres, counselling centres, health centres, police stations, Crimes against Women cells, women's groups in the city and other organisations such as the National/State Commission for Women and National/State Human Rights Commission.
- 3. The Committee can identify persons as volunteers to help raise awareness.

### **Monitoring and Review**

The Committee will send annual reports to the Board of Governors on the cases monitored by them. In the above-mentioned reports, confidentiality of the complainants will be maintained.

### **Amendments to the Policy**

On the basis of their experience of the working of the policy, the Committee will have the power to make recommendations to the Board of Governors about changes in the policy.