

Sree Sankaracharya University of Sanskrit

Regulations for the Period of Probation and Confirmation of Service for the Teaching Faculty of the Sree Sankaracharya University of Sanskrit

Period of Probation

Every teacher of the University shall in the first instance be appointed on probation. He shall from the date on which he joined duty be on probation for a total period of one year on duty with in a continues period of two years.

Provided that it shall be competent for the Syndicate to extend the period of probation for a period not exceeding one year. On satisfactory completion of probation, the teacher shall be confirmed by a written order.

Leave that can be availed during the Period of Probation

The faculty member on probation is entitled to avail all eligible leave except leave of any description without pay that leads to break of service.

Career Advancement Courses/ Training during the Period of Probation

The faculty member on probation is entitled to go for all types of training programmes or courses that would lead to career development or are mandatory as per the UGC regulations on CAS. The said period shall be considered as the period of probation.

Confirmation of Service

The faculty member on probation shall be confirmed in service at the end of one year, unless extended by any other reasons stated above, through a specific order within 45 days after the faculty member on probation places the request for confirmation.

Documents to be submitted along with the application of confirmation of service by the faculty member on probation and the Head of the Department

1. An **Academic Work Report** (AWR) in the prescribed format (Appendix I) from the date of joining till the said period of confirmation shall be submitted as a document for service confirmation along with proof of claims made in the report.
2. A recommendation report in the prescribed format (Appendix II) from the Head of the Department. In such cases, where the probationer is senior in cadre to the Head of the Department, No: 6 of the letter of recommendation to be submitted along with the AWR may be given by the senior most teacher of the Department and in such cases where there is no teacher senior to the probationer, by the Pro-Vice Chancellor.

Appendix I

Academic Work Report

Format for the Academic Work Report submitted for the confirmation of service of the faculty member on probation

PART-I: GENERAL INFORMATION

1. Name (in Block Letters) :
2. Date of Birth :
3. Sex (Male/Female/Transgender) :
4. Category (SC/ST/OBC/PWD/General) :
5. Name of Department/Centre :
6. Regional Campus:
7. Designation/Post :
8. Date of Appointment in the Post :
9. Details of previous appointment (if any):
10. Status of Completion of Ph.D :
(for teachers without Ph.D degree at
the time of appointment)
11. Details of Leaves Availed

(2..)

PART- II: ACADEMIC ASSESSMENT DURING THE PROBATION PERIOD

1. Details of Courses taught
2. Involvement in the University research activities
3. Curriculum Development Activities (if any)
4. Administrative activities (if any)
5. Involvement in university development activities
6. Extension and co-curricular field based activities (if any)
7. Organising seminars/ conferences/workshops, other University activities (if any)
8. Details of Research Projects (if any)
9. Details of Research Guidance (if any)
10. Details of Career Development courses attended or trainings received.
11. Details of at least one single or joint publication in peer-reviewed or UGC CARE listed Journals (if any).
12. Any other relevant information

PART- III: STUDENT APPRAISAL

Students feedback on courses handled and aptitude towards teaching (Attach a copy of the Student Feedback form received from IQAC)

Appendix II

Format for the letter of recommendation by the Head of the Department for the confirmation of service of the faculty member on probation

1. Courses taught by the faculty during the period (specify the programmes)
2. Engagements in the assessment activities
3. Research activities during the period including publications and research supervision
4. Organizational Initiatives (seminars, workshops etc)
5. Engagements in university development activities
6. Remarks on character and conduct.

(Short descriptions required on each point)