ज्ञान-विज्ञान विमुक्तये
प्रो. रजनीश जैन
सचिव
Prof. Rajnish Jain
Secretary

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)
बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002
Ph : 011-23236288/23239337
Fax : 011-2323 8858
E-mail : secy.ugc@nic.in

सत्यमेव जयते

OFFICE OF THE VICE-CHANCELLOR
13 AUG 2020
GRI (DTBU) GANDHIGRAM

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F.No.14-12/2019(CPP-II) **11th August, 2020**

PUBLIC NOTICE

NON RETENTION OF CERTIFICATES OF TEACHERS BY HIGHER EDUCATIONAL INSTITUTIONS - REGARDING

It has come to the notice of the UGC that many of the universities/ colleges/institutes collect the original academic certificates, mark-sheets etc. at the time of issuing employment contracts to the teachers and then continue to retain those documents with them. The teachers face tough time recovering their certificates from their employer educational institutions when they leave their job. Many have to forego their better prospects as they are not able to recover their documents in time.

The UGC, taking a serious view on these matters, hereby notifies that no employing Higher Educational Institutions (HEIs) shall keep in their possession any teacher's academic certificates/documents in original which is akin to depriving them of their rights. Further every Higher Educational Institutions (Universities/Colleges/ Institutes) are mandatorily required to issue employment contracts clearly specifying all the terms and conditions in accordance with the stipulated norms of the UGC and other statutory bodies concerned.

All the institutions are required to strictly comply the above.

(Rajnish Jain)

Ref: ESH-2/MIS/2020-21 dt. 21-08-2020
Copy of the U.G.C. Communication for the information of the all Deans / HODs / Directors and all concerned.

REGISTRAR 24/8/2020
GANDHIGRAM RURAL INSTITUTE