



श्रीशङ्कराचार्यसंस्कृतसर्वकलाशाला, कालटी

**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY**

**Abstract**

Administration – Guidelines and Procedures for declaration of probation of University Teachers – Syndicate decision implemented – Orders issued

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Administration (A) Section

No. Ad.A1/1645/SSUS/2021

Dated, Kalady 27.10.2022

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Read : Minutes of 202<sup>th</sup> Syndicate Meeting held on 23.08.2022, Main Agenda  
Item No. 39

**Order**

The Syndicate in its 202<sup>th</sup> meeting held on 23.08.2022, vide paper read above, has decided to approve the guidelines and Format of Academic Report (Appendix I) prepared and submitted by IQAC and has decided to include “Campus Director in the case of teachers working in Regional Centres” after “Head of Department” in the Second Point under the Heading “Confirmation of Service.”

Sanction has therefore been accorded, by the Hon’ble Vice Chancellor to implement the above decision of the Syndicate and to enforce the following Guidelines and procedures for declaration of probation of University teachers, along with the format of Academic Work Report appended herewith, with effect from the date of Syndicate decision, ie., 23.08.2022.

**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 within a continuous 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 the proof of claims made in the report.
2. A recommendation report in the prescribed format (Appendix II) from the Head of the Department and Campus Director in the case of teachers working in Regional Centres. 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.

Orders are issued accordingly.

Sd/-  
Dr. Gopalakrishnan M B  
Registrar

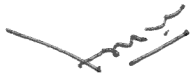
To

All HoDs/Campus Directors (for circulating among all teachers)  
The Director, IQAC  
University Website (for publishing in Faculty Corner)

Copy To,

PS to VC/PVC/Registrar/FO  
JR/AR (Admn)  
IQAC/Legal/IA/KSA  
SF/FC

Forwarded/By Order

  
Section Officer i/c

**Appendix I to U.O No.Ad.A1/1645/SSUS/2021 dated 27.10.2022**

**Academic Work Report**

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

**PART I – GENERAL INFORMATION**

Name (in Block Letters) :

Date of Birth :

Sex (Male/Female/Transgender) :

Category (SC/ST/OBC/PWD/General) :

Name of Department/Centre :

Regional Campus :

Designation/Post :

Date of Appointment in the Post :

Details of previous appointment (if any) :

Status of Completion of Ph.D :

(for teachers without Ph.D degree at the time of appointment)

Details of Leaves availed :

Date :

Signature of the Faculty Member on probation

**PART II: ACADEMIC ASSESSMENT DURING THE PROBATION PERIOD**

Details of Courses taught :

Involvement in the University research activities :

Curriculum Development Activities (if any) :

Administrative Activities (if any) :

Involvement in University Development Activities :

Extension and co-curricular field based activities (if any) :

Organising seminars/conferences/workshops, other University activities (if any) :

Details of Research Projects (if any) :

Details of Research Guidance (if any) :

Details of Career Development courses attended or trainings received :

Details of atleast one single or joint publication in peer-reviewed or UGC-CARE listed journals (if any) :

Any other relevant information :

Date :

Signature of the Faculty Member on probation

### **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**

Courses taught by the faculty during the :  
period (Specify the programmes)

Engagements in the assessment :  
activities

Research activities during the period :  
including publications and research  
supervision

Organisational Initiatives (seminars, :  
workshops, etc.)

Engagements in University development:  
activities

Remarks on Character and conduct :

*(Short descriptions required on each  
point)*

Date :

(Signature with seal)

Head of the Department/Campus Director