

SANTOSH

Deemed to be University



3.4.2: The Institution provides incentives for teachers who receive state, national or international recognitions/awards

Policy for the awardees

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(Established u/s 3 of the UGC Act, 1956)

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**THE MINUTES OF THE 45th MEETING OF THE BOARD OF MANAGEMENT
HELD ON 03.08.2019 AT 11.00 AM IN THE CONFERENCE HALL,
SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, NCR DELHI**

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The Members of the Board of Management who were present in the Meeting the Attendance list is attached in this regard.

At the outset, the Officiating Vice Chancellor Dr. Tripta S Bhagat, welcomed all the Members of the Board of Management.

The following Agenda Items were taken up for discussion:

ITEM: 1

CONFIRMATION OF THE MINUTES OF 44th MEETING OF THE BOARD OF MANAGEMENT HELD ON 30.04.2019 AT 3.00 PM

The Minutes of the 44th meeting of the Board of Management held on 30.04.2019 were circulated to all Members of the Board of Management for their information and comments, if any. No comments were received; hence, the Minutes **were confirmed**.

ITEM: 2

ACTION TAKEN ON THE MINUTES OF 44th MEETING OF THE BOARD OF MANAGEMENT HELD ON 30.04.2019 AT 3.00 PM.

The Action Taken on the Minutes of 44th Meeting of the Board of Management held on 30.04.2019 at 3.00 PM were circulated to all Members of the Board of Management for their information and comments, if any. No comments were received; hence, the Minutes **were confirmed**.

1. That according to the Norms of Medical Council of India(MCI) / BoG/, University Grants Commission (UGC) and Dental Council of India(DCI), the **requirement** of Faculty Members is changed from time to time. The requirements of the faculty members are changed according to the number of UG Programmes (MBBS & BDS), PG Programmes (MD/MS/MDS/ M.Sc.) and Ph.D. Programme of the concerned College **granted / approved** by the various Regulatory Bodies.
2. That the faculty posts have been created and appointed for the concerned constituent colleges of Santosh Deemed to be University in view of the increase of intake capacity, to start new departments and programmes as per the **requirements** of the various Regulatory Bodies.
3. That the Faculty posts are also sanctioned and accordingly appointments made **over and above** the requirements of the Regulatory Bodies according to the increase in workload of the concerned department.

The Members of Board of Management considered the proposed sanctioned positions of faculty members for the Academic Year 2019-20 keeping in view of the above facts and **Approved** the same as under:

Constituent College	Professor	Associate Professor	Assistant Professor	Tutor / Demonstrator	Total
Medical College	19	33	70	27	149
Dental College	7	16	40	NOT APPLICABLE	63
Total	26	49	110	27	212

ITEM NO. 13

TO CONSIDER AMENDMENT IN THE SERVICE RULES REGARDING ANNUAL PERFORMANCE APPRAISAL OF EMPLOYEES IN ACCORDANCE WITH THE UGC REGULATIONS ON MINIMUM QUALIFICATIONS OF APPOINTMENT OF TEACHERS IN UNIVERSITIES AND COLLEGES AND MEASURES FOR MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018


The Members of the Board of Management after detailed discussion on the Clause 25 of the Principle Service Rules of the University and the proposed change of dates for obtaining Annual Performance Appraisal from teaching and non-teaching and the revised format for Annual Self Assessment for the Performance Based Appraisal System (PBAS) in accordance with the UGC regulations on Minimum Qualifications for Appointment of Teachers in Universities and Colleges and measures for maintenance of standards in Higher Education 2018 approved as under:

"25. Annual Performance Appraisal Report

An Annual Self-Assessment Sheet and Annual Performance Appraisal Report, at the end of each Academic Year, for each of the Teaching and Non-Teaching employees are as in the formats prescribed [New Format as per UGC's API] shall be obtained from the concerned individual and from the immediate Controlling Officer of each employee respectively duly countersigned by the next higher authority in the Unit / department, which shall be maintained as personal file of an employee of the University. His continuous best track record in the file shall form part of the criteria to examine for promotion

INCREMENTS :

- (1) The annual periodical confidential report of an employee assessing his performance – (i) Competency/skill (ii) Effort/activity (iii) Result /output / value added measures (iv) Efficiency / Quality / productivity (v) Customer – Student-Patient-Higher authority's relationship (vi) Contribution towards his work (vii) Overall contribution towards corporate life of the University etc. and the opinion of the Appraisal Committee constituted by the Chairman will be the criteria for granting increment. Routine sanction of annual increment shall not be permissible.
- (2) The Annual Increment will be granted on completion of one year of continuous qualifying service, according to the scale of pay and the amount of increment specified in the letter of appointment on the first day of January or July, depending upon the joining time. An increment may, however, be withheld, if the work or the conduct of the employee is found unsatisfactory. In that case, the appointing authority shall pass an order withholding the increment, stating that the period for which it



is withheld. The order shall also to state whether the withholding shall be with or without cumulative effect.

- (3) The annual increment of an employee shall not be sanctioned on the due date when he is on leave on loss of pay or if he is an habitual absentee, except the leave granted by the competent authority due to hurt or injury while on duty.
- (4) The date of the annual increment of an employee would be shifted to the next half year (1st Jan. or 1st July) in case he avails of 30 days or more leave without pay sanctioned for personal reasons. These employees are eligible for the next increment only after completion of further six months of qualifying service.
- (5) Subject to the above provisions, the sanction of annual increment to an employee is ordinarily be eligible to the maximum of the time scale of pay only and thereafter he is not eligible for any further increment till a revision of pay scales of the University employees took place. In such cases, the fact of in-eligibility of his further annual increments shall be notified in the last increment sanction order.

SENIORITY :

The Seniority in any category of posts in the University service shall be determined by the date of the order. If two or more candidates are appointed on the same date their seniority shall be determined according to the appointment order number.

1. Seniority of the employee(s) in Service on the date of commencement of these rules may be determined in any Category of posts on the basis of total continuous length of regular service followed by confirmation in that category.
2. If a dispute arises in regard to the seniority of an employee, the matter shall be referred to the Board of Management and its recommendations shall be placed before the Chancellor and whose decision thereon shall be the final.

Note : A candidate appointed directly may lose his seniority if he fails to join without valid reasons when a vacancy is offered to him. Whether the reasons in a particular case are valid or not shall be subject to the decision of the Board of Management.

The revised format for Annual Self-Assessment for the



Performance Based Appraisal System (PBAS) is also approved.”

ANY OTHER ITEM - 1

It was informed by the Registrar that the post of Vice Chancellor has been notified / advertised on 02.08.2019 and last date for receipt of application was 30.08.2019. According to the University Grants Commission [UGC] Regulations, 20th February 2019, one nominee of each is required from the Board of Management, the Chancellor of Santosh Deemed to be University and University Grants Commission for Search-cum-Selection Committee for the appointment to the post of Vice Chancellor. Accordingly, Dr. S.V. Singh was nominated as a member of the Search-cum-Selection Committee.

A reference has already been made to the University Grants Commission for a UGC Nominee for the Search-cum-Selection Committee to the selection of Vice Chancellor of Santosh Deemed to be University, Ghaziabad, NCR Delhi.

ANY OTHER ITEM - 2

It was informed by the Registrar that the UGC Expert Team reviewed the Santosh Deemed to be University on 22.04.2019 & 23.04.2019 and suggestions of the Expert Team were conveyed by the UGC vide their letter No.F.6-77/2004 (CPP-I/DU) dated 27.06.2019 i.e. one of the suggestions regarding starting various Super Specialty Courses [DM & M. Ch Specialties].

Accordingly, it was proposed that the process for starting of DM & M.Ch Courses in the following specialties after obtaining the proposals from the IQAC and Dean, Santosh Medical College & Hospital according to the BOG/MCI Norms. Thereafter the applications may be submitted to the Board of Governors / MCI, according to their time schedule for PG [Super Speciality] Courses:-

- | | | |
|--------------------------------------|---|---------|
| 1. DM Cardiology | - | 4 Seats |
| 2. DM Nephrology | - | 4 Seats |
| 3. DM Gastroenterology | - | 4 Seats |
| 4. DM Neurology | - | 4 Seats |
| 5. DM Endocrinology | - | 4 Seats |
| 6. M.CH. – Surgical Gastroenterology | - | 4 Seats |



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(Established u/s 3 of the UGC Act, 1956)

THE MINUTES OF THE 56th MEETING OF THE BOARD OF MANAGEMENT HELD ON 30.03.2022 AT 3.00 P.M. IN THE CONFERENCE HALL, SANTOSH DEEMED TO BE UNIVERSITY, GHAZIABAD, DELHI NCR

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The Members of the Board of Management who were present in the Meeting the Attendance list is attached in this regard.

At the outset, the Vice Chancellor Dr. Tripta S Bhagat welcomed newly appointed Registrar, Dr. Alpana Agrawal and all the members of the Board of Management.

The following Agenda Items were taken up for discussion:

ITEM: 1

CONFIRMATION OF THE MINUTES OF 55th MEETING OF THE BOARD OF MANAGEMENT HELD ON 24.11.2021 AT 3.00 PM

The Minutes of the 55th meeting of the Board of Management held on 24.11.2021 at 3.00 PM were circulated to all Members of the Board of Management for their information and comments, if any. No comments were received; hence, the Minutes were confirmed.

ITEM: 2

ACTION TAKEN ON THE MINUTES OF 55th MEETING OF THE BOARD OF MANAGEMENT HELD ON 24.11.2021 AT 3.00 PM

The action taken on the Minutes of 55th meeting of the Board of Management held on 24.11.2021 at 3.00 PM were noted by the Members of the Board of Management. The actions were taken accordingly as approved by the Board of Management on 24.11.2021.

Alpana
For

Medical College & Hospital, Ghaziabad, Delhi NCR and **granted ex-post-facto approval** as under :-

“Dr. Sushil Gaur, Professor of ENT, Santosh Medical College & Hospital Ghaziabad, Delhi NCR was found suitable for appointment to the post of Medical Superintendent, Santosh Medical College & Hospital”.

ITEM : 28

TO CONSIDER VARIOUS INTERDISCIPLINARY COURSES CONDUCTED ACROSS ALL THE PROGRAMMES OFFERED BY THE SANTOSH DEEMED TO BE UNIVERSITY

The Members of the Board of Management considered the list of various Interdisciplinary Courses conducted across all the Programmes offered by the Santosh Deemed as submitted by the Dean-Academics and Director IQAC and **approved** the same.

ITEM : 29

TO CONSIDER AMENDMENT IN THE SERVICE RULES RELATING TO PROMOTION OF TEACHERS IN ACCORDANCE WITH THE UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018 AND IN ACCORDANCE WITH THE NMC'S MINIMUM TEACHERS ELIGIBILITY QUALIFICATIONS IN MEDICAL INSTITUTIONS REGULATIONS, 2022 AND DCI'S MINIMUM BASIC QUALIFICATION AND TEACHING EXPERIENCE REQUIRED FOR TEACHERS AS PER BDS REGULATIONS 2007

The Members of the Board of Management after detailed discussion on the Clause 35(1) of the Principle Service Rules of the University in relation to the UGC Regulations on Minimum Qualifications for Appointment of Teachers in Universities and Colleges and measures for the maintenance of standards in Higher Education 2018 and in accordance with the NMC's Minimum Teachers Eligibility Qualifications in Medical Institutions Regulations, 2022 and DCI's Minimum Basic Qualification and Teaching Experience required for Teachers as per BDS Regulations 2007 approved as under:

“35(1) PROMOTION OF TEACHERS:

(1) Criteria for Promotion:

The following shall be the Criteria to consider a Teacher for Promotion to the next higher cadre.

- (a) An Assistant Professor/Lecturer or Associate Professor substantively appointed in the University or promoted in the University, who has put in such length of service and possesses such recognised**

qualification prescribed by the concerned Councils and or the Board of Management from time to time may be given promotion respectively to the post of Associate Professor / Reader or Professor. Presently as per NMC norms, four years as Assistant Professor for promotion as Associate Professor and three years of Associate Professor for promotion as Professor. Further as per DCI regulations, four years as Lecturer for promotion as Reader and five years of Reader for promotion as Professor


ITEM : 30


TO CONSIDER THE INTAKE CAPACITY OF PROGRAMMES OFFERED OVER AND ABOVE THE REGULATORY AUTHORITIES FOR THE ACADEMIC YEAR 2022-23

The Members of the Board of Management Considered the Intake Capacity programme wise for the academic year 2022-23 and **Approved** the same as under:

SN	Programme	Approved Intake Capacity
1.	M.Sc. MEDICAL MICROBIOLOGY	30
2.	M.Sc. MEDICAL ANATOMY	8
3.	M.Sc. MEDICAL BIOCHEMISTRY	20
4.	M.Sc. MEDICAL PHYSIOLOGY	5
5.	B.SC. CLINICAL NUTRITION & DIETETICS	20
6.	B. OPTOM	30
7.	M.SC. MEDICAL IMAGING TECHNOLOGY	20
8.	M.SC. MEDICAL LAB TECHNOLOGY	10
9.	M.SC. CLINICAL PSYCHOLOGY	10
10.	MASTER OF HOSPITAL ADMINISTRATION	10
11.	B.Sc. ANAESTHESIA & OPERATION THEATRE TECHNOLOGY	20
12.	M. OPTOMETRY	10
13.	DMC	20
14.	DHC	20
TOTAL		233

The meeting then came to an end with a vote of thanks to the Chair.


 [Dr. Alpana Agrawal]
 Registrar & Member Secretary
 Santosh Deemed to be University,
 Ghaziabad


 [Dr. Tripta S Bhagat]
 Vice Chancellor
 Santosh Deemed to be University,
 Ghaziabad



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PROMOTION POLICY

AS PER THE SERVICE RULES OF THE UNIVERSITY AS APPROVED IN THE

5TH BOM MEETING HELD ON 7TH AUGUST 2008

35. PROMOTION OF TEACHERS:

(1) Criteria for Promotion:

The following shall be the criteria to consider a teacher for promotion to the next higher cadre :

- (a) An Assistant Professor/Lecturer or Associate Professor substantively appointed in the University or promoted in the University, who has put in such length of service and possesses such recognised qualification as may be prescribed by the concerned Councils and or the Board of Management from time to time may be given promotion respectively to the post of Associate Professor/Reader or Professor. Presently five years as Assistant Professor for promotion as Associate Professor/Reader and nine years for promotion as Professor out of which four years as Associate Professor/Reader.
- (b) The scheme of promotion from the post of Assistant Professor/Lecturer to Associate Professor/Reader and then to Professor is based on the availability of vacancy and need of filling up of the vacancy and also recognizing the outstanding contribution, academic performance, and professional service of the teacher subject to the conditions that he possess the requisite recognised qualifications and teaching experience as per the norms of the Councils.
- (c) The teacher concerned should have made a merit mark in areas of scholarship and research as evident by the number and quality of



- publications, contributions to medical education, special contribution to the corporate life of the University - examination work, administrative work enhancing the academic ambience, academic integrity and academic discipline of the University.
- (d) The teacher concerned should have achieved outstanding recognition in teaching, research, publication/books and professional outcome.
 - (e) The teacher concerned should have been recognised for his valuable merit either by the University, Professional Association, National and International funding agencies, the State/Central Government or by any other reputed statutory or non-statutory bodies.
 - (f) The teacher concerned should have a clean record of good conduct having not deviated from the essentials of "Becoming" a University teacher.
 - (g) The teacher concerned should have a significant and recognised innovation in the field of medical profession, teaching and research.
 - (h) The teacher concerned should have participated in National and or International Workshops, Seminars, updates, CMEs and Conferences..

(2) Procedure to be adopted:

- (i) The teachers considering eligible in terms of aforesaid merit for promotion shall be assessed with the following details/documents obtained from them -
 - (a) Self assessment about his performance in the last five years;
 - (b) Outstanding contribution through the scientific/research publications / books/papers made during the last five years;
 - (c) Outstanding contribution in terms of academic performance, innovation, teaching, training, professional outcome and contributions made to the corporate life of the University during the last five years;
 - (d) Recognition/distinctions and awards earned during the last five years;

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- (3) An employee or group of employees who was/were initially appointed by the Trust and has not satisfied the qualification(s) and experience prescribed in these Rules, however be allowed to continue in the services of the University as per Rule 9 above. Such employees shall be eligible for promotion, subject to availability of vacancy, only when they fulfil all the requirement of qualifications, experience etc. for the higher post. No exemption shall be allowed under any circumstances.
- (4) However, the University is under no obligation to promote any employee from one post to another even when the minimum qualification and experience for a new or higher post have been achieved. When a higher post falls vacant and if the Chairman decides to fill the post, he has full powers to consider all available candidates (internal or external) for such appointment and his decision thereon is the final.
- (5) The performance Report and the Guidelines for preparation of Panel for promotion shall be as in **Appendix X and XI.**

II. **TRANSFER:**

- (1) The Competent Authority of the University has power to transfer on administrative exigencies any Teaching and Non-Teaching employee of the University from one place to another, from one cadre post to another cadre post of equal status and responsibility and or on promotion. The employee transferred is eligible to draw pay and allowances as applicable to his cadre in the place of transfer.
- (2) Transfer is an incident of service and the University employee cannot insist for a particular place/Unit/College/Office on transfer. Transfer is necessary for administrative purposes. Refusal to comply with the orders, shall amount to willful refusal and attract disciplinary action.





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