

# CENTRAL UNIVERSITY OF HARYANA

## Minutes of the 23<sup>rd</sup> Meeting of the Executive Council

**Date: 09<sup>th</sup> October, 2015 (11:00 AM)**

The 23<sup>rd</sup> meeting of the Executive Council of Central University of Haryana was held on the 09<sup>th</sup> October, 2015 at 11:00 am in the Conference Room of the Temporary Camp/Transit Office of Central University of Haryana at 3113, DLF Phase III, Opp. H. No. T25/8, Gurgaon 122010.

The Following members were Present:

- |    |  |           |
|----|--|-----------|
| 1  | Prof. R.C. Kuhad   | Chairman  |
|    | Vice Chancellor,<br>Central University of Haryana  |           |
| 2  | Prof. M. Anandkrishnan   | Member    |
|    | Chairman, BOG, IIT Kanpur<br>Science City Building, Chennai                                |           |
| 3  | Prof. Suleman Siddiqui,  | Member    |
|    | Former Vice Chancellor, Osmania University, Hyderabad                                      |           |
| 4  | Dr. P.C. Patanjali   | Member    |
|    | Former Vice-Chancellor, Purvanchal University, Jaunpur<br>BW-97D, Shalimar Bagh, New Delhi |           |
| 5  | Lt. General (Retd.) Prakash S. Choudhary,  | Member    |
|    | Former Director General, NCC,<br>H.No. 93P Sector-41, Gurgaon                              |           |
| 6  | Dr. Pradeep S. Chauhan   | Member    |
|    | Department of Economics,<br>University College, Kurukshetra University, Kurukshetra        |           |
| 7  | Dr. Sushma Arya  | Member    |
|    | Principal, DAV College of Girls,<br>Jagadhri Road, Yamunanagar                             |           |
| 8  | Prof. Ashish Dahiya, Dean,   | Member    |
|    | School of Languages, Linguistics, Culture &<br>Heritage, CUH                               |           |
| 9  | Dr. Sarika Sharma,   | Member    |
|    | Associate Professor, Deptt. Of Education & Proctor, CUH                                    |           |
| 10 | Sh. Ram Dutt   | Secretary |
|    | Registrar, CUH   |           |

The following members could not attend the meeting:

- 1 Dr. Shahid Ashraf, Registrar,  
Jamia Millia Islamia, New Delhi
- 2 Prof. Veena Chaudhary  
Director, Gobind Ballabh Pant Hospital  
(Govt. of NCT Of Delhi)
- 3 Dr. S. Lakshmi Devi  
Former Principal, Shaheed Rajguru College of Applied  
Sciences for Women (University of Delhi), Delhi

At the outset Vice Chancellor welcomed the Members of the Executive Council and gave a power presentation on the Academic and other activities of the University carried out during the last two months which included the visit of Justice Pritam Pal, Hon'ble Lokayukta, Haryana, Sh. Vinay Kaushik, Vice President, H.R. Sumsung Engineering India Ltd. & Dr. R.K. Garg Former Scientist, CSIR-CEERI Laboratories, Pilani to the University. The members were also briefed about the planning of recruitment process, introduction of MOOCs and other Academic Programmes including out reach activities conducted by the University in the adopted villages.

Thereafter, the formal agenda items were taken up and resolutions of the Council thereon are as under:

<b>Resolution No..</b>	<b>Resolution Passed</b>
1	The Minutes of the 22 <sup>nd</sup> meeting of the Executive Council held on 24 <sup>th</sup> July, 2015 were confirmed.
2	The actions taken on the resolutions of the 22 <sup>nd</sup> meeting of the Executive Council held on 24 <sup>th</sup> July, 2015 were reported, recorded and confirmed. <b>(Vide Appendix-I)</b>
<b>REPORTING ITEMS</b>	
3	The action taken by the Vice Chancellor in approving the following recommendations of the Selection Committees for walk-in-interview conducted for various teaching posts of Assistant Professors on Contract basis held on 19 <sup>th</sup> & 20 <sup>th</sup> August, 2015 was reported, recorded and confirmed. <b>Assistant Professor in Tourism &amp; Hospitality Management (THM) in order of merit</b> 1. Lakhvinder Singh 2. Ravi Kumar 3. Nandish Kumar <b>Assistant Professor in Retail and Logistics Management (RLM) in order of merit:</b> 1. Suyash Mishra 2 Renu Yadav 3. Sherry <i>The offer letters have not yet been issued as the final approval about running B.voc. courses in RLM/THM is awaited:</i>



4	<p>The actions taken by the Vice Chancellor in appointing the following were reported, recorded and confirmed:</p> <ol style="list-style-type: none"> <li>1. Dr. Ashish Dahiya, Associate Professor, MD University Rohtak as Professor on Deputation basis in the Department of Tourism and Hotel Management. He has joined CUH on 12/08/2015.</li> <li>2. Dr. Aditya Saxena, Desh Bandhu College, University of Delhi, New Delhi as Associate Professor on deputation in the Department of Physics. He has joined CUH on 18/09/2015</li> <li>3. Dr. Jai Kishan, Zakir Hussain College Delhi as Associate Professor in the Department of Economics was offered but he did not join. The offer stands cancelled.</li> <li>4. Mr. Ajay Kumar as Guest Faculty in the Department of Mathematics. He has joined on 22/09/2015.</li> <li>5. Dr. Madhu Gupta as Asst. Professor on short term contract basis in the Department of Psychology. She is yet to join.</li> <li>6. Dr. GV Subramanyam, Scientist(G) Retd. Ministry of Environment, Forest &amp; Climate Change as Academic Consultant on Contract basis in the Department of Environment Science on consolidated salary of Rs.60000/- p.m. for a period of one year. He has refused to join. The offer stands cancelled.</li> <li>7. Mr. Sanjay Kumar PA, University of Delhi as Private Secretary on deputation for a period of one year. He is yet to join.</li> <li>8. Dr. Ramphul as Associate Professor in the department of Economics, CUH. He has been repatriated to his parent Institution MD University Rohtak on 18/09/2015.</li> </ol>										
5	<p>The receipt of letter No.F.1-1/2013(CU) dated 25 August 2015 from the UGC conveying its approval for introduction of following five new departments from the academic session 2015-16 in addition to twenty department earlier approved by the UGC was reported, recorded and confirmed: <b>(Vide Appendix-II)</b></p> <ol style="list-style-type: none"> <li>i. Department of Biotechnology</li> <li>ii. Department of Biochemistry</li> <li>iii. Department of Nutrition Biology</li> <li>iv. Department of Microbiology</li> <li>v. Department of Tourism and Hotel Management.</li> </ol>										
6	<p>The action taken by the Vice Chancellor in constituting an Internal Quality Assurance Cell (IQAC) NAAC cum Steering Committee consisting of the following was reported, recorded and confirmed:</p> <table border="0"> <tr> <td>1. <b>Prof. R.C. Kuhad,</b> Vice-Chancellor, CUH</td> <td>: Chairman</td> </tr> <tr> <td>2. <b>Prof. Ashish Dahiya</b> Dept. of Tourism and Hotel Mgt., CUH</td> <td>: Director</td> </tr> <tr> <td>3. <b>Prof. D.P.S. Varma</b> University of Delhi, Delhi</td> <td>: External Member</td> </tr> <tr> <td>4. <b>Prof. Vinay Kumar Gupta</b> University of Delhi, Delhi</td> <td>: External Member</td> </tr> <tr> <td>5. <b>Prof. Karam Pal Narwal</b> Dept. of Management, GJUS&amp;T, Hisar</td> <td>: External Member</td> </tr> </table>	1. <b>Prof. R.C. Kuhad,</b> Vice-Chancellor, CUH	: Chairman	2. <b>Prof. Ashish Dahiya</b> Dept. of Tourism and Hotel Mgt., CUH	: Director	3. <b>Prof. D.P.S. Varma</b> University of Delhi, Delhi	: External Member	4. <b>Prof. Vinay Kumar Gupta</b> University of Delhi, Delhi	: External Member	5. <b>Prof. Karam Pal Narwal</b> Dept. of Management, GJUS&T, Hisar	: External Member
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	<p>6. <b>Prof. Anup S. Mann</b> : External Member Dept. of Physics, MDU, Rohtak</p> <p>7. <b>Dr. Sanjiv Kumar</b> : Member Dept. of English, CUH</p> <p>8. <b>Dr. Chanchal Kumar Sharma</b> : Member Dept. of Pol. Sc., CUH</p> <p>9. <b>Dr. Sunita Tanwar</b> : Member Dept. of Management Studies, CUH</p> <p>10. <b>Dr. Dinesh Chahal</b> : Member Dept. of Education, CUH</p> <p>11. <b>Mr. Vijay Kumar</b> : Member Assistant Registrar, CUH</p> <p>12. <b>Dr. Samiksha Godara</b> : Member Dept. of Law, CUH</p> <p>13. <b>Dr. Arvind Tejawat</b> : Member Dept. of Hindi, CUH</p> <p>14. <b>Dr. Ranjan Aneja</b> : Member Dept. of Economics, CUH</p> <p>15. <b>Dr. Suman</b> : Member Dept. of Commerce, CUH</p> <p>16. <b>Ms. Divya</b> : Member Dept. of Management Studies, CUH</p> <p>The members at Sl. No. 2 &amp; 7 to 16 will act as Steering Committee.</p>
<b>ITEMS FOR CONSIDERATION</b>	
7	Resolved that the proposal for payment of honorarium of Rs. 3000/- per meeting subject to a maximum of Rs. 5000 per day to any expert/member of any committee/ Chief Guest/Speaker on any function who attends any meeting/function of the University on the pattern of UGC be approved.
8	Resolved that the proposed Weeding Rules for the destruction and Preservation of old records of the University be approved. <b>(Vide Appendix-III)</b>
9	<p>Resolved that the following rules applicable in the offices of the Central Government as amended from time to time, wherever relevant in the University, in the absence of any separate rules laid down by the Executive Council on these matters be adopted by the University:-</p> <ol style="list-style-type: none"> <li>1. Fundamental Rules and Supplementary Rules (FRSR)</li> <li>2. General Financial Rules (GFRs)</li> <li>3. Receipts and Payment Rules</li> <li>4. Re-employment of Pensioners</li> <li>5. Any other relevant rules prescribed by the Government of India from time to time</li> </ol>

	<p>Provided that in matters where the University Grants Commission or the Executive Council has prescribed separate rules, in part or in full, the said rules shall be followed in all such matters.</p> <p>Provided further that the Vice-Chancellor may relax any rule with regard to payment of Traveling Allowance in exceptional cases on valid grounds.</p>
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10	<p>Resolved that the following guidelines for determining the seniority of University teachers appointed through due process of selection, in compliance with Statute 24 of the University be approved:</p> <ol style="list-style-type: none"> <li>1. In the case of teachers, selected through open recruitment, their inter se seniority in the respective departments will be determined in accordance with the following principles: <ol style="list-style-type: none"> <li>(i) Where two or more teachers are selected at the same time for appointment, then according to the rank given by the Selection Committee, provided that the date of joining in case of a teacher who is ranked higher is not later than 3 months from the date of issue of appointment letter to him.</li> <li>(ii) Where no rank has been indicated by the Selection Committee and two or more teachers join on one and the same date; <ol style="list-style-type: none"> <li>(a) in case such teachers are appointed from a lower post to a higher post, then according to their inter se seniority in the immediate lower cadre, and</li> <li>(b) in any other case, according to the age of the persons joining, the older person being deemed senior.</li> </ol> </li> <li>(iii) Same in the cases covered by sub-clause (i) and (ii), according to the date of joining of the teacher concerned.</li> </ol> </li> <li>2. The seniority of the teacher promoted under the Career Advancement Scheme (CAS) will be reckoned from the date of the meeting of the Executive Council in which the promotion was approved. In case, promotion of two or more teachers is approved by the Executive Council on one and the same date their inter se seniority will be determined in accordance with the following: <ol style="list-style-type: none"> <li>(i) In case the teachers are promoted from a lower post to a higher post, then according to their inter se seniority, in the immediate lower cadre; and</li> <li>(ii) In any other case, according to the age of the persons promoted, the older person being deemed senior.</li> </ol> </li> <li>3. In the case of the teachers who had been promoted as Lecturer in Selection</li> </ol>
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Grade or Reader under the Career Advancement Scheme/Merit Promotion Scheme, on their up-gradation/re-designation as Associate Professor on completion of three years in the pre-revised pay scale of Rs.12000-18300 as on 1.1.2006 or on completion of three years at the Academic Grade Pay of Rs.8000, without following any selection process, their interse seniority as Associate Professor will be reckoned with effect from the date of the office order vide which they are promoted/re-designated as Associate Professor. In the case of the teachers promoted as Associate Professor on completion of three years at the Academic Grade Pay of Rs.8000/- through due process of selection, their seniority will be determined from the date the Executive Council approved the recommendation of the selection committee for their promotion. The same principle will be followed for fixation of seniority of the teachers who get promoted as Professor.

Provided that in case two or more teachers are promoted, their seniority will be fixed by taking into account the length of continuous service rendered by them on the post/grade prior to their promotion. The teacher whose length of service on that post/grade is longer will be deemed senior.

Provided that, in both the above cases, the teachers concerned would be eligible to get the monetary benefits from the date of their eligibility.

4. In the case of two or more teachers appointed on the one and same date in a Department through the due process of direct recruitment and through promotion under MPS/CAS by the Executive Council, the seniority of the teacher promoted under Merit Promotion Scheme/Career Advancement Scheme will be reckoned from the date on which the Executive Council approved the promotion and the seniority of the teacher appointed through direct recruitment will be reckoned in accordance with the principles proposed under Para-1.
5. A teacher appointed through open recruitment by following the due process of selection joins the University on deputation by maintaining lien on his substantive post at his /her parent institution or a teacher appointed on deputation under Statute 19(1) of the University, will not be given any seniority till the teacher is absorbed permanently in the University. During the period of deputation he will be shown at the bottom in the list of teachers of the Department in the cadre concerned. On permanent absorption as a teacher in the University, seniority of such a teacher will be reckoned from the date of his/her absorption in the University as a regular teacher.
6. A teacher who is initially appointed on contract, ad hoc or temporary basis and is later appointed as a teacher on regular basis by following the due process of selection, his/her seniority will be reckoned from the date of regular appointment in accordance with the guidelines suggested under Para 1 above.



	<p>7. Two seniority lists of the teachers will be maintained centrally by the Registrar: (i) Department-wise, and (ii) Combined seniority list of all the University teachers, in accordance with the above guidelines and should be notified on the University website.</p> <p>8. Any objection or grievance with regard to seniority may be referred to the Registrar for examination, who may take a decision with the approval of the Vice Chancellor. If necessary, the Vice Chancellor may put up the same before the Executive Council and the decision taken thereon by the Executive Council will be final.</p> <p>9. These guidelines will supersede all earlier Resolutions/decisions on seniority of teachers, if any.</p>								
11	<p>Resolved that the following amendments to the Ordinances of the University be approved:</p> <p><b>To add: Ordinance V-A &amp; V-B after Ordinance V:</b></p> <p><b><u>Ordinance V-A: - Terms and Conditions of Services of the permanent employees, other than teachers</u></b></p> <p>i. The permanent employees of the University, other than teachers, shall be governed by the relevant provisions of the following rules, as amended from time to time:</p> <p>ii. Central Civil Services Classification Control and Appeal Rules (CCSCCA Rules)</p> <p>iii. Conduct Rules</p> <p><b><u>Ordinance V-B: - Appointing and Disciplinary Authorities</u></b></p> <p>(i) <b><u>Appointing Authorities:</u></b> Subject to compliance of the due process of Selection, the power to appoint shall be vested in the following in respect of the posts mentioned against each:</p> <table border="1"> <thead> <tr> <th>Appointing Authority</th><th>Posts</th></tr> </thead> <tbody> <tr> <td>Executive Council</td><td>Permanent appointment to all Group 'A' posts, including teaching posts.</td></tr> <tr> <td>Vice-Chancellor</td><td>(i) Permanent appointment to all Group 'B' posts. (ii) Contractual/ temporary appointment to all Group 'A' posts, including teaching posts.</td></tr> <tr> <td>Registrar</td><td>(i) Permanent appointment to all Group 'C' posts. (ii) Contractual/ temporary appointment to all Group 'B' and Group 'C' posts.</td></tr> </tbody> </table>	Appointing Authority	Posts	Executive Council	Permanent appointment to all Group 'A' posts, including teaching posts.	Vice-Chancellor	(i) Permanent appointment to all Group 'B' posts. (ii) Contractual/ temporary appointment to all Group 'A' posts, including teaching posts.	Registrar	(i) Permanent appointment to all Group 'C' posts. (ii) Contractual/ temporary appointment to all Group 'B' and Group 'C' posts.
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Registrar	(i) Permanent appointment to all Group 'C' posts. (ii) Contractual/ temporary appointment to all Group 'B' and Group 'C' posts.								

**(ii) Disciplinary Authorities:**

The powers of Disciplinary Authority in respect of all employees, including teachers shall be vested in the following:

Employees	Disciplinary Authority	Appellate Authority
All Group 'A' Officers including teachers	Executive Council	Executive Council
(i) All Group 'B' employees (ii) All Group 'C' employees for imposition of penalties beyond censure and withholding of increments, on the recommendation of the Registrar	Vice-Chancellor	Executive Council
All Group 'C' employees (Suspension, to administer warnings or to impose the penalties of censure and withholding of increments)	Registrar	Vice-Chancellor

**This amendment in the Ordinance will supersede all earlier resolutions/rules, if any, framed by the Executives Council.**

12

Resolved that the following amendments to Ordinance XIV (Leave Rules for Teaching Staff) of the University pursuant to revision of the Leave Rules by the University Grants Commission be approved:

**Amendments Approved:**

Substitute the rules for grant of (i) Casual Leave; (ii) Special Casual Leave; (iii) Duty Leave; (iv) Earned Leave; (v) Half Pay Leave; (vi) Commuted Leave; (vii) Extra-Ordinary Leave; (viii) Leave not due; (ix) Study Leave; (x) Sabbatical Leave; (xi) Maternity Leave; (xii) Paternity Leave; (xiii) Child Care Leave and (xiv) Adoption leave with the revised rules- with the revised leave rules **(Vide-Appendix -IV)**

13

Resolved that the proposal for filling the following posts of Non-Teaching Staff falling under Promotion Quota by Direct Recruitment method be approved:

Sr. No.	Name of the Post	No. of Posts
1	Assistant Registrar	01
2	Section Officer	01
3	Private Secretary	02
4	Assistant	04
5	UDC	04
6	LDC	03
7	Semi Professional Assistant	01



14	Resolved that the recommendations of the Finance Committee made in its meeting held on 01 <sup>st</sup> Oct. 2015 be approved. ( <b>Vide- Appendix -V</b> )
15	Resolved that the recommendations of the Review Committee constituted by the Vice Chancellor in compliance with the decision of the Executive Council for considering release of the balance payment to MTNL for installation of Wi-Fi in Central University of Haryana be approved. ( <b>Vide- Appendix -VI</b> )

**RECOMMENDATIONS OF THE ACADEMIC COUNCIL**

16	<p>Resolved that the recommendations of the Academic Council made in its meeting held on 7<sup>th</sup> October, 2015 regarding the following amendments to the Ordinances of the University be approved:</p> <p><b>To add the following after Ordinance XV:</b></p> <p><b><u>Ordinance-XV-A: General Rules for Examination</u></b></p> <ol style="list-style-type: none"> <li>1. Applications for admission to University examinations shall be made in the prescribed form and forwarded to the Controller of Examinations through the Head of the Department/Dean of the School concerned:</li> <li>2. While forwarding the applications for admission to various examinations the Head of the Department/the Dean of the School concerned shall be required to certify in respect of each applicant as follows:  <b>"that the candidate has satisfied himself by the production of a certificate of a competent authority that he has passed the examination which qualifies him for admission to the examination."</b></li> </ol> <p>The Controller of Examinations shall send the admission tickets of all the candidates, whose applications for admission to the various examinations have been received by the Head of the Department, the Dean of the School concerned for delivery to the candidates concerned. Before delivering the admission ticket to each candidate the Head of the Department/the Dean of the School concerned shall satisfy himself that the candidate concerned has put in the requisite attendance at lectures etc. as laid down in the Ordinances of the University and is otherwise eligible to appear at the respective examination. The admission tickets in respect of candidates who have not fulfilled the attendance requirements or are otherwise not eligible to appear at the examination shall not be delivered to them and shall be returned to the Controller of Examinations together with a statement showing the detailed attendance position and/or other facts in each case.</p> <p>Provided that if practical examination in any subject is held before the examination in theory papers, it shall not be necessary for the Controller of Examinations, in respect of candidates who are pursuing a regular course of study, to send Admission Tickets to enable them to take such practical examination, and it shall suffice if he sends a list containing the roll numbers of such candidates to the Head of the Department/the Dean of the School for being put up on the notice board of the Department/School to enable such candidates to take their examination on the basis of the roll numbers assigned to them. Such candidates shall take the practical examination provisionally subject to their being issued Admission Tickets later in terms of the foregoing provision.</p> <ol style="list-style-type: none"> <li>3. (i) Application for admission to examinations shall be accompanied by the prescribed fees.</li> </ol>
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	<p>(ii) A candidate who due to sickness or other cause is unable to present himself for any examination shall not be entitled to claim a refund of his fees, but such a candidate may be permitted to present himself at the next ensuing examination without payment of a further fee.</p> <p>4. (i) Subject to the provisions contained in Clause 2 above every candidate whose application has been accepted by the University for admission to an examination shall be given an admission ticket showing the name of the candidate and the roll number assigned to him for admission to the examination.</p> <p>(ii) The ticket shall be sent to the HoD/Dean of the School concerned, who will give it to the candidate after obtaining his signature on the ticket.</p> <p>5. A candidate may not be admitted into the examination hall, if he fails to present to the officer-in-charge of the examination his admission ticket or to satisfy the officer that it will be produced within a reasonable time.</p> <p>6. The Officer-in-Charge of the examination shall have power to call upon any candidate appearing at an examination to give a specimen signature for purpose of identification.</p> <p>7. Permission to appear at a University examination may be withdrawn before or during the course of the examination for conduct which, in the opinion of the Vice-Chancellor, justifies the candidate's exclusion.</p> <p>8. If a candidate for any University examination owes any money to the University on any account and fails to pay the money, or has borrowed or has in his possession any book, apparatus, or other property belonging to the University or any kit supplied by the N.C.C./N.S.S. and fails to return the same, the Vice-Chancellor may withhold or authorise the withholding of the admission ticket of the candidate, or, if the admission ticket has already been issued suspend the order of admission till all such money has been paid or such property returned by the candidate.</p> <p>9. Notwithstanding anything contained expressly or impliedly in these rules, the Vice-Chancellor may, on being satisfied after such enquiry as he may deem fit, withdraw retrospectively, prior to the publication of the final result of a candidate in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto, on any of the following grounds or cancel the result of such candidate, if it comes to his notice, within 4 months of the publication of the said final result that:</p> <p>(i) The candidate was ineligible for admission to the course but was wrongly admitted, or</p> <p>(ii) The candidate was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or</p>
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(iii) A discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or

(iv) A discrepancy was discovered in the award of marks etc. which rendered that result of the candidate liable to be cancelled to his disadvantage.

(v) Any other ground which makes the candidate ineligible to appear in the examination.

Provided that no such action shall be taken by the Vice- Chancellor without giving an opportunity to the concerned candidate to show cause against the proposed action and provided further that such action shall be reported to the Academic Council for the confirmation.

10. Subject to the provisions of the Act, the Statutes and the Ordinances, the regulations may provide for all other matters relating to conduct of examinations including those concerning examination committees, tabulation of marks and results, fee for re-checking examination results and for the supply of marks, dates for submission of examination forms, directions to candidates for examinations, directions to superintendents of examinations and duties of invigilators.

**Ordinance-XV-B: Disorderly conduct and use of unfair means in examination.**

1. For the purposes of this Ordinance -

a) Examination means an examination conducted by the University.

b) The year means the academic year;

c) Candidate includes an examinee taking any examination in a particular year and, wherever the context so permits, every student on the rolls of the University;

d) The use of dishonest or unfair means in the examination include:

(i) assisting in any manner whatsoever any other candidate in answering the question paper during the course of the examination;

(ii) taking assistance from any other candidate or any other person or from any book, paper, notes or other material in answering the question paper during the course of the examination;

(iii) carrying into the examination room any book, paper, notes, or other material whatsoever likely to be used directly or indirectly by the candidate in connection with the examination;

(iv) smuggling in an answer book or a continuation sheet;

(v) taking out or arranging to send out an answer book or its any page or a continuation sheet;

(vi) replacing or getting replaced an answer book or its any page or continuation sheet during or after the examination;

(vii) getting impersonated by any person in examination;

(viii) deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose;

	<p>(ix) communicating with or talking to any other candidate or unauthorised person in or around the examination room during the course of the examination;</p> <p>(x) communicating or attempting to communicate directly or through a relative, guardian and friend with an examiner with the object of influencing him in the award of marks;</p> <p>e) Disorderly conduct in the examination includes:</p> <p>(i) misbehaviour in connection with the examination, with the Superintendent, the Invigilator on duty or the other staff working at the Examination Centre, or with any other candidate, in or around the examination centre, before, during or after the examination hour;</p> <p>(ii) leaving the examination room before the expiry of the stipulated time or without handing over the answer book to the Invigilator-in-charge or without signing the attendance sheet;</p> <p>(iii) intentionally tearing off the answer book or a part thereof or a continuation sheet;</p> <p>(iv) disturbing or disrupting the examination;</p> <p>(v) inciting others to leave the examination room or to disturb or disrupt the examination;</p> <p>(vi) Carrying into the examination centre any weapon of offence.</p> <p>2. No candidate shall make use of any dishonest or unfair means or indulge in disorderly conduct in the examination.</p> <p>3. A candidate found guilty of the use of dishonest or unfair means or disorderly conduct in the examination may be disqualified from passing the examination for which he was a candidate, and may, in addition, be debarred from appearing at any future examination of the University for a further period to be stated or be expelled from the University and declared not a fit and proper person to be admitted to any further examination of the University.</p> <p>4. (a) Any candidate who, in the opinion of the Invigilator on duty or the Examiner conducting a practical or oral examination or the Superintendent of the Examination Centre, contravenes or is suspected of contravening the provisions of clause 2 in the examination room, shall be forthwith challenged by such Invigilator, Examiner or Superintendent who shall ask for a signed statement from the candidate.</p> <p>The candidate may be subjected to a search of his person to recover any incriminating material from him by the examination staff on duty.</p> <p>(b) Without prejudice to the provision contained in sub-clause (a) above the Superintendent of an Examination Centre or the Examiner conducting practical or oral examination shall also have the power to expel a candidate who in his opinion, has contravened the provisions of clause 2, from the examination centre for the remaining duration of the paper.</p> <p>5. (a) The Superintendent of the Examination Centre or the Examiner or any Officer of the University, as the case may be, shall report in writing to the Controller of Examinations the case of every student who has contravened the provision of clause 2.</p>
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	<p>(b) The reporting authority shall give full facts of the case in his report and forward with it the statements. If any, made on the occasion by the candidate and the Invigilator on duty and papers, books and other material recovered from the candidate, if any.</p> <p>6. There shall be one or more Examination Disciplinary Committees. Each such Committee, hereinafter referred to as the Examination Disciplinary Committee shall be constituted as under:</p> <p>(a) On the recommendation of the Vice-Chancellor the Executive Council shall, at the beginning of each year, draw up a panel of teachers of the University to be nominated on the Examination Disciplinary Committee.</p> <p>(b) Each Examination Disciplinary Committee shall comprise of two teachers to be nominated by the Vice-Chancellor from amongst the panel, one of them being of the status of at least an Associate Professor.</p> <p>(c) The Controller of Examinations or any person authorised by him, of the rank of not less than an Assistant Controller of Examinations/Assistant Registrar will function as non-member Secretary of the Examination Disciplinary Committee.</p> <p>7. The Vice-Chancellor shall determine from time to time the number of Examination Disciplinary Committees.</p> <p>8. (a) The Controller of Examinations or any person authorised by him in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to clause 5(a). The precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period.</p> <p>(b) On receipt of the explanation from the candidate or on the expiry of the period stipulated for submitting explanation if no explanation is received from him the Vice-Chancellor shall assign his case for consideration to the Examination Disciplinary Committee and, where there are more Committees than one, such Examination Disciplinary Committee as he may deem fit.</p> <p>9. After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Disciplinary Committee if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, shall recommend to the Executive Council the punishment that may be imposed on the candidate under clause 3 according to the nature of the offence.</p> <p>10. The Executive Council may, after considering the report, of the Examination Disciplinary Committee take such action against the candidate under clause 3 as it may deem fit.</p> <p>11. A candidate on whom may any punishment has been imposed under clause 3 may, within 15 days from the date of the receipt of the communication in that behalf, make a representation to the Vice-Chancellor for review of his case and the Vice-Chancellor, if satisfied that the case is fit for reconsideration refer the same to the Executive Council. The Executive Council may thereupon review the case and pass such orders as it may</p>
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	<p>consider fit.</p> <p>12. In the case of a candidate who has been expelled from the University in terms of provisions of Clause 3, the Executive Council may, on the recommendation of the Vice-Chancellor, on the expiry of three years after such expulsion including the examination in connection with which he was punished, exempt a candidate from further operation of the punishment awarded.</p> <p>13. If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of this Ordinance shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity, to show cause against the proposed punishment and his explanation, if any, shall be considered by the Executive Council.</p> <p>14. A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That examination will stand cancelled and his result thereof would not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.</p> <p>15. If a person, not otherwise covered by these provisions, is found guilty of having impersonated a candidate or of having written, outside the examination hall, an answer book or its any page or a continuation sheet which he knows or has reason to believe will be smuggled into the examination hall for the benefit of any candidate, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, he shall be disqualified from appearing in any University examination for a period to be stated. The provisions of this Ordinance relating to the manner of imposition of penalty shall, in so far as they may be applicable, apply to the case of such a person.</p> <p><b>Ordinance-XV-C: Withholding Conferment of any Degree/Diploma or Award of any Certificate.</b></p> <p>Notwithstanding anything contained in Ordinance X-A or in any other Ordinance, the Executive Council may, on the recommendation of the Vice-Chancellor, by a resolution passed with the concurrence of not less than two thirds of the members voting, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any Certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g., unruly or disorderly conduct, or violence on the campus or in a College, or conviction for an offence involving violence or moral turpitude.</p>
17	Resolved that the recommendations of the Academic Council made in its meeting held on 7 <sup>th</sup> October, 2015 regarding the following amendments to



Ordinance-XV of the University relating to Award of P.G. Degree/Diplomas be approved:

**I. To add Clause 1.9 after Clause 1.8:**

a. The following courses of study shall be offered by the University:

(i) Doctor of Philosophy (Ph.D.) in – Economics, Education, English, Hindi, Political Science, Microbiology, Biochemistry, Biotechnology, Nutrition Biology, Hotel & Tourism Management, Management Studies and Physics.

(ii) Master of Philosophy (M.Phil.) of one year's duration in – Economics, Education, English, Hindi and Political Science.

(iii) Master's Degree Programmes:

Name of Programme	Duration
M.A. (Economics)	Two Years
M.B.A.	Two Years
M.Com.	Two Years
M.Sc. (Mathematics)	Two Years
M.Sc. (Statistics)	Two Years
M.C.A.	Three Years
M.Sc. (Environmental Science)	Two Years
M.Sc. (Geography)	Two Years
M.Sc. (Chemistry)	Two Years
M.Sc. (Physics)	Two Years
M.A. (History)	Two Years
M.A. (Political Science)	Two Years
M.A. (Psychology)	Two Years
M.A. (Sociology)	Two Years
M.A. (Journalism and Mass Communication)	Two Years
M.A. (Education)	Two Years
M.A. (English)	Two Years
M.A. (Hindi)	Two Years
LL.M.	Two Years
M.Lib.	Two Years
M.Sc. (Microbiology)	Two Years
M.Sc. (Biochemistry)	Two Years
M.Sc. (Biotechnology)	Two Years
M.Sc. (Nutrition Biology)	Two Years
Master of Hotel Management & Catering Technology	Two Years

(iv) Bachelor in Vocational Studies (B.Voc.)

(v) Post Graduate Diploma Programmes.

(VI) Certificate Courses.

**II To add Clause-17 after Clause-16:**

**Clause-17: Attendance**

- (i) A student of any of the Master's/Post-graduate courses will not be eligible to appear in any examination of any semester unless he/she has attended, in all subjects, 75% of the lectures/presentations and practicals separately, delivered in the University for the course of study in each semester.
- (ii) In case a student who
- a) is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defence work and allied duties; or
  - b) is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Head of the Department concerned; or
  - c) is selected to participate in sports as part of their Curricular Activities (CA); or
  - d) represents the University in Inter University tournaments organized by the University, or a student selected for coaching camp of the University team Camp organized by the University or a student who represents Haryana state in National tournaments organized by National Sports Federations, or a student who represents the University in tournaments organized by Association of Indian Universities, or a student who represents India in International Tournaments organized by International Federations/ Associations and FISU, (selection through AIU), or a student who represents India in Olympics/Commonwealth Games/Youth Games/ World Championships/ organized by International Olympic Committee, or in national or international fixtures in games and sports approved by the Competent Authority; or
  - e) is required to represent the University at the Inter-University Youth Festival; or
  - f) is required to participate in periodical training in the Territorial Army or a student who is deputed by the University to take part in Inter-University sports or fixtures, debated, Seminars, symposia or social work projects or a student who is required to participate in curricular activities held in other Universities or such other activities held in other Universities approved by the Head for this purpose.
- On calculating the total number of lectures etc. delivered in the University for his/her course of study in each Semester, the number of lectures etc., delivered in each subject, during the period of absence and as approved by the Head for the above purpose, shall deemed to have been attended by the student.
- (iii) The Head of the Department may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had



fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits.

- (iv) The Departments shall be required to notify the attendance position of each of their students for each month on the notice board and the website of the University, and clearly indicate the lectures/ practical/ presentation/ tutorials held subject wise and the numbers attended by each student.
- (v) The Department shall notify on the notice board and the website of the College, the final attendance position of each of its students within five days of the dispersal of the classes in the last session of the Semester. Not later than five days, thereafter, a student may, by an application to the Head, claim benefit of exclusion of lectures under sub-clause (iii) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Head of the Department at least 3 days prior to the commencement of the examination, in which the student is intending to appear.
- (vi) The benefit of exclusion of lectures contemplated in para (iii) above, shall in no case exceed  $\frac{1}{3}$  of the total number of lectures/practicals/ presentation/tutorials delivered.
- (vii) In the case of a married woman student who is granted maternity leave, in calculating the total number of lectures delivered in the University for her course of study in each semester, in the number of lectures in each subject delivered during the period of her maternity leave shall not be taken into account.
- (viii) No person shall be deemed to have satisfied the required conditions in respect of his instructions, unless in addition to the requirements regarding attendance and other conditions, he has appeared and satisfied by his performance the Head of the Department in such tests, written and/or oral, as may be held by him in his discretion. The Head of the Department shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he has been studying, or not to send him/her in the same class in which he has been studying, or not to send him/her for the University Examination, in case he did not appear at the tests aforesaid or his performance was not satisfactory. The Head of the Department shall have power to strike off the name of a student who is grossly irregular in attendance in spite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.

Note:-

Clause 17 of the Ordinance will be implemented from the Academic Session 2015-16.

18	<p>Resolved that the recommendations of the Academic Council made in its meeting held on 7<sup>th</sup> October, 2015 regarding the following amendment to the Ordinances of the University be approved.</p> <p><b>To add the following after Ordinance XIX:</b></p> <p><b><u>Ordinance-XIX-A: Prohibition of and punishment for Ragging</u></b></p> <p>1) Ragging in any form is strictly prohibited within the premises of the University and/or outside the University Campus as well as on public transport.</p> <p>2) Complaints against ragging shall be dealt in accordance with the 'UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.' (Vide Appendix- VII)</p>				
19	<p>Resolved that the recommendations of the Academic Council made in its meeting held on 7<sup>th</sup> Oct. 2015 regarding the changes in the University Logo with latest 3D technique to be carried out through some specialized professional agency with a suggestion that further modification may be considered, if needed, in consultant with the Artist and Academicians be approved. Till then the Logo being recommended shall be used. (Vide Appendix-VIII)</p>				
20	<p>Resolved that the recommendations of the Academic Council made in its meeting held on 7<sup>th</sup> October, 2015 regarding the following amendments to Ordinance V of the Ordinances of the University be approved:</p> <p><b>(I) To add the following as Clause-1:</b></p> <p><b>1 Designation &amp; Pay Scales</b></p> <p>The designation, pay &amp; allowances and other service conditions of the University teachers and other staff shall be those as prescribed by the University Grants Commission (UGC) from time to time.</p> <p><b>(II) To amend the serial numbers of the Clauses consequent to the above addition</b></p> <p><b>2) Teachers to be a whole-time employees (No change)</b></p> <p><b>3) Nature of Duties (No change)</b></p> <p><b>4) Probation (No change)</b></p> <p><b>5) Increment (No change)</b></p> <p><b>6) Age of Superannuation</b></p> <p>6.1 Every teacher in the service of the University shall superannuate from service on the afternoon on the last date of the month in which he/she attains the age as prescribed by the University Grants Commission/Government of India from time to time.</p> <table border="1"> <tr> <td>6.2 in place of 5.2</td><td>No Change</td></tr> <tr> <td>6.3 in place of 5.3</td><td>No Change</td></tr> </table>	6.2 in place of 5.2	No Change	6.3 in place of 5.3	No Change
6.2 in place of 5.2	No Change				
6.3 in place of 5.3	No Change				



	6.4 in place of 5.4	No Change
	<p>7) <b>Resignation</b> (No change)</p> <p>8) <b>Voluntary Retirement</b> (No change)</p> <p>9) <b>Superannuation Benefits</b> (No change)</p> <p>10) <b>Variations in Terms and Conditions of Service</b> (No change)</p> <p>11) <b>Fixation of Pay of Re-employed Teachers</b> (No change)</p> <p>12) <b>Contract</b></p> <p>The written contract between a teacher and the University required to be entered into under Clause (3) of Statute (22) shall be in the prescribed form. The teacher shall be bound by the terms and conditions enumerated in the</p> <p><b>"Form of Agreement of Service for University Teachers"</b>, vide Annexure to this Ordinance.</p> <p>13) <b>Special Contracts</b> (No change)</p> <p>(III) To add the following after Clause-13 in pursuance of the UGC Regulations, 2010:</p> <p>14) <b>CODE OF PROFESSIONAL ETHICS</b></p> <p><b>I. TEACHERS AND THEIR RESPONSIBILITIES:</b></p> <p>Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.</p> <p><b>Teachers should:</b></p> <p>(i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;</p> <p>(ii) Manage their private affairs in a manner consistent with the dignity of the profession;</p> <p>(iii) Seek to make professional growth continuous through study and research;</p> <p>(iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;</p>	

- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the Department, College and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

### Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

## III. TEACHERS AND COLLEAGUES



**Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

**IV. TEACHERS AND AUTHORITIES:**

**Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**V. TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

**V. TEACHERS AND NON-TEACHING STAFF:**

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**VI. TEACHERS AND GUARDIANS**

**Teachers should:**

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

**VII. TEACHERS AND SOCIETY**

**Teachers should:**

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

**Note:- All provisions of the amended Ordinance V shall, mutatis-mutandis, also be applicable to the Teachers appointed prior to the amendment of this Ordinance.**

## Annexure to Ord. V

### FORM OF AGREEMENT OF SERVICE FOR UNIVERSITY TEACHERS

Memorandum of Agreement made this the .....day of.....two thousand..... between Shri/Shrimati (hereinafter called the 'Teacher') of the first part, and the Delhi University being a body corporate constituted under Act No. VIII of 1922, hereinafter called the University of the second Part.

#### It is hereby agreed as follows:

1. That the University hereby appoints Shri/Shrimati to be a member of the teaching staff of the University with effect from the date the said.....takes charge of the duties of his/her office and the said..... hereby accepts the engagement, and undertakes to take such part and perform such duties in the University as may be required by and in accordance with the Act, Statutes and Ordinances, as amended from time to time, of the University, whether the same relate to organisation of instruction, or teaching, or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.
2. That the Teacher shall be on probation for a period of one year and this probationary period may further be extended by not more than 12 months by the Executive Council. The teacher shall be confirmed in this appointment on the expiration of his/her probationary period, unless not later than one month before the expiration thereof the University inform him/her in writing of its intention not to confirm him/her.
3. That the said..... shall be a whole-time teacher of the University and subject to clause 2 and unless the contract is terminated by the Executive Council or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes such age as may be prescribed by the Ordinances of the University.
4. That the University shall pay Shri/Shrimati .....during the continuance of his/her engagement hereunder as a remuneration for his/ her services a salary of Rs..... per mensem, raising by annual increments of Rs..... to a maximum salary of Rs..... per mensem :

Provided that wherever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in Schedule I annexed hereto, under the signatures of both parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and conditions attached to that post.

A



5. That the said..... agrees to be bound by the Ordinances and Regulations in force in the University as amended from time to time.

6. The Teacher also agrees to be bound by the Central Civil Services Conduct Rules as amended from time to time.

7. That the teacher shall devote his/her whole time to the service of the University and shall not without the permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examinations of Universities or Public Service Commissions, and where the permission of the Vice-Chancellor has been obtained; to any other examination work, nor shall the prohibition be applicable to any literary work or publication.

8. (i) Notwithstanding anything hereinbefore contained, the Executive Council of the University shall be entitled to initiate disciplinary action against the teacher on the ground of misconduct in accordance with the provisions hereinafter set forth.

(ii) The Vice-Chancellor may, when he deems it necessary, suspend the teacher on the ground of misconduct or pending investigation of the charges against him/her. When he suspends the teacher, he shall report it to the next meeting of the Executive Council.

(iii) The Executive Council shall investigate all matters reported to it by the Vice-Chancellor about the misconduct of the teacher whether he has been suspended or not. The Executive Council may appoint a Committee for the purpose. The teacher shall be notified in writing of the charges against him and shall be given not less than three weeks' time to submit his explanation in writing.

The Executive Council or the Committee may hear the teacher and take such evidence as it may consider necessary. The Executive Council may impose any of the following penalties on the teacher, where it deems that the misconduct of the teacher deserves to be dealt within that manner, after it has considered the explanation and the evidence, if any, and/or the report of the Committee, if one has been appointed:

- (i) Censure
- (ii) Withholding of increment with or without cumulative effect
- (iii) Withholding of promotion for a specified period
- (iv) Reduction to lower grade or post for a specified period
- (v) Compulsory retirement
- (vi) Termination/ disengagement of service.

(iv) Where the termination of the service or compulsory retirement on the ground of misconduct is after suspension by the Vice-Chancellor as aforesaid, the termination of service or compulsory retirement will be from the date of suspension.



9. The penalty of termination/ disengagement of Service/ Compulsory retirement under these provisions shall not be imposed by the Executive Council except by a resolution passed by a vote of not less than a two-thirds majority of the members present at the meeting, provided that the two thirds majority is not less than half the total number of members of the Executive Council. Before a resolution, under this clause is passed the Executive Council shall give notice to the teacher of the proposal to impose the penalty of termination/ disengagement/compulsory retirement and not less than three weeks' time to make such representation as the teacher may like to make. Every resolution terminating the service/compulsory retirement under this clause shall be passed only after consideration of representation, if any, of the teacher. The teacher whose services are terminated or who is compulsory retired under this clause shall be given not less than one months' notice from the date on which he is notified of the resolution or not less than one months' salary in lieu of notice.

10. The teacher may prefer an appeal against the decision of the Executive Council for imposition of the penalty of termination/ disengagement/ compulsory retirement within 30 days of the date of the order to the Executive Council. The Executive Council will refer the appeal to an Appeal Committee consisting of a nominee of the Chancellor as Chairman, a nominee of the Executive Council and a representative of the teacher concerned. The Appeal Committee will submit its findings to the Executive Council, who after considering the findings of the Committee, will pass appropriate orders on the appeal.

Provided that during the pendency of the appeal, the teacher shall continue to draw such salary or subsistence allowance, as the case may be as he was drawing immediately prior to his termination/ disengagement/ compulsory retirement.

11. The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months' notice in writing, or by payment of an amount equal to three months' salary in lieu of notice.

12. On the termination of this engagement from whatever cause the teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/ her.

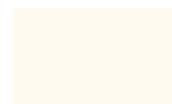
#### **SCHEDULE I**

Name of Teacher in full.....

Address.....

Designation.....

Salary Rs..... in the grade of .....



Note: The changes in the grade, salary or designation should be briefly described.

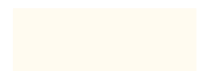
Change of designation or grade

Signature of Teacher

Date of approval of E.C.

Date from which change takes effect

Signature of Officer  
for University.





21	<p>Resolved that the recommendations of the Academic Council made in its meeting held on 7<sup>th</sup> October, 2015 regarding the following amendments to Ordinances of the University be approved.</p> <p>1. Add Ordinance IV (A) and IV (B) after Ordinance III.</p> <p><b>Ordinance IV (A): Qualifications for appointment to the teaching and other posts:</b></p> <p>The qualifications for appointment to the following posts shall be those as prescribed under the UGC Regulations 2010, as amended from time to time:</p> <ol style="list-style-type: none"> <li>1. Professor</li> <li>2. Associate Professor</li> <li>3. Assistant Professor</li> <li>4. Librarian/ Dy. Librarian/ Assistant Librarian</li> <li>5. Director/ Deputy Director/ Assistant Director of Physical Education &amp; Sports.</li> <li>6. Any other post/s qualifications for which are prescribed under the UGC Regulations.</li> </ol> <p>Provided that the University may prescribe specialized and desirable qualifications, whenever needed.</p> <p>Provided further that the Executive Council of the University may prescribe guidelines for short listing of candidates to be called for interview for the teaching and other posts.</p> <p><b>Ordinance IV (B): Career Advancement Scheme (CAS)-2010.</b></p> <p>1 (a) The teachers of the University shall be eligible to be considered for up gradation/ promotion under the Career Advancement Scheme (CAS)-2010 of the University Grants Commission, as amended from time to time.</p> <p>(b) The Selection Committee for considering promotion as Professor, Associate Professor under CAS-2010 shall be the same as prescribed under Statute 18 of the Statutes of the University for appointment to these posts.</p> <p>Provided that the Screening-Evaluation Committee/ Selection Committee for promotion of an Assistant Professor from one Academic Grade Pay (AGP) to the next AGP shall consist of the following:</p> <ol style="list-style-type: none"> <li>1. The Vice-Chancellor or his nominee - Chairperson</li> <li>2. The Dean of the concerned School</li> <li>3. The Head of the concerned Department</li> <li>4. One Subject Expert drawn from a panel approved by the Academic Council.</li> <li>5. An academician representing SC/ST/OBC/PWD/Minority/Women to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is an applicant and if any of the</li> </ol>
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	<p>above members of the Selection Committee does not belong to that category.</p> <p>Three members including the Chairperson and the expert shall form the quorum.</p> <p><b>2(a)</b> The Assistant/ Deputy Librarian and Assistant/ Deputy Director of Physical Education &amp; Sports shall be eligible to be considered for promotion under the Career Advancement Scheme (CAS)-2010 of the University Grants Commission as amended from time to time.</p> <p><b>(b)</b> The Screening-Evaluation Committee/ Selection Committee for considering promotion of Assistant/ Deputy Librarian and Assistant/ Deputy Director of Physical Education &amp; Sports, shall consist of the following:</p> <ol style="list-style-type: none"> <li>1. The Vice-Chancellor or his nominee - Chairperson</li> <li>2. Two experts nominated by the Vice-Chancellor from amongst a panel approved by the Academic Council.</li> <li>3. An academican representing SC/ST/OBC/PWD/Minority/Women to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the Selection Committee does not belong to that category.</li> </ol> <p>Three members including the Chairperson and at least one expert shall form the quorum.</p> <p>Provided that while considering the candidates under both the categories 1 &amp; 2 above:</p> <p>(i) In case the Selection Committee finds that a candidate is not suitable for promotion, it may consider him/her for promotion after one year. In such a case, his/her eligibility for promotion shall be deferred by one year.</p> <p>(ii) Every candidate will be required to appear for interview before the Selection Committee unless on a request from any candidate the Selection Committee agrees to consider him/her in absentia.</p> <p>(iii) In case of any dispute with regard to information given by the candidate in his/her self-assessment proforma, the decision of the Selection Committee shall be final.</p>
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**2. Amendments to Ordinance IV: Selection Committee Procedure.**

Existing	Proposed
Ordinance-IV	Ordinance-IV(C)
<b>Clause 2-</b> The Registrar, and while the Office of the Registrar is vacant, the Deputy Registrar nominated by the Vice-Chancellor for the purpose, shall be the ex-officio Secretary to the Selection Committee, but shall not be deemed to be a member thereof.	To be deleted
<b>Clause 20-</b> The Chairman-Convenor shall have the power to lay down the procedure in respect of any matter not mentioned in the Act/ Statute/ Ordinance.	No Change
<b>Clause 22-</b> The statutory provision of relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PWD categories will be made applicable to them.	To be deleted
<b>Clause 23-</b> If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., shall be so stated and recorded.	To be deleted

22

Resolved that the recommendations of the Academic Council made in its meeting held on 7<sup>th</sup> October, 2015 regarding the following rules for refund of various kinds of fee paid by the students to be implemented from the Academic Session 2015-16 be approved

**PROPOSED RULES FOR REFUND OF VARIOUS KINDS OF FEE****A. ADMISSION FEE: REGULAR DEPARTMENTS OF THE UNIVERSITY**

Sr. No.	Reasons for seeking refund	Quantum of fee to be refunded
a)	When a student applies for withdrawal of admission 15 days before the last date of admission fixed by the University.	Full fee after deduction of Rs. 500/- and full Examination fee.
b)	When a student applies for withdrawal of admission three working days before the last date of admission (including the last day of admission)	Full fee after deduction of Rs. 1000/- and full examination fee. No fee will be refunded thereafter.



	c)	When admission is made inadvertently due to error/omission/commission on the part of the University	Full fee and full examination fee
	d)	When cancellation of admission is due to concealment/falsification of facts, submission of false/fake certificate(s), non-submission of the required documents, providing misleading information by the student or for any error/mistake on the part of the student	No fee will be refunded
	e)	When a student of self-financing programme applies for the withdrawal of admission on or before the last date of admission	Full fee after deduction of Rs. 1000/- and full examination fee
	f)	If a student provisionally admitted to a programme on declaration of the result of his/her qualifying examination/compartmental examination becomes ineligible for admission and his/her admission is cancelled	Full fee after deduction of Rs. 1000/- provided that he/she applies for refund in the same financial year
	g)	In case a student, after his/her admission, expires within one month of the last date of admission	Full fee including examination fee will be refunded to his/her parents
	h)	In case an M.Phil. or Ph.D. student applies for withdrawal of admission within seven days of the date of admission	Full fee after deduction of Rs. 500/-
	i)	If an M.Phil. or Ph.D. student, pursuing the programme, discontinues his/her study or withdraws his/her admission after seven days of the date of admission	50% of the total fee
	j)	In case admission to the Ph.D. programme is offered at a later date and the student withdraws his/her admission within one month	50% of the total fee
	k)	When a student has been allowed to change the programme of study within the departments of the University	After adjustment of fees already paid the student will be required to pay the remaining amount due as prescribed for the new programme. In case the amount paid by the student

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		in the previous programme is more than the amount due for the second programme, the excess amount will be refunded or adjusted towards further month(s) fee
<b>B. <u>REFUND OF EXAMINATION FEE</u></b>		
<b>Sr. No.</b>	<b>Reasons for seeking refund</b>	<b>Quantum of fee to be refunded</b>
a)	In the event of student's inability to continue his/her studies at least one month before the commencement of the examination duly certified by the Head of the Department/Dean of the School	Full Fee after deduction of Rs. 200/-
b)	If on rechecking of the result, any error or omission is discovered in respect of the marks originally awarded by the examiner concerned or in the record of results prepared by the University	Full re-checking fee deposited by the candidate for the purpose shall be refunded to the candidate
<b>C. <u>REFUND OF FEE PAID FOR STATEMENT OF MARKS/MIGRATION CERTIFICATE/PROVISIONAL CERTIFICATE/ SPECIAL CERTIFICATE/ OFFICIAL TRANSCRIPT/Duplicate Certificate, ETC.</u></b>		
<b>Sr. No.</b>	<b>Reasons for seeking refund</b>	<b>Quantum of fee to be refunded</b>
a)	If a candidate applies for supply of any of the above documents but does not avail it or withdraws the application.	No fee will be refunded.
<b>D. <u>REFUND OF HOSTEL FEE:</u></b>		
<b>Sr. No.</b>	<b>Reasons for seeking refund</b>	<b>Quantum of fee to be refunded</b>
a)	If a student leaves the hostel within 30 days of the date of his/ her admission for any reason	Full fee paid by him/ her except the monthly charges will be refunded
b)	If a student withdraws his/ her admission after 30 days of his/ her admission for any reason.	No fee will be refunded.



	E. In all cases, security deposit/caution money (if any) shall be refunded after submission of clearance from the relevant quarters, provided he/she applies for refund of the same within a period of one year from the date of leaving the institution.		
23	Resolved that the recommendations of the Academic Council made in its meeting held on 07 <sup>th</sup> October, 2015 for amendments to Ordinance-II(A) relating to Ph.D. Degree be approved. <b>(Vide Appendix IX)</b>		
24	Resolved that the recommendations of the Academic Council made in its meeting held on 07 <sup>th</sup> October, 2015 for amendments to Ordinance -II relating to M.Phil. Degree be approved <b>(Vide Appendix X)</b>  <b>Supplementary Agenda</b>		
25	The action taken by the Vice Chancellor in approving the panel of Advocates and fee to be paid to the Advocates engaged for contesting court cases in different courts was reported, recorded and confirmed. <b>(Vide Appendix-XI)</b>		
26	The action taken by the Vice Chancellor in approving signing of MOU with the following was reported, recorded and confirmed:- <b>(Vide Appendix-XII)</b>  1 Technology Applications Service (TAS) 2 National Cooperative Union of India(NCUI) New Delhi.		
27	The Council considered and approved the candidature of Professor Virender Singh Chauhan (Retd.), visiting Scientist and JC. Bose Fellow, ICGB, New Delhi for inviting him to the University to work as an Academic Consultant in the School of Applied Life Sciences under Statues 19(1) of the Statutes of this University on a consolidated salary of Rs. 80,000/- per month initially for a period of one year.		
28	Resolved that the recommendations of the Committee constituted by the Vice Chancellor to review the guidelines for screening/short listing of Candidates for appointment to the teaching and other posts be approved. <b>(Vide Appendix XIII)</b>		
29	<b><u>Any other Item-</u></b> The Vice Chancellor informed the Executive Council that the selection process for appointment to various teaching positions is to begin very soon and that as per Statute 18 of the Statutes of the University experts have to be nominated by the Executive Council out of the panel drawn by the Academic Council. Nominations of experts on the Selection Committee, being confidential, the Executive Council authorized the Vice Chancellor to nominate experts on the Selection Committees on behalf of the Executive Council.		

The meeting ended with a vote of thanks to the Chair.

  
Vice Chancellor

  
Registrar



**ACTION TAKEN REPORT****22<sup>nd</sup> EXECUTIVE COUNCIL MEETING**

The 22<sup>nd</sup> meeting of the Executive Council of Central University of Haryana was held on Saturday, the 24<sup>th</sup> July, 2015 at 02:30 PM at Temporary/Transit Office of the Central University of Haryana: 3113, DLF Phase III, Opp. H.No. T25/8, Gurgaon-122010.

Resolution No.	Item and Resolution	Action Taken
1.	The minutes of the 21 <sup>st</sup> meeting of the Executive Council held on 21 <sup>st</sup> May, 2015 were confirmed.	Noted
2.	The actions taken on the minutes of the 21 <sup>st</sup> Executive Council held on 21 <sup>st</sup> May, 2015, were reported, recorded and confirmed.	Noted
<b>Reporting Items</b>		
3.	<p>The action taken by the Vice Chancellor in appointing the following was reported, recorded and confirmed:</p> <ul style="list-style-type: none"> <li>i. Sh. Ram Dutt, Joint Registrar, Delhi University, as OSD/COE on deputation w.e.f. 15.07.2015 initially for a period of one year. He has also been given the charge of Registrar w.e.f. 20.07.2015.</li> <li>ii. Sh. R.K. Yadav, (Retired as Deputy Registrar from GJU) as Consultant (Administration and Academic) w.e.f. 12.06.2015.</li> <li>iii. Professor Naval Kishore (Retired as Prof. from GJU) as Professor of Physics in the Department of Physics, Central University of Haryana (on contractual basis) w.e.f. 14.07.2015.</li> </ul>	Noted

4	<p><b>The following matters were reported, recorded and confirmed:</b></p> <p>i. Approval given by the UGC to start the following B. Voc Programmes:</p> <ol style="list-style-type: none"> <li>1. Retail and Logistics Management</li> <li>2. Tourism and Hospitality</li> </ol>	<p>The University has received approval of starting DDU Kaushal Kendra and grant has also been received. Details are being worked out to start the courses during the session 2015-16. It has further been informed that if, the university is already approved either under the scheme of Community Colleges or B.Voc. programs or both, these schemes will get subsumed under the DDU Kaushal Kendra and as provide under para 10.2 of the guidelines for DDU Kaushal Kendra, the expenditure incurred under any of the scheme will be met out of the grants to be released to the DDU Kaushal Kendra. The University has written to the UGC seeking permission to start following three courses :-</p> <ol style="list-style-type: none"> <li>i). B.Voc in Tourism &amp; Hospitality Management.</li> <li>ii). B.Voc program (Biomedical Science).</li> <li>iii). B.Voc Program (Industrial Waste Management).</li> </ol>
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	<p>ii. Approval given by the UGC to start Diploma course in Biochemical Techniques under community college scheme</p> <p>iii. The decision of the Vice Chancellor to initiate the process of establishing academic collaboration and/or Innovation Incubation Linkages with the following:</p> <ul style="list-style-type: none"> <li>• SVI-Analytica, New Delhi</li> <li>• Centre of Innovative and Applied Bioprocessing, Mohali</li> <li>• Technology Based Incubator (TBI), University of Delhi</li> <li>• National Small Industries Corporation(NSIC) , New Delhi</li> <li>• National Cooperative Union of India (NCUI), New Delhi</li> </ul> <p>iv. Action taken by the Vice Chancellor regarding revision and restructuring of course structures of all departments in tune with the requirements of the CBCS.</p> <p>v. Revision and implementation of the revised academic &amp; Hostel fee structure along with an amendment that Monthly fee for availing Hostel facility (excluding Mess Charges) be fixed at Rs.1000/-</p> <p>vi. Financial progress report and Physical report submitted by CPWD &amp; NBCC up to 30.06.2015.</p>	<p>Noted</p> <p>A Centre for Innovation, Skill Employment and Entrepreneurship Development has been constituted under the convener ship of Prof. Nawal Kishore.</p> <p>Course Structures and CBCS Ordinance have been uploaded on University website.</p> <p>Hostel Manual uploaded on the university website and fee is being charged accordingly.</p> <p>Noted</p>
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## CONSIDERATION ITEMS

5.	1. The Executive Council considered and approved the recommendations of the following Selection Committees for appointment to the posts of Assistant/Associate Professor on contract/deputation basis:				Appointment letters issued.
	<b>Sr. No.</b>	<b>Name of Department</b>	<b>Date of Meeting</b>	<b>Vacant Position</b>	<b>Names Recommended</b>
	1.	Biochemistry	13/07/2015 09:00 AM	Asso. Prof. – UR -02 Asst Prof. UR -02 ST – 01 OBC - 01	Associate Prof. N/E Asst Prof. UR - 1. Sanjay Kumar 2. Neeraj Kumar 3. Navrinder Kaur (Waiting) OBC : NFS ST : No Candidate Reported.
	2	Biotechnology	13/07/2015 02:30 PM	Asso. Prof. – UR -02 Asst Prof. UR -02 SC - 01 OBC - 01	Associate Prof. NFS Asst Prof. UR - 1. Rishi Gupta 2. Meenu Goyal 3. Richa Sharma (Waiting) 4. Diksha Tripathi (Waiting) 5. Amit K. Chaturvedi (Waiting) 6. Mohd. Younis Rather
	3.	Chemistry	14/07/2015 09:00 AM	Asso. Prof. – UR -02 Asst Prof. UR -02 PWD - 01 OBC - 01	Associate Prof. : NFS Asst Prof. UR - 1. Soma Sharma 2. Atul Pratap Singh OBC : 1. Vandana Nishal PWD : No candidate reported
	4.	Computer Science & IT	15/07/2015 09:00 AM	Asso. Prof. – UR -01 SC - 01 Asst Prof. UR -01 OBC - 01 SC – 01 ST - 01	Associate Prof. : NFS Asst Prof. UR - 1. Pooja 2. Monika (Waiting) OBC : 1. Sangeeta 2. Manisha Yadav (Waiting) ST : No Candidate reported. SC : 1. Sunil Kumar Bharti 2. Ajay Sikander (Waiting)
	5.	Economics	15/07/2015 02:30 PM	Asso. Prof. – UR -02 Asst Prof. OBC – 01	Associate Prof. : Dr. Ramphul (on deputation for a period of one year or till regular appointments are made whichever is earlier). Asst Prof. OBC : 1. Aas Mohammad
	6.	Environmental Science	16/07/2015 09:00 AM	Asso. Prof. – UR -01 SC - 01 Asst Prof. UR -02 SC - 01 OBC - 01	Associate Prof. UR : NFS SC : No candidate reported. Asst Prof. UR - 1. Dr. Mohini Singh 2. Dr. Mona Sharma 3. Dr. Amit Singh (Waiting) OBC : 1. Dr. Anoop Yadav SC : NFS

CENTRAL UNIVERSITY OF HARYANA

7.	Geography	16/07/2015 11:30 AM	Asso. Prof. – UR -01 ST - 01 Asst Prof. UR -01 SC - 01 OBC - 01 ST : 01	Associate Prof. : NFS Asst Prof. UR - 1. Dr. Aneesh Kumar Mishra 2. Dr. Rajesh Kumar (Waiting) OBC : 1. Dr. Kheraj Bindra 2. Varun (Waiting) ST : NFS SC : 1. Naresh Kumar Verma
8.	History & Archaeology	17/07/2015 09:00 AM	Asso. Prof. – UR -02 Asst Prof. UR -03 OBC - 01	Associate Prof. : No candidate reported. Asst Prof. UR - 1. Dr. Abhiranjan Kumar 2. Dr. Narender Singh 3. Dr. Ishwar Parida 4. Dr. Kali Chittibabu (Waiting) OBC : NFS
9.	Journalism & Mass Communication	17/07/2015 11:00 AM	Asso. Prof. – UR -01 SC – 01 Asst Prof. UR -02 OBC - 01 SC - 01	Associate Prof. : NFS Asst Prof. UR - 1. Varinder Verma 2. Dr. Pankaj Kumar 3. Dr. Ashish Kumar (Waiting) 4. PVN Krishna (Waiting) OBC : 1. Rachna Saini SC : 1. Naveen Kumar
10.	Library & Information Science	17/07/2015 12:00 noon	Asso. Prof. – UR -02 Asst Prof. PWD -01 OBC - 01 SC – 01 ST - 01	Associate Prof. : NFS Asst Prof. PWD - 1. No candidate reported OBC : 1. Pawan K Saini ST : No candidate reported SC : 1. Dalip Singh
11.	Management	18/07/2015 09:00 AM	Asso. Prof. – UR -02 Asst Prof. NIL	Associate Prof. : Dr. Anand Sharma
12.	Mathematics	18/07/2015 11:00 AM	Asso. Prof. – UR -02 Asst Prof. UR -03 OBC - 01	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Dr. Virender Kumar 2. Sheo Kumar Singh (Waiting)* *The selection committee
13.	Microbiology	18/07/2015 02:30 PM	Asso. Prof. – UR -02 Asst Prof. UR - 02 OBC - 02	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Dr. Deepika Mehta 2. Dr. Richa Sharma OBC :1. Dr. Ashok Saini
14.	Nutrition Biology	18/07/2015 03:30 PM	Asso. Prof. – UR -02 Asst Prof. UR - 02 OBC - 02	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Dr. Neera Parmar
15.	Physics	19/07/2015 09:00 AM	Asso. Prof. – UR -02 Asst Prof. UR - 02 OBC – 01 SC - 01	Associate Prof. : Dr. Amitansu Pattanaik for Guest/Visiting faculty. Asst Prof. – UR :1. Dr. Arun Kumar 2. Dr. Tanuj Kumar 3. Jyoti (Waiting) OBC : 1. Dr. Avinash Chand Yadav 2. Dr. Jeevan Kumar
16.	Psychology	19/07/2015 11:00 AM	Asso. Prof. – SC – 01 PWD - 01 Asst Prof. UR - 02	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Dr. Rishab Rai 2. Dr. Nidhi Verma

				OBC – 01 SC - 01	OBC :1. Dr. Jitender Kumar Kushwaha SC : NFS																															
	17.	Sociology	19/07/2015 12:00 noon	Asso. Prof. – UR - 01 ST - 01 Asst Prof. UR - 01 OBC – 01 SC - 01 ST - 01	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Dr. Sumedha Dutta 2. Dr. Yudhvair (Waiting) OBC: 1. Ahammedul Kabeer A.P. SC : NFS ST : No candidate reported																															
	18.	Statistics	21/07/2015 09:00 AM	Asso. Prof. – UR - 02 Asst Prof. UR - 03 OBC – 01	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Vinay Kumar OBC : No candidate reported																															
	19.	Tourism and Hotel Management	21/07/2015 11:00 AM	Asso. Prof. – UR - 01 SC - 01 Asst Prof. UR - 02 OBC – 01 SC - 01	Associate Prof. : NFS Asst Prof. – UR :1. Shelly Duggal 2. Vikash Mohan 3. Aarti (Waiting) 4. Mahesh Kumar (Waiting) OBC : NFS SC : NFS																															
6.	2. The Council considered the numbering of the following Ordinances already approved by the EC from time to time, duly recommended by the Academic Council in its meeting held on 23.07.2015, and resolved that the same be approved					Ordinances with numbering have been uploaded on the University website																														
<table><tr><th>Proposed Number</th><th>Ordinance</th></tr><tr><td>I</td><td>Governing Grant of Status of Recognized Institutions.</td></tr><tr><td>II</td><td>Award of Degree of M.Phil &amp; Ph.D.</td></tr><tr><td>III</td><td>Powers &amp; Duties of Dean of Schools of Studies.</td></tr><tr><td>IV</td><td>Selection Committee Procedure</td></tr><tr><td>V</td><td>Conditions of Service of Appointed Teachers of the University.</td></tr><tr><td>VI</td><td>Emoluments &amp; other terms and conditions of Service of Pro Vice-Chancellor.</td></tr><tr><td>VII</td><td>Emoluments &amp; other terms and conditions of Service of the Registrar.</td></tr><tr><td>VIII</td><td>Functions &amp; Duties of the DSW.</td></tr><tr><td>IX</td><td>Appointments made under statute 19(2).</td></tr><tr><td>X</td><td>Proposed Ordinance for empanelment of Adjunct Faculty and appointment of Consultants in the University.</td></tr><tr><td>XI</td><td>Board of Studies</td></tr><tr><td>XII</td><td>The School Board.</td></tr><tr><td>XIII</td><td>Head of the Department.</td></tr><tr><td>XIV</td><td>Leave Rules for Teaching Staff.</td></tr></table>							Proposed Number	Ordinance	I	Governing Grant of Status of Recognized Institutions.	II	Award of Degree of M.Phil & Ph.D.	III	Powers & Duties of Dean of Schools of Studies.	IV	Selection Committee Procedure	V	Conditions of Service of Appointed Teachers of the University.	VI	Emoluments & other terms and conditions of Service of Pro Vice-Chancellor.	VII	Emoluments & other terms and conditions of Service of the Registrar.	VIII	Functions & Duties of the DSW.	IX	Appointments made under statute 19(2).	X	Proposed Ordinance for empanelment of Adjunct Faculty and appointment of Consultants in the University.	XI	Board of Studies	XII	The School Board.	XIII	Head of the Department.	XIV	Leave Rules for Teaching Staff.
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XX	Convocation																	
7.	<p><b>The Council considered the following amendments to the Ordinances of the University in pursuance of the UGC letter D.O. No. F.7-1/2015 (NSQF) dated 27 April 2015 (Ref: "UGC Guidelines for Empanelment of Adjunct Faculty in Universities and Colleges"), duly recommended by the Academic Council in its meeting held on 23.07.2015, and resolved that the same be approved.</b></p> <p>Add the following after Ordinance IX</p> <p>Ordinance X: Empanelment of Adjunct Faculty and appointment of Consultants.</p> <ol style="list-style-type: none"><li>1. Empanelment of Adjunct Faculty</li><li>2. Appointment of Consultants</li></ol> <p>The Executive Council also approved the recommendation of the Academic Council that the Vice-Chancellor be authorized to engage the Adjunct Faculty/ Consultants. Since they will be very senior faculty, they should not be made to go through the usual selection process.</p>	<p>Ordinance has been uploaded on the University website and copy sent to Establishment Branch.</p>																
8.	<p><b>The Council considered the following amendments in the Ordinance relating to the "School Board", duly recommended by the Academic Council in its meeting held on 23.07.2015, and resolved that the same be approved :</b></p> <table><tr><th>Exiting clause</th><th>Proposed amendment</th></tr><tr><td>1. Composition of the School Board: The School Board shall consist of :</td><td>No Change</td></tr><tr><td>i. The Dean of the Schools;</td><td>No Change</td></tr><tr><td>ii. The Head/Chairperson of the Departments/Centres in the School;</td><td>No Change</td></tr><tr><td>iii. The Professors in the Departments/Centres in the School;</td><td>No Change</td></tr><tr><td>iv. One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department/Centre in the School;</td><td>No Change</td></tr><tr><td>v. Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;</td><td>Upto five members (Preferably one member from each department/ subject) will be nominated by the Vice Chancellor for their special knowledge in any subject assigned to the School or in any allied branch of knowledge.</td></tr><tr><td>vi. Such other members, but not exceeding five, as may be specified.</td><td>To be Deleted</td></tr></table>	Exiting clause	Proposed amendment	1. Composition of the School Board: The School Board shall consist of :	No Change	i. The Dean of the Schools;	No Change	ii. The Head/Chairperson of the Departments/Centres in the School;	No Change	iii. The Professors in the Departments/Centres in the School;	No Change	iv. One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department/Centre in the School;	No Change	v. Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;	Upto five members (Preferably one member from each department/ subject) will be nominated by the Vice Chancellor for their special knowledge in any subject assigned to the School or in any allied branch of knowledge.	vi. Such other members, but not exceeding five, as may be specified.	To be Deleted	<p>Amended Ordinance uploaded on the University website.</p> <p>Composition of School Board with names of the persons nominated by the Vice Chancellor is being circulated.</p>
Exiting clause	Proposed amendment																	
1. Composition of the School Board: The School Board shall consist of :	No Change																	
i. The Dean of the Schools;	No Change																	
ii. The Head/Chairperson of the Departments/Centres in the School;	No Change																	
iii. The Professors in the Departments/Centres in the School;	No Change																	
iv. One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department/Centre in the School;	No Change																	
v. Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;	Upto five members (Preferably one member from each department/ subject) will be nominated by the Vice Chancellor for their special knowledge in any subject assigned to the School or in any allied branch of knowledge.																	
vi. Such other members, but not exceeding five, as may be specified.	To be Deleted																	

9.	<p>The Council considered the following amendments in the Constitution of Board of Studies, duly recommended by the Academic Council in its meeting held on 23.07.2015, and resolved that the same be approved.</p> <table><tr><th>Exiting clause</th><th>Proposed amendment</th></tr><tr><td>1. Each Department shall have a Board of Studies with the following constitution.</td><td>No Change</td></tr><tr><td>a) Head of the Department, who shall be the Chairman and Convenor.</td><td>No Change</td></tr><tr><td>b) Dean of the School concerned or his/her nominee (ex-officio member)</td><td>To be deleted</td></tr><tr><td>c) All the Professors of the Departments / Centre (ex-officio members)</td><td>No Change</td></tr><tr><td>d) One Associate Professor of the Department by rotation in order of seniority</td><td>No Change</td></tr><tr><td>e) One Assistant Professor of the Department by rotation in order of seniority.</td><td>No Change</td></tr><tr><td>f) Two teachers, from amongst the faculty members of the University belonging to the allied and cognate disciplines, nominated by the Vice Chancellor.</td><td>To be Deleted</td></tr><tr><td>g) Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.</td><td>One or Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.</td></tr></table>	Exiting clause	Proposed amendment	1. Each Department shall have a Board of Studies with the following constitution.	No Change	a) Head of the Department, who shall be the Chairman and Convenor.	No Change	b) Dean of the School concerned or his/her nominee (ex-officio member)	To be deleted	c) All the Professors of the Departments / Centre (ex-officio members)	No Change	d) One Associate Professor of the Department by rotation in order of seniority	No Change	e) One Assistant Professor of the Department by rotation in order of seniority.	No Change	f) Two teachers, from amongst the faculty members of the University belonging to the allied and cognate disciplines, nominated by the Vice Chancellor.	To be Deleted	g) Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.	One or Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.	<p>Amended Ordinance uploaded on the University website.</p> <p>Composition of Board of Studies with names of the persons nominated by the Vice Chancellor has been circulated.</p>
Exiting clause	Proposed amendment																			
1. Each Department shall have a Board of Studies with the following constitution.	No Change																			
a) Head of the Department, who shall be the Chairman and Convenor.	No Change																			
b) Dean of the School concerned or his/her nominee (ex-officio member)	To be deleted																			
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g) Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.	One or Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.																			
10.	<p>The Council considered the following amendment to the Ordinances of the University, duly recommended by the Academic Council in its meeting held on 23.07.2015 and resolved that the same be approved:</p> <p><b>Add the following after Ordinance No. XII</b> <b>Ordinance No XIII: Head of the Department</b></p> <p>1. (i) Each Teaching Department shall have a Head of Department who shall be appointed by the Vice-Chancellor for a period of three years by rotation; provided that Headship of the Department shall rotate between Professors and Associate Professors on seniority basis. Provided further that if a Professor/Associate Professor, who has availed one full term of Headship, then he/she will be eligible for appointment of Head of Department on rotation only after completion of full chain of cycle in order of seniority.</p> <p>(ii) In the case of a Department where no teacher is eligible for appointment as Head of Department, the Dean of the concerned School Board shall be the Head of Department.</p> <p>(iii) In case a senior person is on long leave, the next eligible person will be appointed as Head of the Department and he will continue as such till the completion of his/her term, even if the senior person returns from leave during that period. However, the</p>	<p>Copy endorsed to the concerned branch and uploaded on the University website.</p>																		

	<p>senior person will be eligible for appointment as Head of Department after the expiry of the term of the present incumbent.</p> <p>(iv) In case the Head of Department, by reason of illness, absence or any other cause, is unable to perform the duties of his/her office, the duties of the office shall be performed by the next eligible person, unless, the Vice Chancellor orders otherwise.</p> <p>(v) In case a person refuses to accept the offer of appointment as Head of Department or resigns on his/her own, he/she will not be eligible for appointment as Head of Department till his/her turn comes again after the completion of the rotation circle among the eligible teachers.</p> <p>(vi) If the Vice-Chancellor deems it necessary, he/she may appoint next eligible person as Head of Department irrespective of the fact that the term of the present Head of Department has not yet expired.</p> <p>2. The Head of the Department shall be the academic head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies.</p> <p>3. The Head of the Department shall under the general supervision of the Vice-Chancellor:</p> <ul style="list-style-type: none"> <li>(i) Organize the teaching and research work in the Department.</li> <li>(ii) Frame the time table in conformity with allocation of the teaching work made by the Department.</li> <li>(iii) Maintain discipline in the class rooms and laboratories through the teachers.</li> <li>(iv) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department.</li> <li>(v) Assign work to and exercise control over the non-teaching staff in the Department. And</li> <li>(vi) Be responsible for the coordination and supervision of teaching and research in the Department.</li> <li>(vii) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library.</li> <li>(viii) Operate the Budget of the Department.</li> <li>(ix) Perform such other functions as may be assigned</li> </ul>	
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	by the Dean, the Board of the School concerned, the Academic Council and the Vice-Chancellor.	
11.	The council considered the draft guidelines for screening/shortlisting of candidates for appointment to the post of Assistant Professor, Associate Professor and Professor and resolved that the same may be approved. <b>(Annexure-3)</b>	<b>Guide lines have been uploaded on the University website and copy sent to Establishment Branch.</b>
12.	The Council considered and approved the candidature of Dr. Satish Kumar, Chief Scientist and Group Leader, Centre for Cellular and Molecular Biology, Hyderabad for inviting him to the University to work as a Professor in the Department of Biotechnology under Statute 19 (1) of the Statutes of this University in Pay Band IV with Academic Grade Pay of Rs. 10,000/- ; on deputation initially for a period of one year. Pay to be fixed in accordance with the Rules.	<b>Appointment letter issued.</b>
13.	The Council considered and approved the candidature of Dr. A.J. Verma, CSIR Emeritus Scientist, CSIR- National Chemical Laboratory, Pune for inviting him to the University to work as Professor in the Department of Chemistry under Statute 19 (1) of the Statutes of this University in Pay Band IV with Academic Grade Pay of Rs. 10,000/- ; initially for a period of one year. Pay to be fixed as per rules.	<b>Appointment letter issued.</b>
14.	The Council considered and approved the candidature of Dr. Virender Singh, Associate Professor, Department of Microbiology, RMCH, Bareilly for inviting him to the University as an Associate Professor in the Department of Microbiology under Statute 19 (1) of the Statutes of this University in Pay Band IV with Academic Grade Pay of Rs. 9,000/- ; initially for a period of one year. Pay to be fixed in accordance with the Rules.	<b>Appointment letter issued.</b>
15.	The Council considered and approved the candidature of Dr. Shri Bhagwan Dahiya, Professor (Retd.), MDU, Rohtak for inviting him to the University to work as an Academic Consultant in the Department of Economics on a consolidated salary of Rs. 60,000 per month initially for a period of one year under Ordinance X of this University.	<b>Appointment letter issued. Candidate has conveyed his inability to join.</b>
16.	The Council considered and approved the proposal for creation of an independent Recruitment Cell in the University under the overall control of the Registrar and the Vice Chancellor.	<b>The Recruitment Cell has been created and it has stated functioning.</b>

17.	<p>The Council considered and approved the Annual Accounts for the Financial Year 2014-15 along with the following observations of the Finance Committee made in its meeting held on 23.07.2015</p> <p><i>The Finance Committee was informed that the Annual Accounts for the Finance year has been prepared on the revised formats of accounts, instructions for which have been issued vide letter no. 29-4/2012-IFD dated 17<sup>th</sup> April 2015. The representative members of the MHRD emphasized the need to strictly adhere to the provisions of the revised format. Subject to the above, the Annual accounts are recommended for the approval of Executive Council.</i></p>	Needful done.
18.	<p>The council considered and approved the Utilization Certificate for the period ending 30.06.2015 along with the resolution passed by the Finance Committee in its meeting held on 23.07.2015 that <i>necessary corrections be made in the calculation in Format – V</i></p>	Needful done.
19.	<p>The council considered and approved the expenditure statement for the period from 01.07.2015 to 15.07.2015 duly ratified by the Finance Committee in its meeting held on 23.07.2015.</p>	Noted
20.	<p>The Council considered and approved the delegation of financial/sanctioning power to the extent of Rs. 50,000/- to the Registrar duly approved by the FC in its meeting held on 23.07.2015.</p>	Copy endorsed to concerned branch.
21.	<p>The case of Sh. Jaipal with regard to his appointment to the post of Junior Engineer (Civil) based on the panel recommended by the Selection Committee in its meeting held on 23.11.2013 was placed before the Council for consideration.</p> <p>The Council noted that the validity of the panel recommended by the Selection Committee had expired on 23.11.2014 and resolved not to entertain the representation of Sh. Jaipal at this stage.</p>	Copy endorsed to concerned branch. The concerned has been informed of the resolution.

CENTRAL UNIVERSITY OF HARYANA

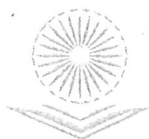
22.	<p>The case of Dr. Ram Naresh Mishra for his appointment to the post of Professor of Hindi on the basis of the panel recommended by the Selection Committee and approved by the Executive Council on 04. 01.2014 was placed before the Council for consideration.</p> <p>The Council resolved that since the validity of the panel was already over and the matter is sub judice. The request of Dr. Ram Naresh Mishra cannot be acceded to at this late stage. The University may however, wait for the decision of the Hon'ble Punjab and Haryana High Court on the matter for necessary compliance.</p>	<p>Copy endorsed to concerned branch. The concerned has been informed of the resolution.</p>
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 REGISTRAR



3326745 3326747 3326753 3326770  
3326771 3326772 3326776 3326781

All correspondence should be addressed to  
the Secretary, UGC, New Delhi, India.



UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI - 110002

Telephone: 011-26109600

TELEX: 201000

Fax: 011-26109602

No.F.1-1/2013 (CU)

24<sup>th</sup> August, 2015

25 AUG 2015

The Registrar  
Central University of Haryana  
Jant-Pali Villages  
Mahendergarh  
Haryana - 123029

Sub: Approval of Teaching posts for XII Plan period for Central Universities – Central University of Haryana.

Sir,

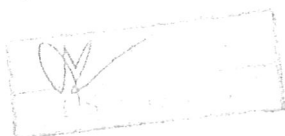
With reference to your letter No. CUH/2015-Reg./63 dated 27<sup>th</sup> July, 2015, the undersigned is directed to convey the approval of UGC for introduction of following new five departments from the academic session 2015-16 in place of 5 departments earlier approved by UGC vide letter number even dated 5<sup>th</sup> February, 2014.

1. Department of Biotechnology.
2. Department of Biochemistry.
3. Department of Microbiology.
4. Department of Nutrition Biology.
5. Department of Tourism and Hotel Management

This issue has the approval of the competent authority

Yours faithfully

(Sushma Rathore)  
Under Secretary



90  
V. Rathore  
24/8/15

**CENTRAL UNIVERSITY OF HARYANA**  
**MAHENDERGARH**

**PROPOSED WEEDING RULES**

Sr. No.	Nature of Record	Period of Preservation
	<b><u>Estate Section :</u></b>	
1.	Construction of staff quarters, Bungalows, Colleges, etc.	Permanent
2.	Hostels, etc.	Permanent
3.	Construction-periodical reports	Permanent
4.	Extension of existing building construction	Permanent
	<b><u>Demolition</u></b>	
5.	Demolition of Buildings	Permanent
6.	Correspondence with C.P.W.D.	Permanent
7.	Demolition of un-authorized construction	3 Years
	<b><u>Allotment</u></b>	
8.	Rules for allotment of accommodation	Permanent
9.	Allotment of Residential Quarters	10 Years
10.	Retention of accommodation by staff on retirement	5 Years
11.	Retention of accommodation by persons having lien on their posts	5 Years
12.	Accommodation for Cooperative Societies Allotment	Permanent
13.	Allotment Advisory Committee	Permanent
14.	Allotment of accommodation to Bank, Post Office & Haryana Roadways Office, etc.	Permanent
15.	Accommodation of scholars	3 Years
16.	Rent Free accommodation to different category of persons	Permanent
17.	Allotment-Misc. Files	5 Years
	<b><u>Acquisition/Seizure of Land</u></b>	
18.	Acquisition of land of all types	Permanent
19.	Development	Permanent
20.	Lease cases	Permanent
21.	Correspondence regarding claim on land	Permanent
22.	Allotment of land to Departments, etc.	Permanent
	<b><u>Engineering Section:</u></b>	As per CPWD norms
	Taking over of buildings from C.P.W.D.	Permanent

	<b>Recoveries</b>	
23.	Recovery of Electric and Water Charges for out-siders allotted University Accommodation	5 Years
24.	Recovery of Electric and Water Charges from individuals	3 Years
	<b>Building Committee/ Monitoring Committee</b>	
25.	Building Committee Minutes/ Proceedings	Permanent
	<b>Legal Cases</b>	
26.	Files/ Minutes/ Proceedings related to Legal Cases	3 Years
	<b>Complaints and Threats</b>	
27.	Provision of various amenities	5 Years
	<b>Repairs and Maintenance</b>	
28.	Repairs of building, etc.	10 Years
29.	Architect-files	10 Years
30.	Maintenance of water and installation, etc.	5 Years
31.	Maintenance of Sanitary and water installation by CPWD	Permanent
	<b>License</b>	
32.	License – or various trades (Restaurants) etc. and individuals	Permanent
33.	Ownership of land certificate	Permanent
	<b>Fixation of Rent</b>	
34.	Fixation of House Rent	Permanent
35.	Fixation of water charges	Permanent
36.	Lock Register	Permanent
	<b>Finance/Accounts/Audit Section</b>	As per General Financial Rules 2005, as amended from time to time
	<b>Establishment Section</b>	
37.	Personal file & Service Record registers	Permanent
38.	Establishment Register & Registers of Minutes of Committees and Study Leave Committees	Permanent
39.	Selection Committee Minutes/Files related to Scrutiny	Permanent
40.	Applications of Candidates not selected for teaching/ non-teaching posts	2 Years
41.	Application of selected candidates	Permanent
42.	Revision of pay scales	10 Years
43.	Grant of Allowances	5 Years
44.	All files other than personal files	3 Years
45.	Recognition of Technical and Professional examinations of other Institutes & Organizations	Permanent
46.	Government Notifications	3 Years
47.	Seniority lists of staff	5 Years
48.	Establishment Committee	Permanent
49.	Matters concerning scheduled Caste/Tribe, Other Backward Classes	Permanent
50.	Recommendations of Pay Commission	Permanent
51.	Proposals for additional staff	Permanent



52.	Creation & Abolition of posts	Permanent
53.	Posting & Transfers	Permanent
54.	Fixation of pay	Permanent
55.	Officiating arrangements	Permanent
56.	Test papers	2 Years
57.	Promotions	Permanent
58.	Advertisements	2 Years
59.	Preparation of salary bills	2 Years
60.	Forwarding of applications for employment elsewhere	2 Years (file reg. to rules permanent)
61.	Confirmation	Permanent
62.	Deputation	10 Years
63.	Travel Concession	5 Years
64.	Personal files/ Service Books	Permanent
65.	Leave applications other than C.L. and Compensatory leave	Permanent
66.	Annual Performance Appraisal Reports	Permanent
67.	Files related to appointment of Contractual Staff	2 Years after completion of the Contract period
68.	News Papers	1 Year
69.	Clippings	10 Years
70.	Annual Report	Permanent
71.	Statistical information	10 Years
72.	Files containing policy matters	Permanently
73.	Miscellaneous correspondence	1 Year
74.	Files containing correspondence regarding different meetings	1 Year
75.	Minutes of meetings of different bodies	Permanently
76.	Parliament questions	2 Years
77.	Correspondence on Academic matters with Government of India, U.G.C., Indian Universities and such other bodies	5 Years
78.	Prospectus of University/ Departments	5 Years
79.	Important orders and circulars	Permanently
80.	Reservation Rosters (Teaching and Non-Teaching)	Permanent
<b>Academic Section</b>		
81.	Files regarding Admission/ Registration	5 Years
82.	Enrolment registers/Volumes containing enrolment forms	Permanent
83.	Files regarding concession to Scheduled Caste & Scheduled Tribes	5 Years
84.	Files & records regarding issue of migration certificates/ provisional certificates/Spl. Certificates	3 Years
85.	Files regarding Appointment of Visiting Professors, Adjunct Faculty/ Guest Faculty, Consultants.	3 Years
86.	Files regarding starting of new courses	Permanent
87.	Files regarding scholarships & fellowships	5 Years
88.	Amendment of Acts, Statutes, Ordinances, Regulations	Permanent

89.	Court, Executive Council, Academic Council, Finance Committee meeting notices, etc.	5 Years
90.	Court, Executive Council, Academic Council, Finance Committee – Original Minutes (signed)	Permanent
91.	Constitution of Boards of Research Studies/ DRCs.	4 Years
92.	Bound Minutes of the meeting of the Court, Executive Council, Academic Council and Finance Committee.	Permanent, correspondence files regarding printing of minutes may be kept for 2 years
93.	Diary and Despatch Registers	5 Years
94.	Miscellaneous Correspondence	3 Years
95.	Files relating to constitution of authorities	Permanent
96.	Files pertaining to debates prizes, etc.	3 Years
		4
<b>Examination Section</b>		
97.	Question papers original and proof thereof	2 Years
98.	Award Lists from Examiners	2 Years after declaration of the result of the Semester.
99.	Examiner's Reports on other than Research Programs	2 Years
100.	Tabulated Results	Permanent
101.	Appointment of Examiners (i) Files Correspondence (ii) Acceptance Forms (iii) Copy Right forms (iv) Plagiarism Report	3 Years 3 Years Permanent Permanent
102.	Appointment of Moderators for question papers	2 Years
103.	Used/ Unused Question Papers of Examinations	1 Year from the date of declaration of results
104.	Conduct of Examinations (i) Challans, Despatch Memos, Seating Plans, Received forms Examination Centres (ii) Examiner's receipts of answer books (iii) Distribution of scripts among examiners	2 Years 2 Years 2 Years
105.	Revaluation of results, Correspondence, applications and connected scripts	2 Years
106.	Re-checking of results, correspondence, applications and connected scripts	2 Years
107.	Used/ Unused answer books of the semester examinations	1 Year from the date of declaration of results
108.	Appointment of tabulators for results	2 Years
109.	Moderation of results correspondence, etc.	2 Years
110.	Supply of marks: (i) Files of correspondence (ii) Applications	2 Years 2 Years
111.	Supply of degrees, diplomas, certificates, duplicate copies thereof, applications, correspondence and counterfoils	2 Years
112.	Convocation (i) Files, Correspondence, etc.	2 Years



	(ii) Special convocation files reg. correspondence, etc	Permanent
113.	(i) Award of Scholarship, Medals and prizes files	3 Years
	(ii) Award of Scholarships, Medals and prizes files from foreign bodies/countries	3 Years
	(iii) Institution of Sch./Medals/Prizes & Rules and regulations, etc.	Permanent
114.	Records related to Examination conducted on behalf of other authorities	2 Years
115.	Unfairmeans cases files	Till the period of punishment
116.	Practical Training Certificates files	3 Years
117.	(i) Pre-Ph.D./Ph.D. Correspondence Files	2 Years after the publication of result
	(ii) Report of Examiners and proceedings of the Committee to consider the reports, Ph.D. Thesis, Dissertations etc.	Permanent
118.	Miscellaneous correspondence files	2 Years
119.	Correspondence with the Heads of the departments regarding courses of reading	Permanent
120.	Official copies for the courses of reading	Permanent
121.	Dissertations/Project Report, etc. in respect of failed candidates	Permanent (to be kept in the University Library)
122.	Diary & Despatch Registers, Peon Books	2 Years
123.	Transit Registers	2 Years
124.	Results (spare copies)	1 Years
125.	Applications for admission to Examinations	6 Years
	(i) Covering sheets	1 Year
	(ii) Files regarding correspondence for issue of blank application forms, covering sheets, etc. to the departments	1 Year
126.	Correspondence files related to Printing	1 Year
127.	Files regarding supply of statistics to U.G.C., etc. showing the number of candidates appeared/passed at the University Examinations.	1 Year (Statistics to be kept permanently)
128.	Files relating to correspondence with the HoDs of the departments regarding Examination Fee.	2 Years
129.	Registers – Fee utilization	Permanent
130.	Registers showing examination fee received from the departments	Permanent
131.	Applications for utilization of examination fee	2 Years
132.	Files relating to appointment of Superintendents for University Examinations.	1 Years
	(a) Files relating to appointment of special Invigilators, writers and grant of extra time, etc.	1 Years
133.	Files relating to general correspondence with departments, etc.	5 Years
134.	Attendance certificates-issue of admission tickets	1 Years
	<b>General Section</b>	
	<b>Purchase</b>	
135.	Furniture (steel & wooden)	5 Years



136.	Electric Goods (Air Conditioners, Refrigerators)	10 Years
137.	Miscellaneous	2 Years
138.	Correspondence with the University Engineer	3 Years
139.	Liveries (winter & summer stitching)	5 Years
140.	Paper & Misc. Degree papers	3 Years
141.	Repair of staff car, renewal of licenses	Permanent
142.	Stock registers	Permanent
143.	Purchase of fire extinguishers	5 Years
144.	Procurement of answer books and sale of used answer books	5 Years
145.	File regarding celebrations	3 Years
146.	University coat of arms	Permanent
147.	Proposal regarding supply of tiffin to University employees	Permanent
148.	Setting up of Films/ Movie/ Other Clubs in University	Permanent
149.	Framing of rules regarding discipline among students	Permanent
150.	Garden committee – constitution	Permanent
151.	Proctorial arrangement in University Campus	Permanent
152.	Misc. files dealing with different general matters	5 Years
153.	All the files relating to the insurance of buildings and the fidelity guarantee policy	5 Years
	<b>Store</b>	
154.	Stamps (service and postage)	10 Years
155.	Furniture and equipment	10 Years
156.	Printed registers and other materials	5 Years
157.	Misc. (consumable other than stationery)	5 Years
158.	Liveries	10 Years
159.	Printed forms	5 Years
160.	Degrees and diplomas	Permanent
161.	Courses of reading	Permanent
162.	Prize books	5 Years
	<b>Files</b>	
163.	Liveries (issue)	2 Years
164.	Correspondence for liveries	2 Years
165.	Issue of furniture to the department, etc.	10 Years
166.	Stock verification of the stores	5 Years
167.	Portraits, etc.	5 Years
168.	Issue of Degrees and Diplomas	10 Years
169.	Issue of courses of reading	5 Years
170.	Arrangement for the convocation	5 Years
171.	Arrangement for transferring and shifting of old answer books	2 Years
172.	Arrangement for Annual Examinations.	2 Years
173.	Celebration of Independence Day and Republic Day and any Other day of National Importance	5 Years
	<b>Dispatch</b>	
174.	Service stamps account register	10 Years
175.	Franking account register	10 Years
176.	Dispatch register	10 Years

177.	Peon Books	3 Years
178.	Postal receipts	3 Years
	Diary	
179.	Diary registers	5 Years
180.	Office copy registers	3 Years
181.	RTI Section : Files/Records	As per RTI Act 2005
	Rajbhasha	
182.	Files/ Records related to Events & Programs conducted	1 Year

*[Signature]*  
Registrar 21/7/15

Vice Chancellor ✓

## **CENTRAL UNIVERSITY OF HARYANA**

Note:

- A. These Leave Rules shall come in to force with effect from the date of approval of the Executive Council.
- B. Leave of any kind cannot be availed as a matter of right. It can be refused/revoked by the sanctioning authority in the interest of the institution. Leave shall always be got sanctioned in advance, except in case of urgency.
- C. Subject to (B) above, the University teachers shall be eligible for the following kinds of leave:

### **1. DUTY LEAVE**

Duty Leave of the maximum of 30 days in an academic year may be granted for the following:

- a. Attending Conferences, congresses, symposia and seminars on behalf of the University and with the permission of the University.
- b. Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor.
- c. Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University.
- d. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the University Grants Commission, a sister University or any other academic body, and
- e. For performing any other duty for the University.
- f. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- g. The leave may be granted on full pay, provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- h. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- i. Duty Leave should be given also for attending meetings in the UGC, DST,



etc. where a teacher is invited to share expertise with academic bodies, government or NGO.

## 2. STUDY LEAVE

1. The scheme of Study Leave provides an opportunity to avail of scholarships / fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph. D/ Postdoctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowships shall not be linked to the recipient's pay / salary paid to her / him by his / her parent institution. The awardees shall be paid salary for the entire duration of fellowship/scholarship, provided of course s/he does not take up any other remunerative jobs like teaching in the host country.
2. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. S/he may however be allowed to accept a fellowship or a research scholarship or an ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Executive Council of his / her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his/ her employer.
3. Study leave may be granted to entry-level appointees as Assistant professor / Assistant Librarian / Assistant Director of Physical Education and Sports (other than an Associate Professor or Professor of a University) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his / her work in the University or to make a special study of the various aspects of university organization and methods of education giving full plan of work.
4. Study Leave shall be granted by the Executive Council on the recommendation of the Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
5. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.
6. Study leave may be granted not more than twice during one's career. However, when study leave is taken in combination of Earned Leave/ Extra-Ordinary- Leave/ Half-Pay-Leave, under no circumstances, shall the maximum period during the entire service exceed five years.

7. Study leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work period done during the of earlier leave as also give details of work to be done during the proposed study spell of leave.
8. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of short-fall as Extra-Ordinary leave has been obtained.
9. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.
10. Subject to fulfillment of the. stipulated conditions of grant of study leave laid down under the study leave bond, the period of study leave shall count as service for the purposes of retirement benefits (New Pension Scheme), provided that the teacher rejoins the University on the expiry of his/her study leave, and serves for the period for which the Bond has been executed.
11. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
12. A teacher availing herself / himself of study leave, shall undertake that s/he shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
13. A teacher -
  - a) who is unable to complete his/ her studies within the period of study leave granted to him / her, or
  - b) who fails to rejoin the service of the University on the expiry of his/ her study leave, or
  - c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
  - d) who within the said period is dismissed or removed from the service by the University; shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study,



14. The teacher on study leave shall submit to the Registrar of his/her parent University six-monthly reports of progress in his/her studies from his / her supervisor or the Head of the institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
15. The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of the University.

#### **EXPLANATION:**

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned s/he shall be deemed to have failed to rejoin the service on the expiry of her/his leave for the purpose of recovery of dues under these guidelines.

Notwithstanding the above, the Executive Council may order that nothing in these guidelines shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these guidelines.

After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond on the prescribed format appended with rules, in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in the foregoing paragraph and give security of immovable property to the satisfaction of the Registrar or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University.

### **3. SABBATICAL LEAVE:**

- i) Permanent, whole time teachers of the University who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.



- iii) A teacher, who has availed himself/herself of study leave, will not be entitled to the sabbatical leave.

*Provided* further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any kind of training programme of duration of one year or more.

- iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of New Pension Scheme, provided that the teacher rejoins the University on the expiry of his/her leave.

#### **4. Casual Leave**

- i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

#### **5. Special Casual Leave**

- i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher;
  - a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
  - b) To inspect academic institutions attached to a statutory board, etc.

- ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- iii) In addition, special casual leave to the extent mentioned below, may also be granted;
  - a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
  - b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

## 6. Earned Leave

- i) Earned leave admissible to a teacher shall be:
  - a. 1 /30th of actual service including vacation; *plus*
  - b. 1 /3rd of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For avoidance of doubt, it may be noted:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

## **7. Half-pay Leave**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

### *Explanation:*

A "completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave

## **8. Commuted Leave**

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time, *Provided* that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

## **9. Extraordinary Leave**

- i) A permanent teacher may be granted extraordinary leave when:
  - a. No other leave is admissible; or
  - b. Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - a. Leave taken on the basis of medical certificates;
  - b. Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;



- c. Leave taken for pursuing higher studies; and
  - d. Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

#### **10. Leave Not Due**

- i) Leave not due, may, at the discretion of the Vice Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- ii) 'Leave not due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

*Provided that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.*

## **11. Maternity Leave**

- i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

## **12. Child Care Leave**

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University may, appoint a guest substitute teacher with intimation to the UGC,

## **13. Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall granted only up to two children.

## **14. Adoption leave**

Adoption leave may be provided as per the rules of the Central Government.

**Minutes of the Sixteenth Meeting of Finance Committee held on  
01<sup>st</sup> October 2015 at 11:00 AM**

Venue: Conference Room, Transit Campus (Central University of Haryana), DLF, Phase-3,  
Gurgaon

**Minutes of the Finance Committee Meeting**

The Sixteenth meeting of the Finance Committee of Central University of Haryana was held on Thursday, 01<sup>st</sup> October 2015 at the Transit Campus of Central University of Haryana.

Following members were present:

- |                           |   |
|---------------------------|---|
| 1. Prof. R.C. Kuhad       | Chairman                                |
| 2. Prof. Suleman Siddiqui | Member                                  |
| 3. Dr. P.C. Patanjali     | Member                                  |
| 4. Dr. D.Ramakrishna Rao  | Representative of JS & FA , MHRD        |
| 5. Dr. K.P. Singh         | Representative of JS(CU), UGC           |
| 6. Sh. Ram Dutt           | Registrar (Additional), Special Invitee |
| 7. Sh. A K Gogia          | Finance Officer (Secretary)             |
| 8. Sh. Jitender Singh     | Executive Engineer, Special Invitee     |
- Dr. Fazal Mahmood, Representative of JS & FA, MHRD, Dr. Shahid Ashraf, Member, FC could not attend the meeting.

Dr. Fazal Mahmood, Representation of JS & FA, MHRD, had sent his observations on the agenda with the request that his observations may be circulated to all the members.

**Note:** Needful in this matter was done and printout of his observations was circulated to the members.

At the outset, the Vice Chancellor welcomed the members. Thereafter the agenda items were taken up by the Finance Officer and discussed as under:

	<p><b><i>Confirmation of Minutes of Fifteenth Meeting of Finance Committee:</i></b></p> <p><i>The minutes were reported, recorded and confirmed with the following observations:</i></p> <p><b><i>Item no. 1-1.122:</i></b> <i>Some committee members submitted their observations and the committee resolved that the consolidated salary structure of the contractual employees be reviewed and the employees working on Contractual basis and allotted University accommodation should pay the accommodation charges to the University out of their fixed salary almost equal to HRA. Action may be taken in this matter w.e.f.23.07.2015 (i.e. Date of 15<sup>th</sup> Finance Committee meeting).</i></p>



<b>Action Taken Report:</b>	
	<p><b>Item no. 1-1.141:</b> Matters arising out of the action taken report were reported, recorded and confirmed with the following advisory;</p> <p><i>“While using funds for the development of labs, it should be taken into consideration that there may be no wastage of furniture while shifting them to new academic building. Secondly, proper procedure for the purchase of furniture &amp; equipments may be adopted as per GFR 2005 &amp; CVC guidelines issued from time to time by the Govt. of India.”</i></p>
<b>Reporting Items</b>	
	<p><b>Item no. 1-1.142 :</b> Action taken regarding release of payment to NBCC, audit of accounts for the year 2014-15, increase in the internal resources of University, and Financial &amp; Physical reports of CPWD &amp; NBCC were reported, recorded and confirmed. However it was noticed that the progress of the work assigned to CPWD is neither satisfactory nor up to the mark as reported by monitoring committee. In this matter it was suggested that the Registrar of this University may thoroughly examine the issue for further necessary action in this matter and also take legal opinion for the withdrawal of work from CPWD, since CPWD has become a hurdle in the growth and development of the University, before communicating the same to CPWD.</p>
<b>Main Agenda</b>	
1-1.143	<p><b>Submission of Expenditure Statement from 16.07.2015 to 25.09.2015.</b></p> <p>Expenditure details w.e.f.16.07.2015 to 25.09.2015 were approved.</p>
1-1.144	<p><b>To consider recommendation of the minutes of 17<sup>th</sup> Building Committee meeting held on 19.09.2015 :</b></p> <p>Regarding minutes of 16<sup>th</sup> Building Committee meeting held on 19.09.2015 were approved with subject to the following observations:</p> <ol style="list-style-type: none"> <li>Minutes of Agenda items of Building Committee from S.no. 01 to 24 are approved with an authorization to the Vice Chancellor to decide the priority of the University as per UGC guidelines in phased manner and that should be within the allocation of 12<sup>th</sup> Plan to the University under the Capital Head Budget.</li> <li><b>Item no. 6 : (Construction of room for ATM):</b> Approval is given for construction of a room for ATM banking service.</li> </ol>

3. **Item no. 8:** For extending the balcony of 48 no. of Type II and 24 no. of Type-IV staff quarters, being constructed by CPWD, the approval is given by Finance Committee up to the additional expenditures of Rs. 10 lakh.
4. **Item no. 12:** Finance Committee suggested that while signing MOU with NBCC for extension of period for more than one year, it should be ensured that; **"All the Buildings should be green buildings with GRAHA Certificate"**. Secondly the rules of GFR and guidelines of CVC issued from time to time by Government of India must be followed.
5. **Item no. 14:** Approval of Rs. 20 lakh is given by Finance Committee for signages on the roads (on NH and State Highways.)
6. **Item no. 21 :** Finance Committee suggested that repair of Boundary wall may be taken up on top priority for the safety of the campus with the cost of Rs. 8.71 lakh.
7. **Regarding approval of budget of Rs. 6.04 crore for providing canal water to the University.**  
The Finance Committee advised that University may request with its best efforts to government of Haryana to provide this facility to the University at Haryana Government's cost.  
Secondly it was also suggested that University may construct one water storage tank at initial stage and another one in second phase..
8. **Finance Committee approved Rs. 79.78 lakh for providing of street light from vita milk booth to Dholi gate.**

**Note:**

1. Expenditure for s.no. 7 & 8 will be met out of the funds of Rs.30 Crore already approved for campus developments.
2. The Finance Committee advised that University should not release any amount to CPWD, because advance given for First phase & Second phase has not been adjusted so far.

  
Finance Officer

  
Vice Chancellor

## Minutes of meeting of the Review Committee for the Installation of Wi-Fi in Central University of Haryana

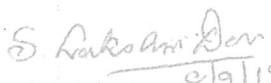
Meeting held on 08.09.2015 at 11:00 am in Central University of Haryana, Mahendergarh regarding the Payment of the MTNL

The following Members are present:

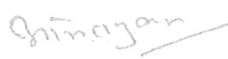
1. Dr. S. Lakshmi Devi, Ex-Principal, Shaheed Rajguru College of Applied Sciences for Women, New Delhi & EC Member, CUH
2. Dr. Ajay Gupta, Director, Computer Centre, University of Delhi
3. Dr. Amit Prakash, Associate Professor, I.T. Deptt, GGSIP University, Delhi
4. Mr. Dilip Singh, Assistant Professor, Library and Information Science, CUH
5. Mrs. Anamika, System Analyst, JNU, New Delhi – Special Invitee
6. Sh. Ashok Kumar Gogia, Finance Officer & Member Secretary

The following points were discussed in the meeting:


1. The work has been done through government agency (MTNL) and they have adopted the proper procedure as per the GFR.
2. All the items used are of known top class brand which have credibility of International Standards. (CISCO).
3. However the committee felt that switches fitted in the labs are of high-end rating which can be replaced with low end switches. Further the committee recommends that these switches may be used for further expansion so that it will save the cost in future. These higher value switches are of good quality and these can be used for further ten years.
4. The committee was of the opinion that MTNL can be requested to deploy one more engineer for the smooth functioning of the Wi-Fi at the same cost.
5. The committee also recommended that the University should get the 10% performance bank guarantee from the MTNL for five years.
6. The committee also recommended that the University may appoint technical persons for the proper management of the system and smooth functioning.
7. Finally the Committee is of the opinion that the balance payment may be released to MTNL subject to submission of PBG as per item 5 above.

  
Dr. S. Lakshmi Devi 8/9/15

  
Dr. Ajay Gupta

  
Dr. Amit Prakash

  
Mr. Dilip Singh

  
Mrs. Anamika

  
Sh. A.K. Gogia 8/9/15



UNIVERSITY GRANTS COMMISSION  
UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN  
HIGHER EDUCATIONAL INSTITUTIONS, 2009.

(under Section 26 (1)(g) of the University Grants Commission Act, 1956)

New Delhi-110002, the 17th June 2009

**F.1-16/2007(CPP-II)**

**PREAMBLE.**

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

**1. Title, commencement and applicability.-**

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

**2. Objectives.-**

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it

under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**3. What constitutes Ragging.-** Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. any act that affects the mental health and self-confidence of a fresher or any other student

with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.



**4. Definitions.-**

- 1) In these regulations unless the context otherwise requires,-
  - a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
  - b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
  - c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
  - d) "Commission" means the University Grants Commission;
  - e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
  - f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
  - g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
  - h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
  - i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;

k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

#### **5. Measures for prohibition of ragging at the institution level:-**

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

#### **6 Measures for prevention of ragging at the institution level.-**

6.1 An institution shall take the following steps in regard to admission or registration of students; namely,

- a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution,

and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus.

Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any



- other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students,

parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available

when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.



- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
- f) The institution shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.
- m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organisation authorised to do so.
- o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.

- q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution



or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
- h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
- b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.
- c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards

and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.

i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.

l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.

m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been



punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

**7. Action to be taken by the Head of the institution.-** On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;

- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

#### **8. Duties and Responsibilities of the Commission and the Councils.-**

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;



- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency

responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

**9. Administrative action in the event of ragging.-**

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - i. Suspension from attending classes and academic privileges.
  - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - iii. Debarring from appearing in any test/ examination or other evaluation process.
  - iv. Withholding results.
  - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vi. Suspension/ expulsion from the hostel.
  - vii. Cancellation of admission.
  - viii. Rustication from the institution for period ranging from one to four semesters.
  - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;

- ii. in case of an order of a University, to its Chancellor.
- iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants channelled through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary



action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

  
(Dr. R.K. Chauhan)  
Secretary

**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (*full name of student with admission/registration/enrolment number*)  
s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having  
been admitted to \_\_\_\_\_ (*name of the institution*), have  
received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher  
Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and  
fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to  
what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and  
am fully aware of the penal and administrative action that is liable to be taken against  
me in case I am found guilty of or abetting ragging, actively or passively, or being part  
of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as  
ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of  
commission or omission that may be constituted as ragging under clause  
3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment  
according to clause 9.1 of the Regulations, without prejudice to any other criminal action  
that may be taken against me under any penal law or any law for the time being in  
force.

6) I hereby declare that I have not been expelled or debarred from admission in  
any institution in the country on account of being found guilty of, abetting or being part  
of a conspiracy to promote, ragging; and further affirm that, in case the declaration is  
found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent  
Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no  
part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (*place*) on this the \_\_\_\_\_ (*day*) of \_\_\_\_\_ (*month*), \_\_\_\_\_ (*year*).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (*day*) of \_\_\_\_\_ (*month*),  
\_\_\_\_\_ (*year*) after reading the contents of this affidavit.

OATH COMMISSIONER

## ANNEXURE II

### AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_ (full name of student with admission/registration/enrolment number) \_\_\_\_\_, having been admitted to \_\_\_\_\_ (name of the institution) \_\_\_\_\_, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

प्रबंधक, भारत सरकार मुद्रणालय, फरीदाबाद द्वारा मुद्रित  
एवं प्रकाशन नियंत्रक, दिल्ली, द्वारा प्रकाशित 2009  
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## Proposed Logo



## **AMENDED ORDINANCE II (A): DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**

### **1. Admission to Ph.D Programme:**

- (a) The student intake will be regulated in each Department as per the availability of seats. Admission to the Ph.D. programme will be made twice a year, preferably in the beginning of each semester.
- (b) All the available seats shall be notified 'category-wise' by the Departments in advance.
- (c) 15% seats in each session shall be reserved for Scheduled Caste (SC), 7.5% for Scheduled Tribe (ST), 27% for the Other Backward Classes (OBC), and 3% for the Persons With Disabilities (PWD) (horizontally).

### **Eligibility:**

A candidate shall be eligible for admission to the Ph.D. programme, if he/she:

- (i) Has qualified Master's Degree in the subject concerned / allied / cognate subjects with at least 55% marks, in aggregate
- (ii) The provision of relaxation of 5% in marks in eligibility condition will be applicable for SC/ST/PWD candidates.

The candidates shall appear for a written test conducted by the University to be followed by an interview to be conducted by the concerned Department, which shall carry weightage of 80% and 20% respectively. The candidates who have qualified UGC/CSIR/JRF/NET/SLET or are Teacher Fellowship holders or have passed M. Phil programme with course work recognized by the U.G.C. as per UGC Regulations (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree, 2009) shall be exempted from appearing for the written test. Such applicants will, however, be required to appear for the personal interview. In case of the candidates exempted from the written test, the interview shall carry 100% weightage.

On the basis of the results of the written test and/or interview the School Board and/or Board of Studies on the recommendation of concerned Departmental Research Committee will finalize admission to the Ph.D programme provisionally.

## 2. Departmental Research Committee (DRC):

In each Department, academic matters related to the Ph.D. programme shall be supervised by a Departmental Research Committee consisting of the following:

- (i) Head of the Department (Chairman); (Ex-officio)
- (ii) All the Professors of the department concerned; (Ex-officio)
- (iii) Associate Professors in the Department subject to a maximum of two by rotation according to seniority;
- (iv) Two Assistant Professors in the Department qualified to be research (Ph.D) Supervisor(s) by rotation according to seniority;
- (v) *An external expert to be nominated by the Vice-Chancellor.*

Where Departments have strength of less than ten teachers, all faculty members eligible to be research (Ph.D) supervisors will be members of the Departmental Research Committee. The term of the members of the Departmental Research Committee, except the ex-officio members, will be for a period of two years.

Provided that where no teacher is eligible to be the Head, the Teacher-in-charge if eligible to be research(Ph.D)supervisor will convene the meetings of the DRC as its convener, failing which the members of the DRC will elect one of the members present at the meeting as Chairperson of the committee for the said meeting.

## 3. Research Supervisor:

The Board of Studies and/or School Board may, at the time of registration/appropriate time, and on the recommendation of the Departmental Research Committee (DRC) shall—

- (a) Appoint a full-time regular teacher of the University, possessing at least three years teaching/research experience after obtaining Ph.D. degree, as Supervisor to guide and supervise the work of the student.
- (b) May appoint a full-time regular/retired teacher of the University/Scientist working in regular capacity or retired, possessing at least three years teaching/research experience after obtaining Ph.D. degree, as Co-Supervisor to guide and supervise the work of the student as per the nature and need of research work.
- (c) A Professor may supervise not more than eight, Associate Professor six and Assistant Professor four Ph.D. students at any point of time with the following provisions:



- (i) The number of scholars as specified in (c) above shall include the scholars being jointly or fully guided by him/her from this University and from other University/Institution/Deemed to be University/College/Institution of National importance as well, and
  - (ii) No teacher, who has less than two years to superannuate from the University service shall be eligible for supervision.
- (d) However, in such cases where teachers are retiring or leaving and where redistribution/reallocation of their Ph.D students is required for the abovementioned or any other reason, the Ph. D. students will be adjusted among the eligible existing teachers of the department by relaxing the norms by the Departmental Research Committee (DRC)/Board of Studies (BOS).
- (e) Provided further that the Board of Studies and/or School Board may on the recommendations of the DRC appoint Joint Supervisor from this university or from other university/institution if he/she possesses requisite qualifications of a supervisor, in any particular case.

Provided further that in case a Supervisor, under whose guidance a thesis has been prepared in part or in full, ceases to be a teacher of the University, he/she may, subject to his/her availability and recommendation of the Departmental Research Committee, be allowed to continue guiding the scholar by the School Board and/or Board of Studies as Joint Supervisor of the student concerned.

#### **4. Course Work:**

- (a) There shall be a compulsory Course Work of minimum one semester duration as a pre-requisite for confirmation of registration of students admitted provisionally. The course work will consist of one Course on research methodology and the remaining Course(s) shall be as prescribed by the School Board/Board of Studies/Departmental Research Committee. Every such pre-requisite course shall carry 20 credits.

Provided, however, that a student may with the permission of DRC be allowed to add or substitute course(s) from his/her own department or from any other department within the period of three weeks from the commencement of the semester in accordance with the spirit of Choice Based Credit System (CBCS).

No student shall be allowed to add, substitute and/or drop a course after these deadlines.

Provided also that if a student has taken more number of courses than the prescribed number and has secured the grade higher than 'F' in each course, then the best grades

of the required number of courses shall be taken into account for calculation of CGPA for the purpose of deciding his/her case for confirmation to the Ph.D. programme.

### Definitions

- 4.1. "Course" means a Semester Course.
- 4.2. "Credit"(c) is the weightage assigned to a course in terms of contact hours.
- 4.3. "Grade" means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- 4.4. "Grade point" (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 4.5. Semester Grade Point Average (SGPA) means the grade point average of a student calculated in the following manner:

$$\text{SGPA} = \frac{(g1 \times c1) + (g2 \times c2) + \dots}{\text{Total number of credits of courses for which the students has registered in a semester}}$$

- 4.6. "Cumulative Grade Point Average" (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g1 \times c1) + (g2 \times c2) + \dots}{\text{Total number of credits of the courses for which the student has registered upto and including the semester for which cumulative index is required.}}$$

- 4.7. "Final Grade Point Average" (FGPA) is the final index of a student in the courses.

- 4.8. The final grade point average of students in the courses is worked out on the basis of the formula indicated below:

$$FGPA = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

$c_i$  = Credit of the  $i^{\text{th}}$  course

$g_i$  = Grade point secured by the student in the  $i^{\text{th}}$  course

$n$  = total number of courses for which the student has registered

- (b) The evaluation of course work shall be on a 10 point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note :

- 1) There shall be no rounding off of SGPA/CGPA/FGPA.
- 2) The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.



- (c) A student for whom pre-requisite courses are prescribed shall be required to clear the Course Work within the first semester. The registration of such students shall be confirmed only if he/she has qualified 20 credits with a minimum CGPA of 6.5 (6.00 in case of SC/ST/Differently abled students). The bifurcation of credits is as under:
- i. 05 credits for Research Methodology, which includes quantitative methods, computer applications, etc.
  - ii. Two subject specific papers of 05 credits each.
  - iii. 05 credits for tools and techniques, which may include instrumentation, communication skills, seminar presentation, review of published research, and other topics as specified in the prescribed manual or style sheet (MLA/APA etc.), field work and other activities specified in the Course Work. Evaluation will be done by the faculty members of the University Department/School concerned.
- (d) There shall be 80% weightage for the Course Work End-semester examinations and 20% weightage shall be given as internal assessment on the basis of assignments/presentations/ projects and other research-based activities during the semester.
- (e) Candidates failing to obtain a minimum CGPA of 6.5 (6.00 in case of SC/ST/Differently abled students) may be allowed to continue with provisional registration for a maximum period of one more semester during which the candidate would be required to fulfill the minimum required CGPA. He/She will be allowed to reappear in next end-semester examination. No further chance will be given to the candidate.

## **5. Registration and Approval of Topic:**

- (a) Consequent upon confirmation of his/her admission in the Board of Studies and/or School Board shall, on the recommendation of the Departmental Research Committee concerned approve the topic of the proposed thesis leading to the award of the Ph.D. degree.
- (b) After approval of the topic of research, the candidate shall deposit the prescribed registration fees and his/her date of registration shall be determined on the basis of the date on which he/she deposited the registration fees.

- (c) No candidate shall be eligible to register for the programme/course if he/she is already registered for any full time programme of study of this University or in any other University/Institution/Deemed to be University/College/Institution of National importance.
- (d) The Board of Studies and/or School Board may cancel the registration of a student for breach of the provisions of clauses given above.

## 6. Requirements during Registration Period:

- (a) Every research scholar will be required to show continuous progress during the period of his/her registration and it will be monitored by the supervisor of the candidate.
- (b) Every research scholar shall be required to submit half yearly report.
- (c) The supervisor of the research scholar will give his/her assessment about the progress of the scholar as whether satisfactory or not. The Report shall be placed before the Departmental Research Committee for its evaluation in its forthcoming meeting.
- (d) In case two consecutive half-yearly reports are found unsatisfactory, Head of the Department, on the recommendations of the Departmental Research Committee (DRC) may recommend to the Board of Studies for cancellation of the registration.
- (e) The research scholar will present a seminar on his/her research at the completion of each year after his/her registration to Ph.D programme till submission of Ph.D. thesis. This seminar will be organized by the concerned Department.
- (f) Every research student shall pursue full time research as a regular student for a minimum period of two years from the date of registration.
- (g) Candidates already in employment will also have to pursue full time research as a regular student for the minimum period of two years.
- (h) **Supernumerary seats:** To enhance the Industry-University linkage and to increase the collaboration with the Central Institutions/ Laboratories by having MOU with them, collaboration in R&D is required. For this, sometimes the Institutes/Industries want that their eligible employees/scientists are allowed to do Ph.D. In such cases, some supernumerary seats, not more than two, in each department may be created. If there are more than two such sponsored candidates, then best two out of these would be chosen on the basis of merit of entrance test and/or interview. For such cases,

however, the Director/CEO of the institute/industry is required to sponsor such candidates with requisite qualifications only. For such candidates, the course work may be allowed to be imparted in the form of one month capsule course. However, they will have to appear in the final examination with other candidates and would be required, like other candidates, to clear such courses. Residency period will be counted even if he/she is residing/working in his/her own institute where facilities for such research exist. The said Institutions/Industries may sponsor their research scholars who are working in their institute with scholarships. However, such students will be required to attend the regular one semester course work prescribed by the DRC/BOS along with the other candidates and all the rules governing the Ph.D. scholars of the University will be applicable to them. However, for residency condition, such candidates will be governed by the rules similar to the ones for supernumerary seats.

## **7. Removal of the names:**

- (a) The name of a student shall automatically be removed from the rolls of the University if he/she
  - (i) fails in any pre-requisite course
  - (ii) fails to secure a CGPA of 6.5 (6.00 in case of SC/ST students) in the course work
  - (iii) fails to submit the progress reports for two consecutive quarters
  - (iv) fails to deposit the continuation fee within the stipulated time
  - (v) fails to submit his/her thesis within five years from the date of registration to the Ph.D. programme. Provided further that the Vice Chancellor may, on the recommendation of the DRC/BOS grant extension to the scholar to submit the thesis for a maximum period of one year.
- (b) The Board of Studies on the recommendation of the Departmental Research Committee may, however, subsequently accept the request of a candidate whose name has been removed from the rolls of the University to get re-registered and become eligible for submission of his/her thesis, provided he/she submits his/her thesis within one year from the date of such re-registration or within five years of the date of his/her registration, whichever is earlier.
- (c) Before completing the minimum period of two years prescribed in clause 6 (f) above, no Ph.D. student shall, without the prior permission of the Department/Board of Studies/Departmental Research Committee/School Board:



- i. Undertake any employment;
- ii. Join any other regular programme of study; or
- iii. Appear in any examination other than those prescribed by the Department/Centre concerned.

## **8. Guidelines for the Submission of Thesis:**

- (a) No candidate shall be permitted to submit his/her thesis for the Ph.D. degree, unless he/she has pursued research at the University for not less than two years after his/her registration to Ph.D. programme.
- (b) The Ph.D candidate shall publish at least two research papers in refereed journal(s) before the submission of the thesis for adjudication/evaluation, and shall produce evidence in the form of acceptance letter or the reprint.
- (c) Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or maternity leave or due to accepting a foreign scholarship/fellowship, subject to the fulfillment of requirements as prescribed. Such zero semester/year shall not be counted for calculation of duration of the programme in case of such a student.
- (d) Pre-Thesis Submission Seminar:
  - i. Prior to the submission of thesis, the student shall present a pre-thesis submission seminar in the department that shall be open to all faculty members and research students for getting feedback and comments, which shall be suitably incorporated into the draft thesis under the advice of the supervisor. The notice of Pre-thesis Submission Seminar shall be issued by the Head of the Department under intimation to the office of the Vice-Chancellor.
  - ii. On successful presentation of Pre-Thesis Submission Seminar, the research scholar is required to submit the thesis within three months from the date of pre-submission seminar failing which he/she shall have to repeat the pre-submission seminar.

- iii. The Ph.D scholar shall submit a copy of the thesis in form of a CD/Pen drive to the Library for plagiarism check and he/she shall be eligible for submission on production of satisfactory report after plagiarism check.
- iv. A candidate shall submit his/her thesis for the Ph.D. degree in the manner prescribed as under:
  - a. The research scholar shall submit four printed/taped hard bound copies of his/her thesis along with the copies of abstract and summary, mentioning the name of the candidate, supervisor etc. along with two soft copies of thesis on separate CDs and/or Pen drives.
  - b. The typing/printing of thesis should be done on both sides of the paper (instead of single side printing) on A-4 size paper in font size 12" in Times New Roman font with line spacing 2. For other details, the research scholar shall adhere to the style sheet/manual (APA, MLA, etc.) as prescribed by the concerned department from time to time.
  - c. The title page of Ph.D thesis would be in the Colour prescribed by the concerned Department/School
  - d. Thesis will be accompanied by a declaration from the candidate countersigned by the Supervisor and Head of the Department in the following format:

Declaration: This is to certify that the material embodied in the present work entitled "-----" is based on my original research work. It has not been submitted in part or full for any other diploma or degree of any University/Institution Deemed to be University and College/Institution of National Importance. References from other works have been duly cited at the relevant places. (Signature of the Candidate with date) (Countersigned by Supervisor and Head of the Department with date)

## **9. Panel of Examiners:**

- a. On the recommendation of the DRC, the BOS shall forward a panel of eight external examiners, at least four of the examiners in the panel shall be from outside the State/Country, from the concerned area of Research to the Controller of Examinations on the prescribed proforma for drawing a panel of examiners. Further the Vice-Chancellor will have the power to add and/or delete any name/s recommended by the BOS. The Vice-Chancellor, may appoint three examiners out

of the panel recommended by the Board of Studies with at least two examiners from outside the State /Country for the examination of the thesis.

## **10.Evaluation of Thesis:**

- (a) The thesis submitted by the candidate for the award of the Ph.D. degree shall be examined by three examiners appointed by the Vice Chancellor out of the panel drawn by the University.
- (b) Each Examiner, after examining the thesis shall submit a report to the Controller of Examination (COE) containing a clear recommendation whether, in his/her opinion:
  - (i) the thesis as such is acceptable and the viva-voce examination of the candidate should be held; or (ii) the thesis should be referred back to the candidate for revision; or (iii) it should be rejected.
- (c) The examiner shall not recommend that the viva-voce examination be held unless he/she is satisfied that the thesis constitutes a contribution to knowledge characterized either by reinterpretation of known facts or development of new knowledge and/or techniques and that the methodology pursued by the candidate is sound and its literary presentation satisfactory.
- (d) If the COE is satisfied that the examiners have unanimously recommended that the viva-voce examination of the candidate be held, he/she shall accordingly *refer it to the Head of the Department to prepare a summary report in consultation with the supervisor(s) concerned for conduct of viva-voce.*
- (e) In case the COE finds that the examiners of the thesis have not recommended unanimously that the viva-voce examination of the candidate be held, or if he/she is satisfied that in the course of either report an adverse opinion of a substantive nature has been expressed materially affecting the validity of the same examiner's otherwise positive recommendation, then the COE shall place the report of the examiners *before the Vice Chancellor for directions.*
- (f) *The Head of the Department/ Chairperson, BOS* may, at its discretion, and shall, if the recommendation of two examiners is positive and that of the third is negative, recommend to the Vice Chancellor for the appointment of a fourth examiner, one not in the service of the University and/or on the Board of Studies of the Department/Centre and/or the School Board to examine the thesis and act according to the recommendation of the fourth examiner;



Provided that a recommendation is not to be considered negative if a revision is recommended and this revised thesis is accepted by the examiner;

Provided, further, that if the thesis after revision is not accepted by the examiner, the original and the revised version of the thesis shall be sent to the fourth examiner and the version approved by the fourth examiner shall be considered final.

**Important:**

- (1) No thesis shall earn a degree unless there are three positive recommendations;
- (2) Where two recommendations are positive and the third asks for revision, the BOS shall ordinarily get the revision carried out and revised thesis sent to the same examiner.

**11. Viva-Voce Examination:**

- (a) On satisfactory evaluation of the report the student shall undergo a viva-voce examination, which shall be openly defended.
- (b) The Viva-Voce examination of candidate shall be conducted by a Viva-Voce Board consisting of one of the external examiners of the thesis and the Supervisor. Provided, where none of the examiners, who evaluated the thesis, is in a position to conduct the viva-voce examination, another examiner shall be appointed in his/her place by the Vice Chancellor on the recommendation of concerned Board of Studies through COE.
- (c) Provided that where the Supervisor is unable to be present within a reasonable time to participate in the viva-voce examination, the DRC/BOS may recommend another member of the faculty in his/her place.
- (d) At the viva-voce examination, the Viva-Voce Board shall satisfy itself;
  - i. That the thesis submitted by the candidate is his/her own work, and
  - ii. That the grasp of the candidate of the field of his/her study is satisfactory.
- (e) The Viva-Voce Board may, on the basis of the unanimous opinion of its members, recommend:
  - i. That the candidate be awarded the Ph.D. degree; or
  - ii. That the thesis be referred back to the candidate for revision; or

- iii. That the thesis be rejected and the candidate may not be awarded the Ph.D. degree.
- (f) The manner in which the viva-voce examinations to be conducted shall be as prescribed.
- (g) In case the Viva-Voce Board recommends that the candidate be awarded the Ph.D. degree, Board of Studies shall recommend to the Vice Chancellor that the Ph.D. degree may be awarded to the candidate.
- (h) Along with the Degree, the University shall issue a certificate stating that the degree has been awarded in accordance with the UGC Minimum Standards and Procedure for Awards of M.Phil/Ph.D Degree Regulation, 2009 (as amended from time to time).
- (i) In case the viva-voce Board recommends that the thesis of the candidate be rejected, the Board of Studies shall direct accordingly.
- (j) In case the recommendation of one member of the Viva-Voce Board is positive and of the other negative, the Departmental Research Committee shall refer the case to the Board of Studies for its consideration and recommendation, and take a decision after considering such recommendation.
- (k) A candidate whose thesis has been referred back by the Viva-Voce Board for revision shall be permitted to re-submit it for the award of the degree not later than one year from the date of intimation of the decision of the University to him/her.
- (l) Provided that, in exceptional cases, the Academic Council may, on the recommendations of the Board of Studies/School Board, extend the period by one semester.
- (m) A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or all of them are, unable or unwilling to act as such, in which case another examiner(s) may be appointed by the Vice Chancellor on the recommendation of Board of Studies.
- (n) No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree more than once.

## **12.Publication of Thesis:**

If the examiners have recommended that the thesis is suitable/fit for publication, the concerned thesis may be published in book form by the concerned research scholar. If there is difference of opinion between the examiners regarding the publication of the thesis, the case shall be referred to the Committee consisting of the following for consideration and recommendations: i) Dean of the School- Chairman, ii) Head of the concerned Department - Member, and iii) Supervisor of the Scholar – Member.

### **13.Fee for Ph. D. Programme:**

The research scholar shall have to pay the requisite fee prescribed by the University failing which his/her registration shall be cancelled.

The fee may be charged under the heads like—Course Work fee (for those who are required to complete Course Work); Registration Fee (at the time of registration); Annual Fee/continuation fee (Annual Fee will be payable within 15 days of registration and annually thereafter); Annual Laboratory fee for science subjects and other subjects involving laboratory work; Evaluation fee to be charged at the time of submission of Ph.D. thesis; Late fee for delayed payment of annual fee; and any other fees as prescribed by the University.

The fees will be subject to changes as decided by the University from time to time.

Note: Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Board of Studies/School Board as well as on the merits of each individual case consider, at its discretion and for the reasons to be recorded in writing, relaxation of any of the provisions except those related to CGPA requirements for qualifying the course work.



## AMENDED ORDINANCE II: DEGREE OF MASTER OF PHILOSOPHY (M. Phil.)

**Master of Philosophy (M. Phil.) Programme shall be conducted by the concerned Departmental Research Committee (DRC).**

All matters related to the M. Phil. Programme shall be dealt by the concerned DRC's/Board of Studies (BOS)

### 1. Admission to M.Phil. Programme:

- (a) The student intake in each Department shall not exceed 10 students subject to availability of eligible faculty in the Department. Admission to the M.Phil. programme will be made once a year in odd semester.
- (b) All the available seats shall be notified 'category-wise' by the Departments in advance.
- (c) 15% seats shall be reserved for Scheduled Caste (SC), 7.5% for Scheduled Tribe (ST), 27% for the Other Backward Classes (OBC), and 3% for the Persons With Disabilities (PWD) (horizontally).

### Eligibility:

A candidate shall be eligible for admission to the M.Phil. programme, if he/she:

- (i) Has qualified Master's Degree in the subject concerned / allied / cognate subjects with at least 55% marks, in aggregate from the University and/or a degree recognized by the University for this purpose as its equivalent.
- (ii) The provision of relaxation of 5% in marks in eligibility condition will be applicable for SC/ST/PWD candidates.
- (iii) The cases of students who have passed examination outside the Indian Universities system and who may not have obtained a Master's degree may be considered for admission to the programme subject to the condition that each case shall be examined on its own merit by the Admissions Committee and in accordance with the recommendations of the Equivalence Committee.

The candidates shall appear for a written test conducted by the University to be followed by an interview to be conducted by the concerned Department, which shall carry weightage of 80% and 20% respectively. Candidates who have cleared

NET/JRF/SET/Teacher Fellowship or who have teaching/research experience of more than two years on regular basis shall be exempted from the written test. In such cases the interview shall carry 100% weightage.

On the basis of the results of the written test and/or interview the School Board and/or BOS on the recommendation of the concerned DRC will finalize provisional admission to the M.Phil. programme.

## **2. Registration:**

Registration for courses is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course/paper by the due date to be announced by the University.

## **3. Course Work:**

There shall be a compulsory Course Work of minimum one semester duration. The School Board/Board of Studies/Departmental Research Committee shall prescribe the Course(s)/Papers and specify the methodology and instructional devices to be used. Every such course shall carry such credit as may be approved by the Academic Council on the recommendation of the Board of Studies/ School Board/Departmental Research Committee.

Provided, however, that a student may with the permission of Department/Centre concerned, be allowed to add or substitute course(s) from his/her own department or from other departments following the spirit of Choice Based Credit System (CBCS) within the period of three weeks from the commencement of the semester.

Provided further that a student may, with the permission of Department/Centre concerned, be allowed to drop course(s) latest by the dates prescribed by the Academic Council for Odd and Even Semesters.

No student shall be allowed to add, substitute and/or drop a course after these deadlines.

Provided also that if a student has taken more number of courses than the prescribed number and has secured the grade higher than 'F' in each course, then the best grades of the required number of courses shall be taken into account for calculation of CGPA for the purpose of deciding his/her case for completion to the M.Phil. programme.

## Definitions

- 3.1. "Course" means a Semester Course.
- 3.2. "Credit"(c) is the weightage assigned to a course in terms of contact hours.
- 3.3. "Grade" means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- 3.4. "Grade point" (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 3.5. Semester Grade Point Average (SGPA) means the grade point average of a student calculated in the following manner:

$$(g_1 \times c_1) + (g_2 \times c_2) + \dots$$

$$SGPA = \frac{\quad}{\quad}$$

Total number of credits of courses for which  
the students has registered in a semester

- 3.6. "Cumulative Grade Point Average" (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$(g_1 \times c_1) + (g_2 \times c_2) + \dots$$

$$CGPA = \frac{\quad}{\quad}$$

Total number of credits of the courses for  
which the student has registered upto  
and including the semester for which  
cumulative index is required.

- 3.7. "Final Grade Point Average" (FGPA) is the final index of a student in the courses.
- 3.8. The final grade point average of students in the courses is worked out on the basis of the formula indicated below:

$$FGPA = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$



$c_i$  = Credit of the  $i^{\text{th}}$  course

$g_i$  = Grade point secured by the student in the  $i^{\text{th}}$  course

$n$  = total number of courses for which the student has registered

#### **4. Duration of the M.Phil. Programme:**

The entire M.Phil, programme including M.Phil dissertation shall be completed ordinarily in 2 (two) consecutive semesters. No registration shall be permissible beyond the period of two semesters from the date of admission to the programme. The M.Phil course work shall be completed in the first semester.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or maternity leave or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

Provided further that in exceptional cases and for reasons to be recorded in writing the Academic Council may allow a student to submit his/her dissertation during the third consecutive semester from the date of admission.

#### **5. Credit Requirements:**

No student admitted to the programme shall be eligible for the award of M.Phil degree unless he/she secures 40 credits in all out of which atleast 20 credits shall be for course work (including Research Techniques/Methodology) and 20 credits for the dissertation.

#### **6. Attendance Requirement:**

A student must have at least 75% attendance in order to be eligible for appearing in the end semester examination.

## **7. Appointment of Supervisor:**

The School Board/BOS on the recommendation of the Department/Centre and the DRC shall appoint a member of the faculty of the Department/Centre concerned, possessing a Ph. D. degree, as Supervisor and Joint (Supervisor/s) if the topic of research is inter or multidisciplinary, to guide and supervise the dissertation work of the student at the appropriate time.

Provided that in case a Supervisor under whose supervision a dissertation has been prepared in part or in full ceases to be a teacher of the University, he/she may, subject to his/her availability and recommendations of the Department/Centre concerned, be continued by the DRC as Joint-Supervisor of the student.

## **8. Topic of Dissertation:**

The topic of dissertation shall be approved by the School Board/BOS on the recommendations of the Department/Centre concerned and the DRC on a proposal submitted by the student through his/her Supervisor.

## **9. Submission of Dissertation and Evaluation:**

- 9.1 *The student shall submit a copy of the dissertation in form of a CD/pen drive to the Librarian/Concerned Officer for plagiarism check and he/she shall be eligible for submission of dissertation on production of satisfactory report on plagiarism.*
- 9.2 Subject to confirmation by the BOS/School Board, the method of evaluation in the course(s) leading to the M.Phil degree shall be prescribed, and assessment conducted, by the Department/Centre concerned.
- 9.3 The dissertation shall be examined by one examiner, who shall be a person not on the staff of the University and/or on the Board of Studies of the Department/Centre concerned and/or School Board, to be appointed by the Vice Chancellor from a panel of names approved by the Board of Studies on the recommendations of DRC.

- a) Provided if the report of the Examiner is in negative/unsatisfactory, that after due consideration of the report, the BOS/School Board may recommend the appointment of another examiner (not connected with the University) in manner laid down above.
- b) Provided further that if the recommendation of the second examiner is also in the negative the student concerned shall not be awarded the degree of M.Phil.

9.4 The Courses and dissertation of the student shall be graded on a ten point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note : 1) There shall be no rounding off of SGPA/CGPA/FGPA

2) The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

9.5 The examiner while recommending the approval of the dissertation for the award of M.Phil. degree shall also award grade for the dissertation according to the grading system in clause 9.3 above. The final grade for the dissertation shall be determined by taking the average of the grade awarded by two examiners.



- 9.6 A student in order to be eligible for the award of M.Phil. degree of the University must have a minimum Cumulative Grade Point Average (CGPA) of 5.5 (inclusive of dissertation and course work).
10. No candidate shall be eligible to register for the M.Phil. programme if he/she is already registered for any full-time programme of study in this University or in any other University/Institution/Deemed to be University/College/Institution of National importance.
- 11. Removal of Name of an M.Phil Student from the Rolls of the University:**
- 10.1. The name of a student who fails in any course shall automatically stand removed from the rolls of the University.
- 10.2. The DRC may at its discretion strike off from the rolls of the University, the name of a student:
- a) who fails to secure SGPA/CGPA of less than 5.5 (4.50 in the case of students belonging to SC/ST or differently abled categories); or
  - b) for lack of interest and motivation for research after completion of course work.

**Panel of Advocates empaneled for representing the Central University of  
Haryana in its cases**

**Jurisdiction of Mahendergarh (sub-division) or for tendering the legal opinion:**

- |                              |  |
|------------------------------|--|
| 1. Adv. Durga Prasad         | Village-Rathiwas, Teh & Distt- Mahendergarh            |
| 2. Adv. Kailash Chand Tayal  | Anaj Mandi, Mahendergarh                               |
| 3. Adv. Satyavir Singh Yadav | Chamber No-228, Civil Courts, Mahendergarh,<br>Haryana |
| 4. Adv. Ravinder Singh       | Chamber No-236, Civil Court, Mahendergarh              |
| 5. Adv. Rajesh Kumar Sharma  | Chamber No-109, Civil Court, Mahendergarh              |
| 6. Adv. O.P. Choudhary       | Chamber No-108, Civil Court Mahendergarh               |

**Jurisdiction of District & Sessions Courts, Mahendergarh at Narnaul or for tendering the legal opinion:**

1. Advocate R K Mehta

**Punjab & Haryana High Court, Chandigarh or for tendering the legal opinion:**

1. Adv. Aman Pal Chamber No-97, New Lawyers Chamber, Punjab & Haryana High Court
2. Adv. Sumeet Goel Kothi No-156, Sec-8, Panchkula-134109
3. Adv. Sameer Rathore House No-953, Sec-41A, Chandigarh
4. Adv. Ravinder Malik #22, GH-7, Sec-5, MDC, Panchkula
5. Adv. Vikas Mor H.No-1195, Sec-10, Panchkula
6. Adv. B.L. Singal Flat No-11, Hope Apartment, Sec-15, Part-2, Jharsa Raod, Gurgaon
7. Adv. Karan Singh Kamboj Village-Jubbal (Radaur), Yamunagar, Haryana
8. Adv. Suman Kumar C-41, Jangpura Extension, New Delhi-110014

**Supreme Court, Tribunals and others at New Delhi or for tendering the legal opinion:**

1. Adv. Dr. Subhash Gupta 523, Mount Kailash Tower-3, East of Kailsh, New Delhi-110065
2. Adv. Pardeep Khatri Chamber No-1402, Lawyers Chamber Block, Rohini Court, New Delhi
3. Adv. Shahid Anwar 1st Floor, Plot No-743, Sec-5, Vaishali, Ghaziabad, UP-201010
4. Adv. Pathak Rakesh Kaushik 507 Ambar Tower, Azadpur Commercial Complex, Azadpur, New Delhi-110033
5. Adv. Vikrant Vasudeva 94 Lawyers Chamber (A.K. Sen Chamber Block), Supreme Court of India, Tilak Marg, New Delhi-110001
6. Adv. Somesh Dubey No-3, Ground Floor, Sagar Appartment, 6 Tilak Marg, New Delhi-110001

7. Adv. Khem Singh Bhati      552, Ganpati Apartments, Sec-9, Plot No-6, Dwarka, New Delhi
8. Adv. Pavan Duggal      Advoacte, Supreme Court of India
9. Adv. Vikas Kumar      Block-1, 16&17 LGF, Lajpat Nagar, Part-1, Delhi-110024
10. Adv. Roopa Paul      222, C.K., Daphtary Block, Supreme Court of India, New Delhi-110001
11. Adv. Rashmi Malhotra      BF-68, GF Janakpuri, New Delhi-110058

**The fee structure for the services of empanelled advocates of CUH for representing the University before various courts of jurisdiction or for tendering legal opinion is recommended by the constituted committee as under:**

- **Fee for representing the CUH before District Civil Courts at Mahendergarh**  
Rs. 10,000/- per case
- **Fee for representing the CUH before District & Sessions Courts, Mahendergarh at Narnaul.**  
Rs. 15,000/- per case
- **Fee for representing the CUH before High Court of Punjab & Haryana at Chandigarh or before any Tribunals.**  
Rs. 25,000/ per case
- **Fee for representing the CUH before Supreme Court, at New Delhi.**  
Rs. 35,000/- per case or in case of hiring the services of any Sr. Advocate fee may be as per mutual negotiation.
- **Fee for Legal Opinion on any matter as and when requested by the University from any empanelled advocate or even from any other advocate or Sr. Advocate.**  
Rs. 10,000-20,000 depending upon the nature of case for rendering legal opinion to the CUH as and when requested.



**MEMORANDUM OF  
UNDERSTANDING (MOU)**


**BETWEEN**

**NATIONAL COOPERATIVE UNION  
OF INDIA (NCUI), NEW DELHI**

**AND**

**CENTRAL UNIVERSITY OF  
HARYANA (CUH), MAHENDRAGARH  
(HARYANA)**

**DATED: 24<sup>th</sup> September, 2015  
PLACE: GURGAON CAMP OFFICE, CUH,  
MAHENDRAGARH (HARYANA)**



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is signed between National Cooperative Union of India, the apex cooperative institution in India (Herein after called as NCUI) / National Council for Cooperative Training (herein after called as NCCT) and Central University of Haryana, Mahendragarh (Haryana) herein after called as (CUH) on 24.07.2015 at Gurgaon Camp Office of CUH, Mahendragarh, Haryana.

That the National Cooperative Union of India which is an apex cooperative organisation representing the entire Indian Cooperative Movement. The objectives of the union are to promote and develop the cooperative movement in India, to educate, to guide and assist the people in their efforts to build up and expand the cooperative sector and to serve as an exponent of cooperative opinion in concurrence with the basic cooperative principles.

That the National Council for Cooperative Training is a National Level Body established with the concurrence of the Government of India, Ministry of Agriculture under the By Laws 16 'A' of NCUI. It is responsible for organising programmes for Human Resource Development in cooperative and allied sector.

That Central University of Haryana, Mahendragarh (Haryana) is a Central University offering various Degrees/ Diploma Courses to students under the recognition of University Grants Commission (UGC).

Whereas both the parties agree to collaborate for undertaking Diploma Course in Cooperative Management for the students of Central University of Haryana, Mahendragarh (Haryana). The duration of Diploma Course in Cooperative Management shall be one year (Two Semesters) from August to May as per university norms covering the following courses for two semesters. The course titles are given below.



**COURSE TITLE: COOPERATIVE AND COOPERATIVE MANAGEMENT**

**Semester: First**

Unit -I  
Environment for Cooperatives

Unit -II  
Cooperative Management

Unit -III  
Cooperative Credit, Banking and Non-credit Cooperatives

Unit -IV  
Project work on successful cooperative societies / organizations  
(to be started in first semester)

**COURSE TITLE: COOPERATIVE FINANCE AND MICRO ENTERPRISES**

**Semester: Second**

Unit -I  
Cooperative Accounts, Audit & MIS

Unit -II  
Cooperative Project Planning, Formulation & Entrepreneurship Development

Unit -III  
Cooperatives Law

Unit -IV  
Role of Cooperatives in Agriculture & Rural Development

Submission of Project Report





**NATIONAL COOPERATIVE UNION OF INDIA (NCUI) / NATIONAL COUNCIL FOR COOPERATIVE TRAINING (NCCT) OBLIGATIONS:**

- NCUI / NCCT Shall provide Training of Trainers (ToT) to faculty members of Central University of Haryana (CUH), Mahendragarh (Haryana) through its training units.
- NCUI / NCCT shall design the scheme & syllabus, Methodologies etc for the Course.
- NCUI / NCCT shall facilitate the students in undertaking the project work during the course at the cost of the university.
- The NCUI/ NCCT shall identify successful cooperative societies exclusively run and managed by members and also other cooperative organisations for undertaking the practical field visits of course students to prepare their project reports.
- The NCUI / NCCT shall support and assist the Central University of Haryana in setting of question papers and also assist evaluation of the examination papers and project reports prepared by the students.
- NCUI/ NCCT shall assist the Central University of Haryana, Mahendragarh (Haryana) in establishing/forming of students cooperative in the campus which will cover various services to the students.
- NCUI/ NCCT shall develop study material and provide relevant cooperative books, journals, training manuals etc. for the students on nominal cost basis.
- NCUI / NCCT shall coordinate the study visits of the students to successful cooperative societies to prepare the project report. The travelling and boarding cost as decided by the University will be borne either by the students or by the Central University of Haryana, Mahendragarh (Haryana).

**CENTRAL UNIVERSITY OF HARYANA, MAHENDRAGARH (HARYANA) OBLIGATIONS:**

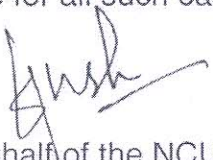
- Central University of Haryana, Mahendragarh (Haryana) shall conduct the Diploma Course in Cooperative Management for the students in their premises.
- Central University of Haryana, Mahendragarh (Haryana) shall follow the scheme, syllabus and examination guidelines of the course as already designed by the NCUI/NCCT and approved by the apex bodies of the Central University of Haryana.

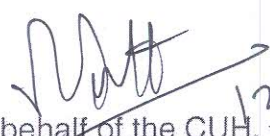


- The Central University of Haryana, Mahendragarh (Haryana) shall prepare panel of resource persons in consultation with officials of NCUI / NCCT for coverage of the syllabus.
- NCUI / NCCT shall provide faculty support to the Central University of Haryana, Mahendragarh (Haryana). Travel expenditure (AC-III Tier by Train / Bus / Taxi), and honorarium (Rs. 1500/- per session of 90 Minutes) and hospitality in their Guest House that includes boarding & lodging of the faculties of NCUI/ NCCT shall be borne by Central University of Haryana, Mahendragarh (Haryana) as per rules of the University.
- The enrolment of the students in each session of the course will be atleast 30 students which will be ensured by CUH as per the rules of the Central University of Haryana, Mahendragarh (Haryana).
- The Central University of Haryana, Mahendragarh (Haryana) shall charge course fees of Rs. 10,000/- from the students as per their guidelines.
- The Central University will decide one Coordinator preferably from Department of Management Studies of CUH who can be contacted and coordinate all the activities of Certificate Course.
- The Diploma to successfully completed students shall be jointly issued by the NCUI and the Central University of Haryana, Mahendragarh (Haryana) to the students and the design of the Certificate will be worked out jointly by CUH and NCUI.

**General Points:**

- The MOU is initially for a period of three years and may be extended beyond three years by mutual consent of both the parties.
- This MOU may be terminated by either party after giving 90 days written notice of its intention to so terminate the MOU. However, notwithstanding the termination of the MOU, both the parties shall continue to remain responsible for the respective obligations in respect of all the activities which might have already been undertaken prior to termination or then going-on.
- Any dispute arising in the course of the MOU shall be settled amicably and as per the provision of arbitration Laws in which Chief Executive, NCUI / Director General, NCCT, New Delhi will be sole arbitrator. The dispute for all such cases shall be in the jurisdiction of New Delhi.

  
Signed on behalf of the NCUI/NCCT  
(Dr. Dinesh, Chief Executive)

  
Signed on behalf of the CUH,  
Mahendragarh (Haryana)  
(Registrar, CUH, Mahendragarh (Haryana)) 13/10/15



# **Memorandum of Understanding (MOU)**

Between

**Technology Applications Service  
(TAS), New Delhi**

And

**Central University of Haryana  
(CUH), Mahendergarh, Haryana**

Dated: 24<sup>th</sup> September, 2015

Place: Central University of Haryana  
(CUH), Mahendergarh, Haryana

*RAH*  
*24/9/15*

*RK Jang*



This Memorandum Of Understanding is signed between Technology Applications Service, New Delhi (Herein after called TAS) and Central University of Haryana, Mahendergarh, Haryana (Herein after called as CUH) on 24.09.2015 at the University Campus in Jant-Pali, Mahendergarh, Haryana.

That the Technology Applications Service is a Delhi based propriety firm working in the fields of (a) Instrumentation Development, (b) Software Development and (c) Training Programs. TAS is devoted to develop new applications of proven technologies and generate self-employment opportunities. TAS is headed by Dr. R. K. Garg, Formerly Scientist, in Council of Scientific and Industrial Research (CSIR) Laboratories- Central Electronics Engineering Research Institute (CSIR-CEERI), Pilani and Central Scientific Instruments Organization (CSIR-CSIO), Chandigarh and formerly Associate Professor, University of Reims, France, Group Leader at CEMES/LOE, Toulouse, France and Guest Scientist at FHI der MPG, Berlin Germany.

That Central University of Haryana, Mahendergarh, Haryana is a Central University established by an act of Parliament in 2009 to provide learning environment for the growth and development of students and faculty through innovative programmes- by pursuing cutting-edge research, scholarly inquiry, and creative endeavors. Currently CUH is offering various degree and diploma courses to students under recognition from University Grants Commission.

Whereas both parties hereby agree to create synergies between the Department of Physics, Central University of Haryana and Technology Applications Service. The purpose of this MOU is to hone the talent of the Post Graduate (PG) students and Research Scholars and provide them with the skills and hands-on exposure in the field of Electron Optics.

  
24/9/15



## Objectives of MOU:

- 1) This undertaking will particularly benefit the final year Post Graduate students equipping them with the technical know-how to design, develop and fabricate filament-less small and broad beam Ion and Electron sources, Specific purpose AC and DC power supplies and Magnetron Sputter Guns for DC/RF systems.
- 2) The MOU will also aim to train the students as part of their PG programme in the relevant areas as per their curriculum requirement.
- 3) The MOU will also endeavor to provide guidance for the project work of the M.Sc. final year students as part of their course work requirement towards fulfillment of their PG degree programme.
- 4) The MOU will also explore future possibilities to jointly design, develop and fabricate instruments in the fields of Electron Optics and Electron Spectroscopy.
- 5) The MOU will facilitate collaboration between CUH and TAS to develop a full-fledged Thin Film fabrication and characterization laboratory along with Electron optics laboratory.

*[Signature]*  
24/9/15

*[Signature]*

## **Technology Applications Service (TAS) Obligations:**

- 1) TAS shall provide Training of Trainers (ToT) to faculty members of Central University of Haryana, Mahendergarh, Haryana.
- 2) TAS shall provide their mobile laboratory for conducting at least two workshops of minimum two days duration during one academic year.
- 3) TAS shall provide project work guidance and facilities in their laboratory to the M.Sc. final year students (five) in the fields of Electron Optics towards part fulfillment of the M.Sc. degree requirement at the cost of the University/students.
- 4) TAS will conduct training programmes for five students of Central University of Haryana, Mahendergarh, Haryana, at the cost of the University/students.
- 5) TAS shall identify areas for joint collaboration with Department of Physics, Central University of Haryana, Mahendergarh, Haryana to design, develop and fabricate innovative new products based on Electron Optics.
- 6) TAS in collaboration with Department of Physics, Central University of Haryana, Mahendergarh, Haryana will also explore the possibilities of fabricating low cost instrumentation for Thin Film fabrication laboratory and Electron Optics laboratory.
- 7) TAS shall explore the possibilities to provide the blueprint for facilitating and providing academic and technical support to run skill based courses for designing, developing fabricating filament-less small and broad beam Ion and Electron sources, Specific purpose AC and DC power supplies and Magnetron Sputter Guns for DC/RF systems, Electron Optics and Software programming and development.
- 8) TAS shall also facilitate student educational trips to reputed laboratories in the field of Electron Optics at the cost of the University/students.

*[Signature]*  
20/9/15

*RK Gang*



## **Central University of Haryana (CUH), Mahendergarh, Haryana Obligations:**

- 1) CUH shall provide the infrastructure and financial support (travel expenditure (AC-III tier by train/bus/taxi), honorarium (Rs. 1500/- per session of 90 minutes) and hospitality in their guest house that includes boarding and lodging of the faculties/trainers of TAS as per rules of the University) for Training of Trainers (TOT) programme to the faculty members.
- 2) CUH shall provide the infrastructure and financial support (travel expenditure (AC-III tier by train/bus/taxi) and accommodation in guest house) to TAS personnel for conducting workshops.
- 3) CUH will provide laboratory facilities as available with it for carrying out M.Sc. students project work.
- 4) CUH will provide travel expenditure (AC-III tier by train/bus/taxi), honorarium (Rs. 1500/- per session of 90 minutes) and hospitality in their guest house that includes boarding and lodging of the faculties/trainers of TAS as per rules of the University for the conduct of the student training programmes.
- 5) CUH shall provide infrastructure and space for creating laboratories to design, develop and fabricate instrumentation as mentioned in clause (5) and (6) of TAS obligation.
- 6) CUH will form a Committee of Course in consultation with TAS to design and develop skill-based courses including course curriculum, learning objectives and outcomes and mechanism for evaluation and successful completion of the said courses. CUH will also jointly issue certificates to students who successfully complete the course. The financial implications for such skill based courses shall be jointly worked out between CUH and TAS including revenue sharing formula.

*[Handwritten signature]*  
*24/9/15*

*[Handwritten signature]*

## General Points:

- 1) The MOU is initially for a period of two years and may be extended beyond two years by mutual consent of both the parties.
- 2) This MOU may be terminated by either party after giving 90 days written notice of its intention to so terminate the MOU. However, notwithstanding the termination of the MOU, both the parties shall continue to remain responsible for the respective obligations in respect of all the activities which might have already been undertaken prior to the termination or then going-on.
- 3) Any dispute arising in the course of the MOU shall be settled amicably and as per the provision of Arbitration Laws in which Director/Proprietor TAS, New Delhi and Vice-Chancellor, CUH, Mahendergarh, Haryana will be the joint arbitrators. The dispute for all such cases shall be in the jurisdiction of Mahendergarh, Haryana.

*R.K. Garg*

Signed on behalf of TAS,  
New Delhi  
(Dr. R. K. Garg)  
Director/Proprietor TAS

*[Signature]* 24/9/15  
रजिस्ट्रार  
Signed on behalf of the CUH  
Mahendergarh, Haryana  
हरियाणा केन्द्रीय विश्वविद्यालय  
(Registrar, CUH)  
गाँव - जौन पानी  
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## CENTRAL UNIVERSITY OF HARYANA AMENDED GUIDELINES

Amended guidelines for Screening/Shortlisting of candidates for Appointment to the Post  
of  
Assistant Professor, Associate Professor and Professor

### IMPORTANT:

- > The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the University shall be on the basis of merit through all India advertisement and selection by the duly constituted Selection Committees.
- > Mere application and possession of minimum qualifications does not guarantee a call for interview as the method of screening will be applied for the posts of Assistant Professor, Associate Professor and Professor for shortlisting of candidates.

### I. Assistant Professor:

1. Qualifications for the post of Assistant Professor in various disciplines shall be determined by the Screening Committee strictly in accordance with the provisions in UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010, amended from time to time.
2. CANDIDATES CLAIMING EXEMPTION FROM THE REQUIREMENT OF THE MINIMUM ELIGIBILITY CONDITION OF NET/SLET/SET MUST HAVE BEEN AWARDED A PH.D DEGREE IN ACCORDANCE WITH THE UGC (MINIMUM STANDARDS AND PROCEDURE FOR AWARD OF PH.D DEGREE REGULATIONS, 2009. FAILING WHICH THEY WILL BE CONSIDERED AS INELIGIBLE FOR THE POST OF ASSISTANT PROFESSOR.
3. However, NET/SLET/SET shall not be required as essential qualification for only such disciplines in which NET/SLET/SET is not conducted.
4. As per the provisions of UGC Regulations 2010, University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
5. All the applications received by the University shall be scrutinized by a Screening/Scrutiny Committee constituted by the University.
6. After allocation of weightage to all the eligible candidates, the Screening Committee will draw a list of all the candidates indicating the points scored by them in descending order.
7. On the basis of weightage points, maximum 20 candidates shall be called for interview for each post in order of the weightage points scored by them.
8. In case of tie in the points of two or more candidates, the candidates with NET and Ph.D shall be given preference and the candidate having higher/highest marks at the Master's level (in relevant discipline) shall be ranked above the other(s).
9. Out of total 100 points, the weightage for the selection to the post of Assistant



Professor shall be: i. Academic Record and Research Performance- 50%; ii. Assessment of Domain Knowledge and Teaching Skills- 30%; and Interview Performance- 20%.

10. The applications received for the teaching posts shall be screened on the basis of the weightage of Academic and Research Performance (Out of maximum 50 weightage points) of the candidate through the following criteria:

**I. Academic Performance : Maximum Weightage : 33 Marks**

- |      |                                     |                              |
|------|-------------------------------------|------------------------------|
| i.   | Graduation :                        | Maximum Weightage : 03 Marks |
|      | (a) 75% and above                   | : 03 Marks                   |
|      | (b) 60% and above but less than 75% | : 02 Marks                   |
|      | © 55% and above but less than 60%   | : 01 Mark                    |
| ii.  | Post Graduation                     | Maximum Weightage : 07 Marks |
|      | (a) 75% and above                   | : 07 Marks                   |
|      | (b) 60% and above but less than 75% | : 05 Marks                   |
|      | (c) 55% and above but less than 60% | : 02 Marks                   |
|      | (d) 50% and above but less than 55% | : 01 Mark                    |
|      | (clause d in case of SC/ST/PH only) |                              |
| iii. | NET/JRF                             | : 10 Marks                   |
| iv.  | M. Phil.                            | : 03 Marks                   |
| v.   | Ph.D.                               | : 10 Marks                   |

**II. Research/Teaching Experience : Maximum Weightage : 07 Marks**  
(01 Marks for every six months with maximum 07 Marks)

**Definition of Research Experience:** Research experience as full time Post-doctoral Fellow/Research Associate/Research Scientist, etc. in recognized University/Research Organization in India or abroad.

**Definition of Teaching Experience:** Teaching experience as full time Contractual, Ad-hoc, Temporary, or Permanent Teacher in recognized University/College or Institution of Higher Education.

Note: Under no circumstance shall the total marks for both Teaching and Research experience exceed the maximum weightage of Research experience i.e. 07 marks.

**III Research Publication: Maximum Weightage 10 Marks**

Sl. No	Publication Category	Publication Type	First/Sole Author	Co-Author/Editor
1.	Research Paper/Review Article/Conference Proceedings.	Recognized and Reputed referred Journal with IBSN/ISSN	2.5/ Paper	1.5/ Paper
		Conference Proceedings as full length papers (Abstracts not to be included)	01	0.5
2.	Books Authored	Subject Books (in related area/subject) by international/national level publishers/State and Central Government publications with IBSN/ISSN	04	03
3.	Edited Books	Edited Books/Journals (in related area/subject) by International/national level publishers/State and Central Government publications with IBSN/ISSN	03	02
4.	Chapters in Books	Chapters in Books (in related area/subject) by International/ National level publishers/State and Central Government publications with IBSN/ISSN (Chapters in self-edited books should not be considered)	02/Book Chapter	01/ Book Chapter
5.	Books/Articles translated and published	Books/Articles translated and published by International/ National level publishers/State and Central Government publications with IBSN/ISSN (Chapters in self edited books	02/book 01/article	01/book 0.5/ article
6.	Book review/popular article/newspaper article (in related	Book review/popular article in newsletter of learned bodies/	01/article	0.5/article

	area/subject)	societies/newspaper article (all in related area/subject)		
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11. In the disciplines where specialized programmes are being run, Screening Committee may shortlist the candidates from amongst the eligible candidates having area of specialization required for the posts, for interview.

For example, in case of the posts advertised for the Department of Tourism and Hotel Management, Screening Committee may consider the candidates possessing Master's Degree in Hotel Management or equivalent degree only as University presently offers the Postgraduate programme 'Master of Hotel Management and Catering Technology'. In such cases, Screening Committee may submit its recommendations on the basis of specialization required for the programmes being offered by the University.

12. In case of any dispute with regard to screening of applications, the decision of the Vice Chancellor shall be final.

#### IMPORTANT:

Selection Committee may not be held in all such disciplines where the number of eligible candidates for the post of Assistant Professor is less than three and these positions shall be re-advertised.

#### **I. Associate Professor :**

1. Minimum qualifications for the post are as specified by UGC Regulations 2010 for Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, amended from time to time.
2. As per the amendments to UGC Regulations 2010, Capping shall be applied while calculating the total API Score claimed in each of the sub-categories of Category-III. The API Score of Category III (Research and Academic Contributions) shall be calculated on the basis of the capping formula as given under:

Sub-Category	CAP AS % OF API CUMULATIVE SCORE IN APPLICATION
III (A). Research papers (Journals, etc.)	30%
III (B). Research Publications (Books, etc.)	25%
III (C). Research Projects	20%
III (D). Research Guidance	10%
III (E). Training Courses and Conference/Seminar/Workshop Papers/Invited Lectures	15%

3. As per the provisions of UGC Regulations 2010, the



University reserves the right to place reasonable limit on the total number of candidates to be called for interview.

4. All the applications received by the University shall be scrutinized by a Screening/Scrutiny Committee constituted by the University.
5. Applications received for the teaching posts from eligible candidates shall be screened on the basis of the API Score (minimum 300 points after capping in Category III) and experience after applying capping or any other criteria / procedure decided by the Screening Committee.
6. Out of total 100 points, the weightage for the selection to the post of Associate Professor shall be—i. Academic background- 20%; ii. Research Performance based on API Score and quality of publications- 40%; Domain Knowledge and Teaching Skills- 20%; and Interview Performance- 20%.
7. Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidates, the University at its discretion, may restrict the number of candidates to be called for interview to a reasonable limit on the basis of API Score and experience. On the basis of API Score and experience, maximum 20 candidates shall be called for interview for each post.
8. The period of time taken by candidates to acquire M.Phil and/or Ph.D Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions.
9. Selection Committee may not be held in all such disciplines where the number of eligible candidates for the post of Associate Professor is less than three and these positions shall be re-advertised.
10. However, depending upon the exigency and requirements of the University, the condition of minimum candidates to be called for interview may be relaxed by the University.

## **II. Professor:**

1. Minimum qualifications for the post are as specified by UGC Regulations 2010 and subsequent amendments, if any, for Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education.
2. As per the amendments to UGC Regulations 2010, Capping shall be applied while calculating the total API Score claimed in each of the sub-categories of Category-III. The API Score of Category III (Research and Academic Contributions) shall be calculated on the basis of the Capping formula as given under:

Sub-Category	CAP AS % OF API CUMULATIVE SCORE IN APPLICATION
III (A). Research papers (Journals, etc.)	30%
III (B). Research Publications (Books, etc.)	25%
III (C). Research Projects III	20%
III (D). Research Guidance	10%
III(E). Training Courses and Conference/Seminar/Workshop Papers/Invited Lectures.	15%
<p>3. As per the provisions of UGC Regulations 2010, the University reserves the right to place reasonable limit on the total number of candidates to be called for interview.</p> <p>4. All the applications received by the University shall be scrutinized by a Screening/Scrutiny Committee constituted by the University.</p> <p>5. Applications received for the teaching posts from eligible candidates shall be screened on the basis of the API Score (minimum 400 points after capping in category III) and experience after applying capping or any other criteria / procedure decided by the Screening Committee.</p> <p>6. Out of total 100 points, the weightage for the selection to the post of Professor shall be—i. Academic background- 20%; ii. Research Performance based on API Score and quality of publications- 40%; Domain Knowledge and Teaching Skills- 20%; and Interview Performance- 20%.</p> <p>7. Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidates, the University at its discretion, may restrict the number of candidates to be called for interview to a reasonable limit on the basis of API Score and experience. On the basis of API Score and experience, maximum 20 candidates for each post shall be called for interview.</p> <p>8. The period taken by candidates to acquire M.Phil and/or Ph.D degree shall not be considered as teaching/research experience to be claimed for eligibility/appointment to the teaching posts.</p> <p>9. Selection Committee may not be held in all such disciplines where the number of eligible candidates for the post of Professor is less than three and these positions may be re-advertised.</p> <p>10. However, depending upon the exigency and requirements of the University, the condition of minimum candidates to be called for interview may be relaxed by the University.</p>	