

SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION

(“Deemed to be University u/s 3 of the UGC Act, 1956”)

Accredited 'A' Grade by NAAC

Agalakote, B.H.Road, Tumkur – 572 107.KARNATAKA, INDIA.



No.SSAHE/ACA/29/2019

Date: 16/03/2019

NOTIFICATION

Sub : Rules for Governing the Duties and functions of the Professor, Associate Professor, Reader, Assistant Professor & Lecturer and Part-Time Teaching Faculty and procedure of seniority list of the Academy,

A). It shall be the duty of a Professor who is not the Head of Department.

1. To teach, train and evaluate the students.
2. To conduct research work by himself.
3. To guide research students in his specialized branch: and
4. To deliver or hold lectures or classes not less than the requirement of Apex body guidelines and other duties may be allotted by the Vice-Chancellor from time to time.
5. The special duties of the holders of particular posts shall be such as may be prescribed by the Board of Management / The Vice-Chancellor.

B). It shall be the duty of Associate Professors / Reader

- i) To teach, train and evaluate the students.
- ii) To conduct research work.
- iii) To guide research students in his branch of specialization allotted to him by the Professor.
- iv) To deliver or hold lectures or classes not less than the requirement of Apex body guidelines.
- v) To assist the Head of Department in such departmental matters as required by him and such other duties as may be allotted by the Vice-Chancellor from time to time.
- vi) The special duties of the holders of particular posts shall be such as may be prescribed by the Board of Management / The Vice-Chancellor.

C). Assistant Professor / Lecturer shall work under the direction of the Head of the Department concerned and shall assist him in the discharge of the administrative duties of the Department, in addition to his teaching work and such other duties as may be allotted to him by the Head of the Department.

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D). Part-Time Teachers and Visiting Faculty:

- i) Part-time teachers and visiting faculty shall be appointed only for special reasons and shall perform such duties as may be assigned to them.
- ii) They shall be appointed for such periods and paid such salaries as may be fixed in each case regard being had to the grade of the teacher and to the amount of time he/she is to devote to the work of the Academy.

E). Seniority List:

- a. Whenever in accordance with these Rules any person is to hold an office or to be a member of an authority of the Institution deemed to be University by rotation of seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade in the institution deemed to be university accordance with such other principles as the Board of Management may from time to time prescribe.
- b. It shall be the duty of the Registrar to prepare and maintain in respect of each class/cadre of persons to whom the provisions of these Rules apply a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- c. If two or more persons have equal length of continuous service in a particular grade/cadre or the relative seniority of any person or persons is in doubt, the Registrar may on his/her own notion and shall at the request of any such person, submit the matter to the Board whose decision shall be final and binding.

This notification shall come into force with immediate effect.

By Order

**Sd/-
REGISTRAR**