

34. MAHATMA GANDHI INSTITUTE

- 34.1 Operating under the *aegis* of the Ministry of Education and Human Resource and Ministry of Tertiary Education, Science and Research, the Mahatma Gandhi Institute (MGI) was set up in accordance with the MGI Act 1982 as subsequently amended in 2002.
- 34.2 Its objectives are to establish, as a tribute to Mahatma Gandhi, a centre of studies of Indian culture and traditions; and promote education and culture generally. It is also mandated to promote Indian Studies, Performing Arts, Fine Arts, Mauritian and Area Studies, Chinese Studies and Indological Studies.
- 34.3 The MGI runs six secondary schools around the country. At tertiary education level, there are five schools under its responsibility, namely the School of Indian Studies, School of Performing Arts, School of Fine Arts, School of Mauritian and Area Studies and School of Indological Studies which offer a series of courses in a bid to promote Indian studies and culture. It also provides opportunities to local and foreign artists to showcase their artworks through a number of workshops, seminars, conferences and exhibitions.
- 34.4 As the principal academic and administrative officer, the Director-General (MGI/RTI) is responsible for its finances and for maintaining as well as promoting the good order and efficiency of the Institute. In the performance of her duties, she is assisted by the Director (MGI), the Director (Schooling) (MGI/RTI), academics, officers in teaching (secondary), professional, technical and other supporting grades.
- 34.5 Common representations made by the Unions of both secondary and tertiary sectors along with Management pertain to, among others, creation and restyling of a few grades; and payment of specific allowances. Additionally, staff side of the secondary sector made proposals, *inter alia*, for amendment to existing schemes of service of some positions together with a review of specific Conditions of Service governing the teaching personnel while the Union of the tertiary sector requested for the introduction of Sabbatical Leave Scheme to the academics, among others.
- 34.6 During consultative meetings, parties were informed of requests which could not be entertained as well as the reasons thereof. The views of the Management were also sought on certain requests emanating from the staff side. Furthermore, the statistics published by Statistics Mauritius with respect to intakes for the tertiary sector at the MGI have also been taken into consideration.
- 34.7 After examining all the proposals, we are supplementing the organisation structure of the MGI through the creation of a few grades.

Quality Assurance Officer (New Grade)

- 34.8 Both Management and the staff side requested for the creation of a grade of Quality Assurance Officer for the secondary sector at the MGI for ensuring, among others, quality audit of the curriculum and resources. The parent Ministry supported the proposal. We are, therefore, creating the grade of Quality Assurance Officer for the secondary sector at the MGI.

Recommendation 1

- 34.9 **We recommend the creation of a grade of Quality Assurance Officer. Appointment thereto should be made by selection from among candidates possessing a Degree or joint Degree; Master's Degree; and reckoning at least five years' experience in Teaching or Teacher Training or Curriculum Development or School Development/Inspection in a large institution/department at secondary level in the Education Sector.**
- 34.10 Incumbent would be required, *inter alia*, to carry out system evaluation and submit reports thereof; assist on curriculum panels and evaluate curricular materials; ensure maximum utilisation of resources in schools; tender pedagogical advice to Educators; assist in staff development programmes and report on status of teaching and learning on different disciplines in schools; and set standards and benchmarks for subject areas.

Public Relations and Marketing Officer (New Grade)

- 34.11 During consultations, it was submitted that the MGI organises a series of cultural activities and dispenses several courses at different levels throughout the year. In that perspective, the Union requested for the creation of a dedicated grade which would encompass duties related to marketing and public relations to facilitate communication with both the public at large and within the organisation about the activities of MGI. Management was agreeable to this request.
- 34.12 In the given circumstance, we are providing for the grade of Public Relations and Marketing Officer.

Recommendation 2

- 34.13 **We recommend the creation of a grade of Public Relations and Marketing Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Public Relations or Communication Studies or Marketing or English or French or an equivalent qualification and reckoning at least two years' experience in the field of Public Relations and Marketing or Communication or Marketing.**
- 34.14 Incumbent would be required to, among others, communicate with a wide range of audiences including the general public, potential and existing students and other institutions; be responsible for all media matters; coordinate events and activities at the MGI; develop and coordinate marketing policies and strategies;

design and implement appropriate marketing tools for the MGI; and contribute to the enhancement of the MGI's website, presence in social media and develop the MGI's public profile, both locally and internationally.

Senior Graphic Artist (New Grade)

- 34.15 Management requested for the creation of the grade of Senior Graphic Artist. In view of the activities at MGI such as publication of books for oriental languages at primary, secondary and tertiary levels, we are making appropriate recommendation.

Recommendation 3

- 34.16 We recommend the creation of a grade of Senior Graphic Artist. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Graphic Artist who reckon at least two years' service in a substantive capacity in the grade.**

- 34.17 Incumbent would be required to, *inter alia*, be in charge of the proper running of the Graphic Unit; design and produce visual materials on paper and electronic media with proficiency for printing press; identify appropriate media for graphical communication in the performance of work and use them proficiently; supervise staff working under his responsibility; keep records of and ensure proper completion of work; and be responsible for the provision of adequate tools and equipment and ensure that they are maintained in a good working condition.

General Services

- 34.18 Both the staff side and Management requested for the creation of a grade of Office Management Assistant. The structure of the General Services grades at the MGI has been examined and we consider that there is need to revisit same. We are making appropriate recommendations along with the provision of appropriate transitory measures in ensuing paragraphs.

Office Management Assistant formerly Higher Executive Officer

Recommendation 4

- 34.19 We recommend that the grade of Higher Executive Officer be restyled Office Management Assistant. Appointment thereto should, henceforth, be made by promotion, on the basis of experience and merit, of officers in the grade of Executive Officer (Personal). Upon complete phasing out of the grade of Executive Officer (Personal), appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**

Office Superintendent

Recommendation 5

- 34.20 We recommend that the grade of Senior Executive Officer be made evanescent.
- 34.21 We also recommend that in future, the grade of Office Superintendent should be filled by promotion, on the basis of experience and merit, of officers in the grade of Senior Executive Officer (Personal) reckoning at least 10 years' service in the Executive Cadre. Upon complete phasing out of the grade of Senior Executive Officer (Personal), appointment to the grade should be made by promotion, on the basis of experience and merit, of officers in the grade of Office Management Assistant *formerly Higher Executive Officer* reckoning at least 10 years' service in a substantive capacity in the grade or an aggregate of at least 12 years' service in the Executive Cadre. Upon complete phasing out of the grade of Office Management Assistant *formerly Higher Executive Officer*, appointment thereto should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.

Assistant Procurement and Supply Officer (New Grade)

- 34.22 In the context of the 2021 PRB Report, the Bureau was apprised that the grade of Stores Officer (Personal) was listed for abolition. Hence, Management was advised to create the grade of Assistant Procurement and Supply Officer as per provision made in the PRB Report, whenever the grade of Stores Officer (Personal) is abolished. Given that same could not be put into effect, both Management and the staff side requested for a restyling of the grade of Stores Officer (Personal) to Assistant Procurement and Supply Officer, on the basis that the latter grade is now vacant and listed for abolition.
- 34.23 For the proper functioning of the section, we are making provision for the grade of Assistant Procurement and Supply Officer which is in line with the Bureau's general policy for such grades.

Recommendation 6

- 34.24 We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.
- 34.25 We further recommend that the grade of Stores Officer (Personal) be abolished.

Senior Archives Officer (New Grade)

- 34.26 The MGI Indian Immigrant Archives consists of ancient documents which are part and parcel of the Mauritian History and the beginning of civilisation of Mauritius.

In that respect, the MGI requested for the creation of several grades in the Archives Officer Cadre as currently there are only two levels, namely Archives Officer and Head, Library and Archives. We are, thus, reinforcing the structure with the creation of a grade of Senior Archives Officer.

Recommendation 7

34.27 We recommend the creation of a grade of Senior Archives Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Archives Officer who reckon at least four years' service in a substantive capacity in the grade.

34.28 Incumbent would be required, among others, to classify, index and catalogue records; prepare finding aids and other research tools including national chronology and other bibliographical supplements; carry out research work (local, foreign and official) and submit reports thereon; and prepare photocopies or photographic replicas for authentication.

Technician (Audio-Visual) (New Grade)

34.29 The Bureau was informed that recordings are an ongoing feature in the studio at the MGI. However, there is no dedicated grade to perform duties related to recording, photography and editing of the videos. Hence, Management requested for the creation of the grade of Technician (Audio-Visual). We are recommending accordingly.

Recommendation 8

34.30 We recommend the creation of a grade of Technician (Audio-Visual). Appointment thereto should be made by selection from among candidates possessing a Certificate in Audio Visual or Photography or Graphics Design or an equivalent qualification and reckoning at least one year experience in photography/video recording.

34.31 Incumbent would be required, *inter alia*, to take pictures, carry out video recording and filming of events, functions, programmes and interviews in and out of office premises; produce professional and high quality photographs and videos using latest technology; perform editing and classification of photographs and audio-visual records on various media and maintain the audio-visual and photographic records for the MGI Mediatheque; and provide technical support in the setting up and operating of the audio-visual equipment of the Institute.

Driver (Heavy Vehicles above 5 tons) (New Grade)

34.32 Presently, there is a grade of Driver at the MGI whereby the incumbent is required to drive vehicles up to 5 tons. The MGI has recently acquired a Tipper Truck which requires the Driver to possess specific driving license.

- 34.33 In this context, both Management and the staff side requested for the creation of a grade of Driver (Heavy Vehicles above 5 tons). We are recommending accordingly.

Recommendation 9

- 34.34 We recommend the creation of a grade of Driver (Heavy Vehicles above 5 tons). Appointment thereto should be made by selection from among Drivers on the permanent and pensionable establishment of the MGI who possess a Goods Vehicle Driving License (manual gear).**
- 34.35 Incumbent would be required, among others, to drive buses and other vehicles above 5 tons; drive cars and vans, as and when required; carry out specific checks/maintenance tasks related to the vehicles; attend to minor repairs; report any defect observed to the Head of Section; record movements in logbooks; and perform despatch work.

Welder (New Grade)

- 34.36 Both Management and Union have requested for the creation of a grade of Welder, for the secondary and tertiary sectors. The Bureau was informed that the grade is required in the secondary sector in view of the repairs and maintenance which need to be carried out throughout the year while for the tertiary sector, the grade is required to assist the students with the mounting of sculptures and related items in the Department of Sculpture.
- 34.37 The Bureau has analysed the request and in light of the justifications put forward, we are providing for a grade of Welder.

Recommendation 10

- 34.38 We recommend the creation of a grade of Welder. Appointment thereto should be made by selection from among candidates who possess the Certificate of Primary Education or Primary School Achievement Certificate and have passed the appropriate trade test or possess the National Trade Certificate (Level 3) in Welding and Metal Fabrication or National Certificate (Level 3) in Welding issued by the Mauritius Institute of Training and Development or an equivalent qualification.**
- 34.39 Incumbent would be required to, *inter alia*, carry out necessary measurements and calculations of the trade in accordance with technical specifications and all forms of welding works on different materials in an efficient manner; make sound welds in down-hand, oblique, vertical and up-hand positions; use and maintain in good working condition all tools and equipment of the trade inclusive of oxy-acetylene gas and arc welding equipment; ensure that all operations regarding the use of specific tools and equipment are carried out within safe workshop practices; and prepare estimates with regard to the type and quantity of materials required for specific works.

Library Auxiliary (New Grade)

- 34.40 Currently, there exist the grades of Library Clerk, Senior Library Clerk, Library Officer, Librarian and Head, Library and Archives at the MGI. Request was made by the Union for the creation of a grade to provide support to the library staff in the secondary schools and central library thereat. Management is agreeable to same for its secondary schools and the MGI Specialised Library for Language and Culture.
- 34.41 We are, therefore, providing for the grade of Library Auxiliary in line with what obtains in other parastatal bodies.

Recommendation 11

- 34.42 **We recommend the creation of a grade of Library Auxiliary. Appointment thereto should be made by selection from among candidates possessing the Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification.**
- 34.43 Incumbent would be required, among others, to open and close the library; clean and maintain the library and premises including window panes, furniture equipment and library materials; direct visitors to the library; keep watch over the library and premises during opening hours; assist in sorting and arranging library materials for shelving and help the library staff in stock taking, write-off and transfer of library materials, as and when required; and prepare library stationery, book jackets and process all library materials for shelving including doing minor book repairs.

Head, Workshop Assistant

formerly Senior/Head Workshop Assistant

Workshop Assistant/Senior Workshop Assistant

formerly Workshop Assistant

- 34.44 Request was made by the staff side for the restyling of the grade of Workshop Assistant to Workshop Assistant/Senior Workshop Assistant and provision to be made for those officers who have reached the top salary to move incrementally by one increment.
- 34.45 The Job Description Questionnaires of officers in the grade of Workshop Assistant have been perused and in view of the complexity of the work, we are restyling the grades of Workshop Assistant and Senior/Head Workshop Assistant to a more appropriate appellation along with a review of the qualifications requirement.

Recommendation 12

- 34.46 **We recommend that the grades of Workshop Assistant and Senior/Head Workshop Assistant be restyled Workshop Assistant/Senior Workshop Assistant and Head, Workshop Assistant respectively. This element has been taken into consideration while arriving at their respective salary scale.**

34.47 We further recommend that, henceforth, the grade of Workshop Assistant/Senior Workshop Assistant *formerly Workshop Assistant* should be filled from among candidates possessing a Cambridge School Certificate with at least a pass in Physics or Design and Communication or Design and Technology or an equivalent qualification. Candidates should be all round handyman, aware of the rudimentary safety precautions needed in workshops and capable to using common hand tools found in a workshop.

Movement Beyond Top Salary

34.48 Currently, graduates and professionals are allowed to move incrementally beyond their top salary, subject to satisfying certain criteria.

34.49 General recommendations have been made under the Chapter on Incremental Credit and Incremental Movement in Volume 1 of this Report for movement beyond top salary for graduates and professionals.

34.50 Senior Procurement and Supply Officers (Future Holder) and Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma should be allowed to move incrementally beyond their top salary subject to satisfying certain criteria. **Recommendations thereto related have been made in the Chapter on Observations and General Provisions of this Volume.**

SECONDARY EDUCATION

34.51 Given that certain specific provisions made for the grade of Educator (Secondary) at the Ministry of Education and Human Resource are also applicable to the Educators (Secondary) at the MGI, we are replicating these recommendations.

Recommendation 13

34.52 We recommend that:

- (i) **an Educator (Secondary) would be required to teach during 30 periods in a week, one or more subjects relating to his academic qualifications;**
- (ii) **candidates who possess a post 'A' Level Degree should, upon appointment as Educator (Secondary) join the recommended salary scale at salary point Rs 37290;**
- (iii) **Educators (Secondary) drawing a monthly salary of less than Rs 37290 should, on obtention of qualifications to cross the QB in the salary scale, be allowed to join the recommended salary scale at salary point of Rs 37290; and**
- (iv) **Educators (Secondary) satisfying the requirement to cross the QB, would, on reaching the top salary point of Rs 77750, be allowed to move incrementally in the Master Salary Scale up to salary point of Rs 84500 provided that they satisfy the performance criteria as set**

out in the Chapter on Observations and General Provisions of this Volume.

Allowance

Recommendation 14

34.53 We recommend that:

- (i) the monthly allowance paid to Educators (Secondary) who do not possess the qualifications required to cross the QB and who are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for at least eight periods weekly, be revised to Rs 2730; and
- (ii) on obtention of the qualifications required to cross the QB, these Educators (Secondary) would be eligible to:
 - (a) a salary point arrived at after adding the allowance to the basic salary; OR
 - (b) draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary or Rs 37290, whichever is higher.

Allowance payable to Head of Department

- 34.54 In the last Report, the Bureau aligned the quantum of allowance payable to the Educators (Secondary) who are assigned the duties of Head of Department in the State Secondary Schools and enlarged the responsibilities devolving upon the Head of Department.
- 34.55 Given that the current arrangement is still effective, we are maintaining the provisions while revising the quantum of the allowance.

Recommendation 15

34.56 We recommend that Educators (Secondary):

- (i) who are assigned the duties of Head of Department, should be paid a monthly allowance of Rs 2200; and
- (ii) should continue to teach their subject of specialisation for 25 periods weekly.

34.57 We further recommend that the Head of Department be equally tasked with monitoring with the implementation of the curriculum, classroom pedagogy and assessments; advising members of his department; conduct performance Audit on the basis of assessment results; planning, implementing and monitoring strategies for improvement; organising co-curricular activities; and advising Head of Schools on school based training for Educators and other staff in the department.

Certificate Course for School Superintendents

34.58 Presently, officers in the grade of School Superintendent are allowed to move beyond the Qualification Bar (QB) upon completion of a work related course in School Management, which is arranged by Management. This arrangement should continue to prevail.

Recommendation 16

34.59 We recommend that:

- (i) **Management should continue to arrange for School Superintendents to follow a work-related Certificate Course in School Management; and**
- (ii) **upon successful completion of the course, the School Superintendents be allowed to move beyond the Qualification Bar in their salary scale.**

Specific Conditions

Casual Leave

34.60 Presently, members of the teaching personnel assigned full responsibility of classroom teaching during a whole calendar year and who effectively perform teaching duties are refunded their unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year. Given that this provision is still effective, we are maintaining same.

Recommendation 17

34.61 We recommend that members of the teaching personnel who, during a whole calendar year, are assigned full responsibility of classroom teaching and who effectively perform teaching duties, should continue to be refunded annually their unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year.

34.62 We also recommend that up to a maximum of 10 days of unutilised casual leave in respect of those members of teaching personnel who proceed on retirement or pass away while in service should be refunded on a *pro-rata* basis in that particular year.

Vacation Leave

34.63 Specific provisions for vacation leave exist for the teaching personnel due to the specificities in the Education Sector. For this review exercise, representations were made from the staff side to allow some flexibility for the grant of vacation leave during the third semester.

34.64 The requests have been examined and the views of the parent Ministry were equally sought. We are making appropriate recommendations.

Recommendation 18

34.65 We recommend that the present vacation leave earning rate and ceiling for teaching personnel should be in accordance with the provisions made in Chapter Leave in Volume 1 of this Report.

34.66 We recommend that the teaching personnel:

- (a) subject to the exigencies of the service, a maximum of up to 19 days' vacation leave may be granted during term time;**
- (b) who do not take advantage of the annual vacation leave entitlement during term time in a calendar year should be allowed to accumulate up to the normal vacation leave ceiling. Additionally, the maximum vacation leave which may be accumulated over and above the vacation leave ceiling should not exceed 50% of the maximum accumulated vacation leave entitlement for the incumbent. Such leave may be taken as leave prior to retirement. If the services of the officer are required during the leave prior to retirement, they should be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement;**
- (c) notwithstanding provision at subparagraph (a) above, vacation leave exceeding 19 days during term time may be granted, subject to the exigencies of service, to officers for:**
 - (i) medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment cannot be dispensed locally;**
 - (ii) convalescence purposes;**
 - (iii) after maternity leave;**
 - (iv) attending to one's own graduation ceremony or that of an immediate member of the family abroad;**
 - (v) the wedding of the officer or the officer's children;**
 - (vi) proceeding on pre-retirement leave;**
 - (vii) a male officer, following his wife's confinement;**
 - (viii) demise of a close relative such as child, parent or spouse; and**
 - (ix) any other case, (1) once for officers reckoning less than 20 years' service; and (2) not more than twice for those reckoning over 20 years' service inclusive of (1) above.**

34.67 We also recommend that vacation leave may be granted only for reasons specified at Part (c) of the above paragraph during third term.

34.68 The term “immediate member of the family”, for the purpose of paragraph 34.66 (c) (i) and (iv) is deemed to mean the officer’s father, mother, brother, sister, husband, wife, son, daughter, father-in-law and mother-in-law.

34.69 We further recommend that members of the teaching personnel should attend to training courses/seminars, talks and workshops organised during school vacation.

Loan Facilities to purchase Laptop/PC

34.70 In the last PRB Report, provisions were made for the grant of loan facilities to the teaching personnel to enable them to avail of the proper tools and equipment. We are maintaining this provision.

Recommendation 19

34.71 We recommend that teaching personnel should be provided with loan facilities up to a maximum of Rs 25000 at an interest rate of 2% per annum for a duration of 24 months for the purchase of a Laptop/PC, as appropriate.

34.72 For the purpose of implementation of provisions made under the sub-heading “Secondary Education”, the term “teaching personnel” is deemed to mean eligible officers in certain grades who are involved in **secondary education**, in line with what obtains at the Ministry of Education and Human Resource.

TERTIARY EDUCATION

Instructional Designer (New Grade)

34.73 For this review exercise, both the staff side and Management requested for the creation of a grade of Instructional Designer as the MGI is heading towards a new arena of technology and has been entrusted with additional responsibilities to design digital contents and provide training in different projects.

34.74 To allow the MGI to meet the challenges of e-learning, we are providing for the new grade of Instructional Designer.

Recommendation 20

34.75 We recommend the creation of a grade of Instructional Designer. Appointment thereto should be made by selection from among candidates possessing a Degree in Instructional Design or Educational Technology or an equivalent qualification and reckoning at least two years’ post-qualification experience in education/teaching practice.

34.76 Incumbent would be required, among others, to be responsible for designing various types of visual communication in the field of education; devise appropriate methods for converting face-to-face learning content into e-learning materials; ensure proper use and storage of visual/teaching materials and equipment; supervise the work of Graphic Artist; give pedagogical help in the preparation of

teaching aids, as and when required; and conduct research and evaluation, interpret data and recommend procedures and solutions for effective learning and instructions.

Special Provision for Academics

Recommendation 21

34.77 We recommend that academics in the grades of Lecturer, Senior Lecturer and Associate Professor drawing salary in a scale the maximum of which is not less than Rs 86750 and not more than Rs 122000 should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

Academic Attainment

34.78 Academics are granted additional increments for academic attainment through published research, teaching, administrative contributions and publications subject to certain criteria. In the last Report, we introduced guidelines for assessing academic attainment for an effective and uniform implementation of the provision in all Higher Education Institutions.

34.79 Given that the set guidelines still hold good, this arrangement should continue. We are extending this benefit to Professors subject to satisfying certain conditions.

Recommendation 22

34.80 We recommend that Lecturers, Senior Lecturers and Associate Professors holding a PhD Degree and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scales for at least 12 months should be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.

34.81 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should serve as guidelines when assessing academic attainment:

- (i) Management should initiate action for the grant of additional increments upon receipt of written request from eligible officers;**
- (ii) academics in the grades of Lecturer, Senior Lecturer and Associate Professor should be assessed on all the three measures of academic attainment i.e teaching, research and publications, and administrative contributions as per the criteria for assessment recommended by the Higher Education Commission, to be eligible for the grant of additional increments;**

- (iii) for the purpose of earning increments, academic attainment in one grade shall not be transferable on promotion to a higher grade in the same cadre; and
- (iv) Management should decide whether the assessment should be quantitative or qualitative or a combination of both quantitative and qualitative, and the decision should be communicated to the academics well before the conduct of the assessment exercise. In this regard, the Higher Education Commission should ensure a consistent implementation thereof in all the Higher Education Institutions.

34.82 We also recommend that for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 34.78 above shall deem to be the new top salary.

34.83 We additionally recommend that Professors should be allowed to move incrementally in the Master Salary Scale up to a maximum of two increments subject to satisfying the following conditions:

- (i) have drawn their revised salary for at least 12 months; and
 - (ii) reckon, in their capacity of Professor, academic attainment through research and publications, and administrative contributions as below:
 - a) a minimum of three research publications in scholarly journals listed in databases such as Scopus or equivalent and/or chapters in book from recognised/international publishers;
 - b) supervised at least two PhD Degree theses;
 - c) led at least two internally/externally funded projects OR at least one consultancy project and one internally/externally funded project; and
 - d) reckon experience in:
 - (i) the organisation of conferences/seminars/workshops/policy dialogues;
- AND**
- (ii) chairing of University Committees OR held a senior management position in a university/higher education institution.

Sabbatical Leave

- 34.84 Request was made from the staff side for the re-introduction of the Sabbatical Leave Scheme to the academics of the MGI, to allow them to devote time on scholarly research and keep them abreast of new developments in their fields.
- 34.85 The Bureau considers that it is important for academics to be able to avail of sabbatical leave for their personal and professional development. The more so similar provisions exist in other Higher Education Institutions. We are, therefore, recommending accordingly.

Recommendation 23

- 34.86 We recommend that Management of the MGI should consider the advisability of setting up a Sabbatical Leave Scheme for the academic staff on permanent and pensionable establishment.**

Allowance payable to Head of School

- 34.87 At present, academics who are assigned the duties of Head of School are being paid an allowance of Rs 2200. For this review exercise, request was made by both the Union and Management for the payment of an allowance to the Academics who are assigned the duties of Head of Department.
- 34.88 Based on the information submitted by the MGI, it has been noted that the number of intakes for some departments is on low side while for certain there has been no intakes. In the given circumstance, the request for an allowance to academics who are assigned the duties of Head of Department cannot be entertained. We are, however, reviewing the allowance payable to the Head of School.

Recommendation 24

- 34.89 We recommend that academics who are assigned the duties of Head of School be paid a monthly allowance of Rs 2420.**

Head, Department of Creativity and Performance

Recommendation 25

- 34.90 We recommend that academics, as may be determined by the MGI Council, who are assigned the duties of Head, Department of Creativity and Performance should continue to be assigned same on a rotational basis.**

Duty Remission Facilities to Senior Lecturers

Recommendation 26

- 34.91 We recommend that Senior Lecturers reckoning at least 14 years' service in the Lecturer Cadre be entitled to car benefits as per provision made at paragraph 16.2.17 (No. 2) of Volume 1 of this Report though drawing salary in a scale the maximum of which is less than Rs 118000.**

General Provisions

Discipline

- 34.92 Discipline within the school compound should be the concern of each and every member of the staff, including academics. Every member should participate actively to continuously maintain the highest level of discipline at the Institute and should act proactively and collectively to restore discipline immediately in situation of unruliness and disorderliness.

Political Activities

- 34.93 We reiterate that full-time academic and non-academic staff of the MGI should not be allowed to participate in active politics so as not to disrupt the smooth running of activities.

Abolition of Grade

- 34.94 Management has submitted that the grade of Guest House Attendant is vacant and has listed it for abolition. **We are, therefore, abolishing the grade of Guest House Attendant.**

34. MAHATMA GANDHI INSTITUTE

SALARY SCHEDULE

MGI 1 : Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615

General Worker

MGI 2 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765

Handy Worker

MGI 3 : Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615

Stores Attendant

MGI 4 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600

Gardener

Library Auxiliary (New Grade)

Museum Attendant

MGI 5 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Office Auxiliary/Senior Office Auxiliary
formerly Office Attendant

34. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 6 : Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840**
Workshop Assistant/Senior Workshop Assistant
formerly Workshop Assistant
- MGI 7 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**
Driver
- MGI 8 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**
Carpenter
Electrician
Mason
Painter
Plumber and Pipe Fitter
Welder (New Grade)
- MGI 9 : Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**
Head Gardener
Head Office Auxiliary
formerly Senior/Head Office Attendant
- MGI 10 : Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**
Head, Workshop Assistant
formerly Senior/Head Workshop Assistant
- MGI 11 : Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**
Receptionist/Telephone Operator
- MGI 12 : Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**
Driver (Heavy Vehicles above 5 tons) (New Grade)
- MGI 13 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**
Clerk Assistant
- MGI 14 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215 QB 39140 x 970 - 42050**
Assistant Technician (Printing)

34. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 15 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**
ICT Laboratory Auxiliary
formerly Computer Laboratory Auxiliary
Laboratory Auxiliary
- MGI 16 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**
Overseer
- MGI 17 : Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**
Word Processing Operator
Word Processing Operator (Oriental Language)
- MGI 18 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**
Archives Officer
Clerical Officer
formerly Clerical Officer/Higher Clerical Officer
Library Clerk
- MGI 19 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**
Foreman
- MGI 20 : Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**
Senior ICT Laboratory Auxiliary
formerly Senior Computer Laboratory Auxiliary
Senior Laboratory Auxiliary
- MGI 21 : Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**
Technician (Audio-Visual) (New Grade)
- MGI 22 : Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**
Senior Word Processing Operator
- MGI 23 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960 QB 45930 x 970 - 46900 x 1050 - 47950**
Senior Assistant Technician (Printing)

34. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 24 : Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
Management Support Officer
Senior Archives Officer (New Grade)
- MGI 25 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
Accounts Clerk
Assistant Procurement and Supply Officer (New Grade)
Executive Officer (Personal)
- MGI 26 : Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
Senior Library Clerk
- MGI 27 : Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**
Technician
- MGI 28 : Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**
Office Supervisor
- MGI 29 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**
Performing Artiste
- MGI 30 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Assistant Instructor (Personal)
- MGI 31 : Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Technician (Personal to officers in post as at 31.12.20)
- MGI 32 : Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 55950**
Assistant Editor

34. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 33 : Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Usher/Senior Usher
- MGI 34 : Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Confidential Secretary
- MGI 35 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Accounts Officer
Procurement and Supply Officer
- MGI 36 : Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**
Office Management Assistant
formerly Higher Executive Officer
- MGI 37 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Human Resource Officer/Senior Human Resource Officer
- MGI 38 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Senior Procurement and Supply Officer (Future Holder)
- MGI 39 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**
Graphic Artist
ICT Technician
formerly Computer Technician
Library Officer
Maintenance Officer
Printing Officer
- MGI 40 : Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**
Senior Performing Artiste

34. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 41 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**
Senior Accounts Officer
Senior Assistant Editor
Senior Executive Officer (Personal)
Senior Procurement and Supply Officer (Personal)
- MGI 42 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**
Safety and Health Officer/Senior Safety and Health Officer
- MGI 43 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**
Office Superintendent
- MGI 44 : Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350 x 1850 - 66050**
School Superintendent
- MGI 45 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**
Senior Graphic Artist (New Grade)
- MGI 46 : Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**
Principal Procurement and Supply Officer
- MGI 47 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400 QB 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
Educator (Secondary)
- MGI 48 : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 QB 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
Educator (Secondary) (Personal to holders of post as at 30.06.2003)

34. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 49 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
Administrative Officer
Curator (Folk Museum)
Instructional Designer (New Grade)
Public Relations and Marketing Officer (New Grade)
Quality Assurance Officer (New Grade)
- MGI 50 : Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
Counsellor
Librarian
- MGI 51 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
Human Resource Management Officer
- MGI 52 : Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
IT Analyst/Senior IT Analyst
formerly IT Administrator
- MGI 53 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor
- MGI 54 : Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
Lecturer
- MGI 55 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**
Senior Educator (Secondary)
- MGI 56 : Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**
Deputy Rector

34. MAHATMA GANDHI INSTITUTE (Contd)

- MGI 57 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**
Assistant Registrar
Head, Gandhian Basic School
Head, Publishing and Printing Department
- MGI 58 : Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**
Senior Lecturer
- MGI 59 : Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**
Head, Library and Archives
Rector
- MGI 60 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**
Assistant Director (Schooling)
Programme Co-ordinator
Registrar
- MGI 61 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000**
Associate Professor
Bursar
- MGI 62 : Rs 118000 x 4000 - 130000**
Secretary (MGI/RTI)
- MGI 63 : Rs 138000**
Professor
- MGI 64 : Rs 140000**
Director (Mahatma Gandhi Institute)
Director (Schooling) (MGI/RTI)
- MGI 65 : Rs 158000**
Director General (MGI/RTI)

