

(As Approved by the Coordination Committee in its meeting held on 25/10/2017 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/12/2017).

STATUTE NO. 19

PREPARATION AND MAINTENANCE OF SENIORITY LISTS

[Refer Section 35 (O)]

1. It shall be the duty of the Registrar to prepare and maintain in respect of Principals, Professors, College Professors, Readers/ Associate Professors, Readers/ Associate Professors in Colleges, and Lecturers/ Assistant Professors complete and up-to-date seniority lists in accordance with procedure laid down in the clauses here in after appearing.
2. All Principals/Professors/Readers/Associate Professors/ College Professors/Readers/ Associate Professors in College/ Lecturers/ Assistant Professors shall apply for inclusion of their names in the cadre concerned in the prescribed form given in the Appendix-1 through the Principals of the College/Head of Teaching Departments by 15th October each year at the latest. Persons, whose applications are complete in every respect and supported by the necessary evidence are not received by the prescribed date shall not be considered for inclusion in the list. Provided that the teachers who had applied once need not apply again till their respective cadre is changed or altered by transfer or promotion. The Principal/Head of Teaching Department shall communicate to the Registrar the names of teachers who leave the institution.
3. The Registrar shall prepare separate lists showing the seniority inter-se of Principal, Professors, Readers/ Associate Professor, College Professors, Readers/ Associate Professor in Colleges and Lecturers/ Assistant Professor respectively and publish the said lists for objection.
4. The publication of the lists for objections shall be made on or before the 15th November succeeding and publication shall be caused by forwarding two copies of the lists to each College/Teaching Department for displaying one copy on the staff notice board of the College/Teaching Department and the other for making it available for reference to the members of the teaching staff.

5. (a) Any Principal/Professor/college Professor/Reader (Associate Professor)/
Reader

(Associate Professor) in College/ Lecturer (Assistant Professor) who feels aggrieved by any entry or omission made in the said lists may within twenty days from the date of the publication of the lists on the staff notice board of the College/ Teaching Department file an objection stating his reasons and with evidence in support of his contention addressed to the Registrar. If the objector desires to be heard in person, he shall specifically state the same.

- (b) The Kulpati shall, before the 30th October appoint a Committee consisting of a member of the Executive Council and two Principals/Professors other than those who are members of the Executive Council for dealing with objections that may be filed to the seniority lists. The Kulpati shall nominate one of them to be the Convener of the Committee.
- (c) The Committee appointed by the Kulpati shall meet at such time and on such dates as the Convener of the Committee may fix.
- (d) The Committee may, where necessary, call for the parties concerned, or inspect any document, file, register or record in the possession of the University or any college maintained by or affiliated to the University.
- (e) The Committee shall provide reasonable opportunity to hear the objector if the objector desires to be heard in person.
- (f) The Committee shall report its decision as also the reasons therefore.
- (g) All decisions of the Committee shall be taken by majority and communicated to the Registrar not later than 1st December.

6. (a) The seniority list, as finalized by the Committee shall be published by the Registrar

not later than **10th December** each year. In case of any objection an appeal may be filed before Kulpati within seven days and Kulpati's decision will be final. The final list will be published on or before 31st December by the Registrar by forwarding two copies to each College/Teaching Department for displaying one copy on the staff notice-board of the college concerned and the other copy for making it available for reference to the members of the staff the college.

- (b) The objector may, on request, obtain a copy of the decision of the committee from the Registrar on payment as decided by the University time to time.

7. The list so published finally, shall remain in force from 1st January to 31st December of the Calendar year following the publication of the list.
8. A copy of the finalized list may be supplied to a person on payment as decided by the University time to time.

