

# हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

[केन्द्रीय विश्वविद्यालय अधिनियम 2009 के अधीन स्थापित]

## Central University of Himachal Pradesh

[Established under Central Universities Act, 2009]



*In Pursuit of Inclusive Access &  
Excellence in Higher Education*

## **ORDINANCES (1 to 30)**

## **ORDINANCES**

### **INDEX**

<b>SL. NO</b>	<b>TITLE</b>	<b>PAGE NO.</b>
<b>1</b>	ASSIGNMENT OF DEPARTMENTS AND CENTRES TO SCHOOLS OF STUDIES	<b>3-8</b>
<b>2</b>	ADMISSION OF STUDENTS TO THE UNIVERSITY	<b>9-16</b>
<b>3</b>	APPOINTMENT, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE DEAN	<b>17</b>
<b>4</b>	CONSTITUTION OF THE BOARD OF STUDIES, TERMS OF OFFICE OF ITS MEMBERS AND ITS POWERS AND FUNCTIONS	<b>18-19</b>
<b>5</b>	FUNCTIONS & DUTIES OF THE HEADS OF THE DEPARTMENTS	<b>20</b>
<b>6</b>	FUNCTIONS & DUTIES OF THE DIRECTORS OF THE CENTRES	<b>21</b>
<b>7</b>	FUNCTIONS AND RESPONSIBILITIES OF THE DEAN STUDENTS' WELFARE (DSW)	<b>22-23</b>
<b>8</b>	EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF THE VICE-CHANCELLOR	<b>24-25</b>
<b>9</b>	EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF THE PRO-VICE-CHANCELLOR	<b>26-27</b>
<b>10</b>	EMOLUMENTS, TERMS & CONDITIONS OF SERVICE, FUNCTIONS AND RESPONSIBILITIES OF THE REGISTRAR	<b>28-29</b>
<b>11</b>	EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF THE FINANCE OFFICER	<b>30-31</b>
<b>12</b>	EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS	<b>32</b>
<b>13</b>	EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF THE LIBRARIAN	<b>33</b>
<b>14</b>	TERMS AND CONDITIONS OF SERVICE AND CODE OF CONDUCT FOR TEACHERS AND OTHER ACADEMIC STAFF	<b>34-43</b>
<b>15</b>	LEAVE RULES FOR THE TEACHING STAFF	<b>45-59</b>
<b>16</b>	PROCEDURE / NORMS TO BE FOLLOWED BY THE SELECTION COMMITTEE FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR AND OTHER ACADEMIC STAFF	<b>60-61</b>
<b>17</b>	CONDITIONS OF RESIDENCE OF THE STUDENTS AND FUNCTIONS, DUTIES, RESPONSIBILITIES AND PROCEDURE OF APPOINTMENT OF PROVOST & WARDENS OF THE UNIVERSITY	<b>62-64</b>
<b>18</b>	MAINTENANCE OF STUDENTS DISCIPLINE AND PROCEDURE FOR APPOINTMENT, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE PROCTOR OF THE UNIVERSITY	<b>65-67</b>
<b>19</b>	UNIVERSITY BUILDING COMMITTEE	<b>68-69</b>
<b>20</b>	UNIVERSITY LIBRARY COMMITTEE	<b>70</b>
<b>21</b>	SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH)	<b>71-73</b>

<b>22</b>	CONSTITUTION, POWERS AND FUNCTIONS OF THE SCHOOL BOARD	<b>74-75</b>
<b>23</b>	TRAVELING AND DAILY ALLOWANCE RULES	<b>76-81</b>
<b>24</b>	CADRE RECRUITMENT RULES INCLUDING MANNER OF APPOINTMENT, OTHER SERVICE CONDITIONS AND EMOLUMENTS OF EMPLOYEES OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF	<b>82-183</b>
<b>25</b>	THE ALUMNI ASSOCIATION	<b>184</b>
<b>26</b>	GAMES AND SPORTS COMMITTEE	<b>185</b>
<b>27</b>	PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTION AND OTHER AGENCIES INCLUDING LEARNED BODIES OR ASSOCIATIONS	<b>186</b>
<b>28</b>	EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEE	<b>187-188</b>
<b>29</b>	STANDING COMMITTEE ON EQUIVALENCE FOR RECOGNITION OF EXAMINATIONS / DEGREES	<b>189</b>
<b>30</b>	MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING SYSTEM FOR PROGRAMMES OF STUDIES OTHER THAN THE RESEARCH DEGREE PROGRAMME	<b>190-203</b>

**ORDINANCE NO: 1**

**ASSIGNMENT OF DEPARTMENTS AND CENTRES TO SCHOOLS OF STUDIES**

*(Statute 15 (5) (a) of the Statutes of the Central Universities Act 2009)*

The Departments and Centres of Studies as assigned to each School of Studies are as under:

**(1) School of Medical Sciences**

**(a) Colleges Maintained by the University**

- (i) College of Medical Sciences
- (ii) College of Dental Sciences
- (iii) College of Ayurveda Sciences

**(b) Department of Studies**

- (i) Such Departments as may be established from time to time under the Statutes and assigned by the Ordinance.

**(c) Centres of Studies**

- (i) Such Centre as may be established from time to time and assigned by the Ordinances.

**(2) School of Health and Allied Sciences**

**(a) Department of Studies**

- (i) Department of Nursing & Patient Care
- (ii) Department of Physiotherapy
- (iii) Department of Rehabilitation Sciences
- (iv) Department of Pharmaceutical Sciences
- (v) Department of Pathology & Diagnostics
- (vi) Department of Nutrition & Food Technology
- (vii) Such other Department as may be established from time to time under the Statutes and assigned by the Ordinances.

**(b) Centres of Studies**

- (i) Centre for Criminology & Forensic Sciences
- (ii) Centre for Hospital & Healthcare Management
- (iii) Such other Centre as may be established from time to time and assigned by the Ordinances.

**(3) School of Engineering Sciences & Technology**

**(a) Departments of Studies**

- (i) Department of Civil & Environmental Engineering
- (ii) Department of Electrical Engineering & Energy Technology
- (iii) Department of Electronics & Communication Engineering
- (iv) Department of Mechanical & Aerospace Engineering
- (v) Department of Chemical Engineering & Chemical Technology
- (vi) Department of Computer Engineering & Robotics
- (vii) Department of Pharmaceutical Technologies
- (viii) Department of Biotechnology & Genome
- (ix) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances.

**(b) Centres of Studies**

- (i) Centre for Emerging Technologies & Innovation
- (ii) Centre for Earthquake Sciences & Engineering
- (iii) Centre for Skill Development & Community Polytechnic
- (iv) Such other Centres as may be established from time to time and assigned by the Ordinances

**(4) School of Physics & Material Sciences**

**(a) Departments of Studies**

- (i) Department of Physics & Astronomical Science
- (ii) Department of Microwave & Electronics
- (iii) Department of Chemistry & Chemical Sciences
- (iv) Department of Nanoscience & Materials
- (v) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances

**(b) Centers of Studies**

- (i) Centre for Energy Studies
- (ii) Centre for Analytical Techniques in Physical & Material Sciences
- (iii) Centre for Inter-disciplinary Research in Basic Sciences
- (iv) Centre for Physics Education Research
- (v) Centre for Converging Technology
- (vi) Such other Centre as may be established from time to time and assigned by the Ordinances

**(5) School of Life Sciences**

**(a) Departments of Studies**

- (i) Department of Animal Sciences
- (ii) Department of Plant Sciences
- (iii) Department of Structural Biology
- (iv) Department of Microbiology
- (v) Department of Biochemistry & Molecular Biology
- (vi) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances

**(b) Centers of Studies**

- (i) Centre for Computational Biology and Bioinformatics
- (ii) Centre for Human Biological Chemistry & Genetics
- (iii) Centre for Biomedical Engineering & Bio-Engineering
- (iv) Centre for Stem Cell and Tissue Engineering
- (v) Centre for Integrated OMICS Sciences
- (vi) Centre for Systems Biology
- (vii) Such other Centre as may be established from time to time and assigned by the Ordinances

**(6) School of Earth & Environmental Sciences**

**(a) Departments of studies**

- (i) Department of Geology
- (ii) Department of Geography
- (iii) Department of Environmental Sciences

- (iv) Department of Atmospheric & Planetary Sciences
- (v) Such other Department as may be established from time to time under the Statutes and assigned by the Ordinances

**(b) Centers of Studies**

- (i) Centre for Climate Change
- (ii) Centre for Hydrological Science & Hydro Energy
- (iii) Centre for Natural Resources Management & Mountain Ecology
- (iv) Centre for Disaster Management
- (v) Centre for Carbon Management
- (vi) Centre for Remote Sensing & GIS
- (vii) Centre for Pollution Control and Waste Management
- (viii) Such other Department as may be established from time to time under the Statutes and assigned by the Ordinances

**(7) School of Mathematics, Computers & Information Sciences**

**(a) Departments of studies**

- (i) Department of Mathematics
- (ii) Department of Statistics & Actuarial Science
- (iii) Department of Computer Science & Informatics
- (iv) Department of Library & Information Science
- (v) Such other Department as may be established from time to time under the Statutes and assigned by the Ordinances

**(b) Centre of Studies**

- (i) Centre for Development of Multi-Media Systems
- (ii) Centre for Vedic Mathematical Studies
- (iii) Centre for e-Learning Management System
- (iv) Centre for e-Governance Research
- (v) Centre for S R Ranganathan Library Studies
- (vi) Centre for High Performance and Cloud Computing
- (vii) Centre for Digital Library Research
- (viii) Centre for Fluid Dynamics
- (ix) Centre for Geometry
- (x) Such other Department as may be established from time to time under the Statutes and assigned by the Ordinances

**(8) School of Languages**

**(a) Departments of studies**

- (i) Department of English
- (ii) Department of Hindi
- (iii) Department of Punjabi & Dogri
- (iv) Department of Urdu
- (v) Department of Sanskrit, Pali and Prakrit
- (vi) Department of Linguistics & Etymology
- (vii) Department of Other Indian Languages
- (viii) Department of African Languages
- (ix) Department of Asian Languages
- (x) Department of European Languages
- (xi) Such other Department as may be established from time to time and assigned by the Ordinances

**(b) Centres of Studies**

- (i) Centre for Studies in Bharatiya Darashan
- (ii) Centre for Indian Literature
- (iii) Centre for Translation Studies
- (iv) Centre for Endangered Himalayan Languages
- (v) Centre for Tribal Literature of America
- (vi) Centre for Linguistics and Etymological Studies
- (vii) Such other Centre as may be established from time to time and assigned by the Ordinances

**(8-A) School of Humanities**

**(a) Departments of studies**

- (i) Department of Philosophy
- (ii) Department of Psychology
- (iii) Such other Department as may be established from time to time and assigned by the Ordinances

**(b) Centres of Studies**

- (i) Centre of Family & Community Studies
- (ii) Centre of Bharatiya Panth, Matt, Sampraday and Semitic Religions
- (iii) Centre for Yoga Studies
- (iv) Such other Centre as may be established from time to time and assigned by the Ordinances

**(9) School of Social Sciences**

**(a) Departments of studies**

- (i) Department of Economics
- (ii) Department of Political Science
- (iii) Department of History
- (iv) Department of Public Administration
- (v) Department of Sociology & Social Anthropology
- (vi) Department of Social Work
- (vii) Such other Departments as may be established from time to time and assigned by the Ordinances

**(b) Centres of Studies**

- (i) Centre for Applied Economics
- (ii) Centre for Peace Studies & Conflict Resolution
- (iii) Centre for International Relations
- (iv) Centre for South Asian Studies
- (v) Centre for Defense & Strategic Studies
- (vi) Centre for Women Studies
- (vii) Centre for Arab and Iranian Studies
- (viii) Center for Tibetan Studies
- (ix) Centre for Chinese Studies
- (x) Centre for Ambedkar Studies
- (xi) Centre for Tribal Studies
- (xii) Centre for Native Americans Studies
- (xiii) Centre for Deen Dayal Upadhyay Studies
- (xiv) Centre for Integrated Himalayan Studies

- (xv) Centre for Migrated Clans, Gypsies and Yazidis
- (xvi) Centre for Community Health & Social Medicine
- (xvii) Centre for Policy Research
- (xviii) Centre for Rural Development Studies
- (xix) Centre for Agrarian Studies
- (xx) Centre for Sindh, Balochistan Studies
- (xxi) Centre for Kashmir Studies
- (xxii) Such other Centre as may be established from time to time and assigned by the Ordinances

**(10) School of Education**

**(a) Department of studies**

- (i) Department of Education

**(b) Centres of Studies**

- (i) Centre for Policy Research in Education
- (ii) Centre for Educational Technology & Innovation
- (iii) Centre for Educational Administration & Management
- (iv) Centre for Entrepreneurial Education
- (v) Such other Centre as may be established from time to time and assigned by the Ordinances

**(11) School of Commerce & Management Studies**

**(a) Department of studies**

- (i) Himachal Pradesh Kendriya Vishwavidalaya Business School
- (ii) Department of Commerce
- (iii) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances

**(b) Centres of Studies**

- (i) Centre for Corporate Social Responsibility, Ethics & Corporate Governance
- (ii) Centre for Entrepreneurship & Innovation
- (iii) Centre for Management of Health Services
- (iv) Centre for Cross Cultural Management and Organizational Change
- (v) Centre for Advanced Data Analysis, Business Analytics and Intelligence
- (vi) Case Research Centre
- (vii) Centre for University-Industry Interface
- (viii) Centre for Research in Corporate Finance
- (ix) Centre for Police Administration
- (x) Centre for Training and Development
- (xi) Centre for Human Values and Dharamik Management
- (xii) Such other Centre as may be established from time to time and assigned by the Ordinances

**(12) School of Tourism, Travel and Hospitality Management**

**(a) Department of studies**

- (i) Department of Tourism & Travel Management
- (ii) Department of Hotel & Hospitality Management
- (iii) Department of Event, Trade Fair & Exhibition Management
- (iv) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances

**(b) Centres of Studies**

- (i) Centre for the Promotion of Ecological, Adventure, Health & Cultural Tourism
- (ii) Centre for Pilgrimage Tourism
- (iii) Such other Centre as may be established from time to time and assigned by the Ordinances

**(13) School of Performing and Visual Arts**

**(a) Departments of studies**

- (i) Department of Performing Arts
- (ii) Department of Visual Arts
- (iii) Department of History of Art, Art Education & Art Appreciation

**(b) Centres of Studies**

- (i) Centre for Popularization and Preservation of Himalayan, Art, Culture and Handicrafts

**(14) School of Journalism Mass Communication & New Media**

**(a) Departments of studies**

- (i) Department of Journalism & Mass Communication
- (ii) Department of New Media
- (iii) Department of Films and Visual Studies
- (iv) Department of Advertising & Media Planning
- (v) Such other Departments as may be established from time to time and assigned by the Ordinances

**(b) Centres of Studies**

- (i) Centre for Social & Development Communication
- (ii) Such other Centre as may be established from time to time and assigned by the Ordinances

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**ORDINANCE NO: 2**

**ADMISSION OF STUDENTS TO THE UNIVERSITY**

*(Section 28(1)(1) of the Central Universities Act 2009)*

*(Approved by the 25th Academic Council and 44th Executive Council in its meetings held on 30th December, 2019 and 31st December, 2019 respectively)*

**1. General Rules relating to Admission:**

- a) The University shall be open to the persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof.
- b) The University shall maintain an All-India character and high standards of teaching and research and shall admit students strictly on merit as determined through a national level entrance examination conducted by the University either individually or jointly with other universities or any other basis as decided by the University from time to time.
- c) The academic calendar and commencement of classes for all Programmes of Study shall be in accordance with the guidelines / regulations issued by the UGC and/or other national level regulatory bodies as issued and amended from time to time and as may be laid down by the University.
- d) The minimum and maximum duration of Programmes of Study shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by the UGC and other national regulatory bodies from time to time.
- e) No candidate, pursuing a full-time programme of study in the University shall be allowed to take up a job without prior and explicit permission of the University.

Provided further that those already employed at the time of admission shall submit, within thirty days, in original, a certificate from their employer to the effect that the employer has granted him/her leave for the whole duration of the programme of study for pursuing the programme of study in the university.

- f) No student pursuing full time Programme of Study in the University shall be permitted to take any other regular examination leading to another degree of this University or any other education institutions. However a student would be eligible to take courses under Career Oriented Proficiency / Certificate / Diploma Programmes simultaneously either from CUHP or any other University / Educational Institution / Board etc. Provided further that the University may allow a student to pursue any programme under MOOCs from CUHP or any institution in India/abroad.
- g) If at any time it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means for securing admission his/her name shall be removed from the rolls of the University.
- h) A Student admitted to the University shall be a member either of a Hall of Residence Hostel / Non-Resident Students Centre of the University or as decided by the University.
- i) A student admitted to a Programme of Study shall be mandatorily required to put in 75 % attendance in each course opted by him/her during the Semester. If a student admitted to a

particular programme of study is detained due to the shortage of attendance in all the courses opted by him/her in a Semester, he/she shall be promoted to next semester.

Provided further that such student has to register and complete the said semester along with the regular students in that semester after completing the remaining semesters of his/her programme of study.

Provided further that if a student has not attended any class in a semester, his/her admissions will stand cancelled in the Programme of study in which he/she was admitted.

- j) The following shall not be eligible for admission in the University:
- (a) A person who has been suspended, rusticated, debarred, expelled or removed from the role of the University by a competent authority of the University.
  - (b) A person who at any time, was admitted to an Ph.D programme in this University or has completed Ph.D degree either from this University or from any other University shall not be eligible to apply for the same or any other UG / PG / M.Phil / Ph.D. programme of this University.
  - (c) A person who at any time, was admitted to an M.Phil Programme in this University or has completed an M.Phil Degree either from this University or from any other University shall not be eligible to apply for the same or any other UG / PG / M.Phil Programme of this University.
  - (d) A person who at any time, was admitted to a PG Programme in this University or has completed PG Degree either from this University or from any other University shall not be eligible to apply for the same or any other UG/PG Programme of this University.
  - (e) A person who at any time, was admitted to a UG Programme in this University or has completed UG Degree either from this University or from any other University shall not be eligible to apply for the same or any other UG Programme of this University.
  - (f) Admission to pursue second PG/UG Programme of Study shall be permitted if first PG/UG is the requirement/preference for admission to the second degree.
  - (g) Provided further that permission to pursue second PhD/ M.Phil / PG/UG programme may be granted by the Vice-Chancellor on genuine reasons to be recorded in writing.

## 2. Application for Admission:

- a) All admissions shall be based on the applications received in response to the admission notification / issue of Prospectus. The University shall publish its Prospectus/upload on its website as approved by the Vice Chancellor and this shall be reported to the Academic Council and the Executive Council.
- b) Applications for admission must be accompanied by a non-refundable application fee in the form of an Account Payee Bank Draft / Pay Order/any other mode as may be decided by the University from time to time.
- c) University will have a single common application form for admission to all programmes of study at a particular level i.e. a single common form for all programmes of study at the undergraduate level, a single common form for all programmes of study at the postgraduate level, a single common form for admission in M.Phil and a single common form for admission in Ph.D.

**3. Prospectus:**

- a) The prospectus shall be prepared by a Prospectus Preparation Committee (PPC) to be constituted by the Vice Chancellor for each calendar year. The PPC will consist of at least 4-5 Professors and the Controller of Examinations as its Member Secretary. The prospectus shall be uploaded on the website of the University for the attention of prospective students and the general public. Admission notice will also be advertised in the national and regional dailies. Printed copies of the Prospectus may also be made available along with the application forms for admission at a nominal price. Price of Prospectus and application fee shall be approved by the Vice Chancellor on the recommendations of the PPC which will be reported to the Academic Council and the Executive Council.
- b) Contents of the Prospectus, shall be such as approved by the Vice Chancellor on the recommendation of the PPC, and will broadly contain, at least, the following:
  - i) the number of approved intake / seats and the commencement and last date of the receipt of application for each programme of study for the academic year for which applications for admission are invited.
  - ii) procedure for the issue and submission of application forms for admission including the dates and timings of the issue and receipt of admission forms
  - iii) the conditions of eligibility including the minimum prescribed educational qualification and minimum and maximum age limit of persons for admission as a student in a particular programme of study, where so specified by the institution/UGC or any other regulatory body.
  - iv) the process of admission of eligible candidates applying for various programmes including the relevant information pertaining to details of entrance test/exam/selection criteria and application fee.
  - v) each component of the fee, and other charges payable by the students admitted to the University for pursuing a programme of study, and the other terms and conditions of such payment.
  - vi) the percentage of tuition fee and other charges refundable to a student admitted for a programme of study in the University in case a student withdraws from the institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to that student.
  - vii) details of the teaching faculty in each Department/Centre/School of the University.
  - viii) Details of infrastructural facilities such as Hostel, Hospital, Library etc.
  - ix) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution including provisions relating to the prohibition of ragging of any student or students.

**4. Reservation of Seats in Admission:**

- a) The University shall follow reservation in admission as mandated under the Central Educational Institutions (Reservation of Seats) Act 2006:

[http://mhrd.gov.in/sites/upload\\_files/mhrd/files/upload\\_document/CEI-ResAdm-2006.pdf](http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/CEI-ResAdm-2006.pdf)

as amended from time to time and other regulations/notifications of GOI in his regard. Besides, the University shall also follow reservation in admission in all programmes of study in accordance with the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 ([http://newsair.nic.in/PWD\\_Act.pdf](http://newsair.nic.in/PWD_Act.pdf)).

- b) Application Form of a candidate applying under reserved category must be submitted along with the Caste / Tribe / Non-creamy layer certificate issued by the competent authority. Application Form received without the required certificates shall be rejected
- c) If a candidate in the reserved category qualifies for admission in the general category he/she shall be treated as a general category candidate. If sufficient number of candidates are not available to fill up the seats reserved for scheduled tribes, these may be filled up by suitable candidates from scheduled castes and vice-versa

#### **5. Minimum Eligibility Conditions:**

- a) Minimum eligibility conditions for admission to various programmes of study including qualifications for admission, age limits and relaxation if any shall be prescribed by the Academic Council and notified in the Prospectus each year.

#### **6. Relaxation in Minimum Qualifying Marks:**

- a) Relaxation in minimum qualifying marks (in qualifying examination and entrance examination, if conducted) to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.
- b) The OBC candidates belonging to Non-Creamy layer and whose caste appears in the Central List of OBCs shall be given a relaxation in the minimum eligibility in the qualifying examination and in the minimum eligibility(if any) in the admission entrance test to the extent of 10% of the minimum eligibility marks prescribed for the General Category candidates.

#### **7. Criteria for Selection:**

- a) The University shall admit students strictly on merit as determined through a national level entrance examination conducted by the University either individually or jointly with other universities or on any other basis as decided by the University from time to time:
- b) In case of admission to Post graduate (PG) Programmes of Study, the applicants shall be required to appear in and qualify the relevant specified Entrance Test. The Admission shall be made on the basis of merit based on the score obtained by the candidates in the entrance test.

Provided further that if required, in addition to/apart from the entrance test for admission to any PG Programme of study, the University may prescribe group discussion/personal interview etc. In such cases, the number of candidates called for group discussion/personal interview shall be three times the number of seats available in the particular Programme of study and the final merit for admission shall be drawn on the basis of composite score obtained by a candidate in entrance test and the group discussion/personal interview.

Provided further that for admission to any Programme of Study in a particular year, if the number of applicants is less than fifty (total seats being 30), the admission may be made on the basis of merit based on the percentage of marks obtained by a candidate in the qualifying examination.

- c) The admission to under graduate (UG) Programmes of Study shall be made on the basis of merit based on the score obtained by the candidates in the entrance test/ percentage of marks in qualifying examination as may be decided by the University from time to time.
- d) The syllabus for the entrance test (s) for admission to a particular programme of study (UG/PG) shall be as prescribed by the University. There will be a Departmental Level Committee (DLC) consisting of Head of the Department/Director of the Centre as Chairman/convenor, one Professor, one Associate Professor and one Assistant Professor on the basis of seniority on rotation basis. DLC shall be constituted by the Head of the Department (HoD) each year. The DLC will finalise/compile the syllabus in consultation with faculty members of the Department and send the same through HoD to the Prospectus Preparation Committee of the University for incorporating in the Prospectus/uploading on University website.
- e) Notwithstanding with the provisions (a to d) above, any Department/ Centre with the approval of Academic Council may adopt different criteria/test for admission in a Programme of Study under special circumstances to be recorded in writing,
- f) In case more than one candidate have same score for a particular seat for which admission is being offered then the candidate having more marks in the qualifying examination will be considered first in the merit.

In case there is a tie in the marks of qualifying examination then the candidate having more marks in the subject of qualifying examination in which the candidate is seeking admission will be considered first in merit.

In case there is a tie in the marks of subject in qualifying examination then the candidate senior in age will be considered first in the merit.

#### **8. Conduct of Entrance Test:**

- a) The Paper Setters for the Entrance Test shall be appointed by the Vice-Chancellor.
- b) The overall administration, conduct, supervision and control of the Entrance Test shall be the responsibility of the Controller of Examinations who with the approval of the Vice Chancellor, shall arrange:
  - i. To get the question papers for the Entrance Test set by the paper setter(s) appointed by the Vice-Chancellor.
  - ii. For the confidential printing of the question papers for the Entrance Test.
  - iii. To appoint University Observers /Centre Superintendents for each of the Examination Centres.
  - iv. For the smooth conduct of the Entrance Test in all Examination centres and exercise general supervision and control.
  - v. For the evaluation of the Answer scripts/OMR sheets and preparation of the merit list.
- c) In the absence of Controller of Examinations or otherwise if the circumstances so warrant the Vice-Chancellor may appoint a Coordinator of the Entrance Test who shall perform such functions as specified in the preceding paras.

- d) The Entrance Test shall be held at the designated Examination Centres as approved by Vice Chancellor and notified in the Prospectus.
- e) Each Examination Centre shall be under the charge of a University Observer who shall ensure smooth and fair conduct of the Common Entrance Examination.
- f) During an entrance test, all candidates shall be under the disciplinary control of the University Observer/Centre Superintendent, whose instructions on the conduct of examination shall be final and binding. If a candidate disobeys instructions or misbehaves with University Observer / Centre Superintendent / Supervisory staff / invigilator / any other staff / other examinees, he/she may be expelled from the examination.
- g) A Scribe / Paper writer can be allowed/provided to write test / examination, on behalf of a candidate who is blind/low vision/with Orthopedic disability/affected by cerebral palsy with loco-motor impairment/with short term disability due to injury/with any other type of disability (not covered in the above categories) and his/her writing speed is affected, as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.

Provided further that

- i) The scribe is identified by the candidate at his/her own cost and as per his/her own choice
  - ii) The scribe must be one grade junior to the candidate Grade (Whether graduate, post graduate etc.) and has not studied the subject at the higher level in which the candidate is appearing
  - iii) The candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
  - iv) The Scribe shall only record the answer as suggested by the candidate and shall not import his/her knowledge, make any gesture/sound or movement to indicate the correctness or otherwise of any other option.
  - v) Any misconduct committed by the scribe shall amount to a misconduct committed by the eligible candidate who is using the scribe and will be liable for disciplinary action as may be deemed appropriate.
- h) Notwithstanding anything contained in the above clauses of the Ordinance, the examination of all such candidates who are found using unfair means in the Entrance Test shall be cancelled and consequently his/her answer script will not be considered for evaluation and preparation of merit.

**09. Supernumerary Seats for Admission of the Foreign Nationals / NRIs / PIOs for all Programmes of Study except Research Programmes:**

- a) In all the programmes 15% seats may be filled as Supernumerary Seats meant for Foreign Nationals (FN), Non-Resident Indians (NRI) and Persons of Indian Origin (PIO) category candidates.
- b) Candidates belonging to the FN / NRI / PIO category shall not be required to appear for the entrance examination of the University but will have to fulfill minimum eligibility conditions for admission. Additionally, they may be required to qualify internationally accepted aptitude tests like SAT / GMAT / GRE / TOEFL as prescribed for admission in different programmes of study as specified in the Prospectus of the University.
- c) Admission to these category of students shall be granted on merit determined either by their past academic records or by internationally conducted aptitude tests for admission in higher education or a combination thereof with due regards to need for providing opportunities to the nationals belonging to different countries.

- d) Candidates seeking admission under the above quota of Supernumerary Seats shall be required to submit their application on a prescribed form, along with the certified copies of all the necessary documents, as per the procedure specified in the Prospectus, to the concerned office in advance throughout the year but not later than 30th April.
- e) Application for admission should be submitted to the Head of the Department/Director of the Centre concerned along with the attested / certified copies of all the necessary documents.
- f) Candidates seeking admission under FN / NRI / PIO category shall be required to pay fees and other charges as applicable to their category and as specified in the ordinances relating to fee structure and as notified in the Prospectus.
- g) Candidates admitted under the FN / PIO category shall be required to undergo a medical test (including test for HIV AIDS) within a week from the date of admission.
- h) Candidates admitted under the FN / PIO category shall be required to produce STUDENT VISA within one month of the date of completion of the admission but prior to the commencement of the academic session and submit a copy of the same in the concerned office, failing which their admission shall stand cancelled.

**10. Completion of Admission Formalities:**

- a) No candidate shall be entitled to claim admission as a matter of right and that the University reserves the right to refuse admission in any individual case without assigning any reason.
- b) A candidate shall be considered as admitted to a Programme of Study and be eligible to avail the privileges of a student of the University only after he/she has completed all admission formalities including payment of the prescribed fee, as per the Prospectus. If a candidate fails to complete the admission formalities by the prescribed date, he/she will automatically forfeit his/her right of admission.
- c) List of selected candidates shall be displayed on the university website and on the Notice Boards of the Controller of Examination and School / Department concerned. No intimation to the selected candidates will be sent by post.
- d) The selected candidates shall be required to deposit fees as notified by the University through digital mode/internet banking by the notified date.
- e) The selected candidates shall be required to produce, for verification at the time of registration in the concerned department, the following documents in original.
  - i) Certificates, Diplomas, Degrees, Mark-Sheets of all educational qualifications.
  - ii) In case of the working students, a No Objection Certificate (NOC) from the employer clearly mentioning the permission from the employer that there is no objection in the candidate pursuing higher education at the University.
  - iii) In case of gap of more than two years between the qualifying examination and the year of seeking admission in the university, the candidate shall be required to submit an affidavit for engagement during the intervening period.
  - iv) Any other certificates, testimonials and documents essentially required for admission.
- f) Admission will be granted to only those students whose results of the qualifying examinations are complete in all respects.
- g) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.

- h) All the students admitted to a Programme of Study shall be required to submit Transfer Certificate / Migration Certificate in original within the time frame as specified in the Prospectus from the date of admission, failing which their admission in the university may be cancelled.

**11. Conduct and Administration of Admission:**

- a) The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of list of eligible candidates on the basis of merit in the academic score and entrance test /qualifying examination, shall be the responsibility of the Controller of Examination or of any person specifically appointed by the Vice-Chancellor for the purpose. Accordingly, the Controller of Examinations shall undertake the following:
- i) Notify the schedule for admission with all details regarding minimum eligibility, process of making admission and relevant instructions for completing other admission formalities.
  - ii) Question Papers for entrance test each year shall be separately set by the Expert(s) appointed by the Vice-Chancellor in accordance with the syllabi, coverage and weightage of different components as approved by the Vice Chancellor on the recommendations of the Dean's sub-committee and notified in the Prospectus.
  - iii) Prepare and notify the list of applicants with their academic score and score of entrance test (if applicable) and forward the same to the concerned Department/Centre/School for further completion of admission process.
- b) There shall be an Admission Committee at the level of each Department/Centre comprising the Head/Director concerned as Chairman; one Professor, one Associate Professor and one Assistant Professor on seniority; and one nominee of the Dean. Provided further that if the programme is offered by the School or more than one department, the Dean of the School shall be the Chairman of the Admission Committee. The Heads of concerned departments/centres, one Professor, one Associate Professor and one Assistant Professor from each department shall be the members of the Committee.
- c) The Admission Committee shall prepare the merit list and notify the list of the selected candidates with the waitlisted candidates, the schedule of depositing the fee and instructions for completing other formalities in accordance with the admission notification issued by the Controller of Examinations.
- d) The selected candidates shall deposit fees and report to the department for registration as per instructions. The Admission Committee shall verify their marks in the qualifying and other previous examinations along with essential documents/certificates required for confirmation of admission at the time of registration in a Programme of Study.
- e) If notified, Admission Committee shall conduct counselling/ GD/PI of the short-listed candidates (wherever required) and verify their marks in the qualifying and other previous examinations along with essential documents/certificates required for determining eligibility for admission. The admission formalities shall be observed as mentioned in above (c) and (d) clause.
- f) Head/Director of Department/Centre will allot enrolment numbers to the candidates finally admitted in a programme of study and forward the same to the Controller of Examinations for further issue of registration number

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**ORDINANCE NO: 3**

**APPOINTMENT, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE DEAN**

*(Under Section 28(1) Clause 5 (3) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 24<sup>th</sup> July, 2010 and 10<sup>th</sup> July, 2010 respectively)*

1. The Dean of the School shall be appointed by the Vice-Chancellor from amongst the Professors in the School Concerned by rotation in order of seniority.
2. Provided that if there is no Professor in the school, the Dean shall be appointed, for the time being, from amongst the Associate Professors in the school by rotation in order of seniority.
3. The tenure of the Dean of the School shall be three years or till he/she attains the age of superannuation, whichever be earlier.
4. The Dean of a School shall be the Head of the School and shall be empowered to convene and chair the meeting of the School Board
5. The Dean of the School shall be responsible for the conduct and maintenance of standards of teaching and research in the School and shall:
  - a) be entitled to such allowances and amenities as the Executive Council may approve from time to time.
  - b) provide effective leadership and guidance in the policy, curriculum planning and implementation of the School
  - c) be responsible for overall coordination within the school and also coordinate the conduct of exams and award of the marks sheet;
  - d) be responsible for overall performance and discipline of the school.
  - e) be responsible for overall administration, upkeep and maintenance of all the buildings and properties under the School
  - f) operate the Budget of the School.
  - g) be responsible for the records, furniture and equipments under him.
  - h) be empowered to remove the name from the rolls and readmit a student in the School concerned.
  - i) be empowered to withhold the Hall Ticket of student of the School for valid reasons. and
  - j) exercise such other powers and perform such other functions, as may be delegated or assigned to him.

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**ORDINANCE NO: 4**

**CONSTITUTION OF THE BOARD OF STUDIES AND TERMS OF OFFICE OF ITS MEMBERS**

*(Section 23 and Stature 16(2) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 24<sup>th</sup> July, 2010 and 10<sup>th</sup> July, 2010 respectively)*

1. Each Department shall have a Board of Studies comprising the following members:
  - a) Head of the Department, who shall be the Chairman & Convenor
  - b) Dean of the School concerned or his/her nominee
  - c) All the Professors of the Department / Centre (ex-officio members)
  - d) One Associate Professor of the Department by rotation in order of seniority
  - e) One Assistant Professor of the Department by rotation in order of seniority
  - f) Two teachers, from amongst the faculty members of the University belonging to the allied and cognate disciplines, nominated by the Vice-Chancellor.
  - g) Two subject experts, not in the service of the university, to be nominated by the Vice-Chancellor.
2. The term of office of the members, other than the ex-officio members i.e. the Head of the Department and the Professors of the department, shall be three years.
3. A Teacher of the University Department / Centre shall cease to be a member if he ceases to be a teacher of the concerned Department / Centre.
4. Subject to the overall control and supervision of the Academic Council, the functions of the Board of Studies shall be:
  - a) To approve subject for research for various degree and the other requirements of research degree.
  - b) To recommend to the concerned School Board:
    - i) courses of studies and appointment of examiners but excluding research degree
    - ii) report of supervisors allotted by the department for research
    - iii) measures for the improvement of the standard of teaching and research.
  - c) The contents of each course shall be reviewed and approved by the concerned Board of Studies which shall ordinarily not be changed over two years. However, the teachers shall upgrade the knowledge of students about latest developments in the concerned discipline through various curriculum enrichment activities such as seminars, discussions, quizzes, assignments, live projects, field visits, etc.
  - d) To perform such other functions as may be assigned to it by the Academic Council, School Board or the Vice-Chancellor.
5. The Head of the Department / Centre shall convene and preside over the meeting of Board of Studies.
6. In case Head of the Department / Centre is not present at any meeting the senior-most member present shall act as the Chairman for the meeting.
7. Board of Studies shall ordinarily meet at least twice a year and on such occasions as may be directed by the Vice-Chancellor.

8. Notice for a meeting of the Board of Studies, other than a special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting. The rules of conduct of the meetings of the Board shall be prescribed by the regulations.
9. The quorum for the meetings of the Board of Studies shall be 50% of the members of the Board of Studies which shall include at least one outside expert.
10. Special meetings may be called by the Chairman at his/her own initiative or on a written request by at least 50% of the members of the Board of Studies.
11. In case of special meetings called at the request of the members, no item other than those notified in the Agenda shall be discussed and that the presence of all members, at whose request the Special meeting was called, will be essential.
12. If in the opinion of the Vice-Chancellor, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he considers that a matter could be disposed off by circulation among the members of Board of Studies he may issue necessary instructions to that effect.

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**ORDINANCE NO: 5**

**FUNCTIONS & DUTIES OF THE HEADS OF THE DEPARTMENTS**

(Section 28(1)(0) of the Central Universities Act 2009)

*(Approved by the Executive Council and the Academic Council in their meetings held on 24<sup>th</sup> July, 2010 and 10<sup>th</sup> July, 2010 respectively)*

1. 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.
2. The Head of the Department shall under the general supervision of the Dean:
  - (i) Organize the teaching and research work in the Department.
  - (ii) Frame the time table in conformity with allocation of the teaching work made by the Department.
  - (iii) Maintain discipline in the class rooms and laboratories through the teachers.
  - (iv) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department.
  - (v) Assign work to and exercise control over the non-teaching staff in the Department. and
  - (vi) be responsible for the coordination and supervision of teaching and research in the Department.
  - (vii) be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library.
  - (viii) operate the Budget of the Department
  - (ix) Perform such other functions as may be assigned by the Dean, the Board of the School concerned, the Academic Council and the Vice-Chancellor.

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**ORDINANCE NO: 6**

**FUNCTIONS & DUTIES OF THE DIRECTORS OF THE CENTRES**

(Section 28(1)(0) of the Central Universities Act 2009)

*(Approved by the Executive Council and the Academic Council in their meetings held on 24<sup>th</sup> July, 2010 and 10<sup>th</sup> July, 2010 respectively)*

1. The Director of the Centre shall be the academic head of the Centre and shall convene and preside over the meetings of the Centre and the Board of Studies.
2. The Director of the Centre shall under the general supervision of the Dean:
  - (i) Organize the teaching and research work in the Centre;
  - (ii) Frame the time table in conformity with allocation of the teaching work made by the Centre;
  - (iii) Maintain discipline in the class rooms and laboratories through the teachers;
  - (iv) Assign to the teachers in the Centre such duties as may be necessary for the proper functioning of the Centre;
  - (v) Assign work to and exercise control over the non-teaching staff in the Centre; and
  - (vi) be responsible for the coordination and supervision of teaching and research in the Centre;
  - (vii) be responsible for the records, equipment, library books and furniture of the Centre ;
  - (viii) operate the Budget of the Centre
  - (ix) Perform such other functions as may be assigned by the Dean, the Board of the School concerned, the Academic Council and the Vice-Chancellor.

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**ORDINANCE NO: 7**

**FUNCTIONS, RESPONSIBILITIES, EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF  
DEAN STUDENTS' WELFARE**

*(Section 9 (9) & 27(2) of the Central Universities Act 2009)*

*(Amended and Approved by the Executive Council in its 38<sup>th</sup> meetings held on 6<sup>th</sup> June, 2019)*

1. The Dean Students' Welfare (DSW) shall exercise such powers and perform such duties in respect of the welfare of the students, as may be delegated / assigned to him/her by the Vice-Chancellor
2. The Dean Students' Welfare (DSW) shall be the Chairman of the Students' Council, and he/she shall convene the meetings of the Council.
3. The Dean Students' Welfare (DSW) shall be assisted by Associate Dean Students' Welfare (ADSW) who shall be appointed by the Vice-Chancellor from amongst the teachers of the University for a term of three years.
4. The Associate Dean Students' Welfare (ADSW) shall be entitled to such allowances as the Executive Council may approve from time to time.
5. The Dean of Students' Welfare in the University shall look after the general welfare of the students, as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the classroom, which contribute to their growth and development as mature and responsible human beings.
6. The Dean of Students' Welfare shall:
  - a) Coordinate the activities of various Halls of Residence and have power of shifting a resident student from one Hall / Hostel to another, if deemed necessary;
  - b) Make arrangement with the Railway and Airlines for the issue of concession tickets to students during vacations, for educational tours and for student's participation in extra-curricular activities and sports;
  - c) Maintain the register of Alumni and foster communication;
  - d) Operate the budget of his Office;
  - e) Perform such other duties and discharge such other responsibilities, as may be assigned to him by the Academic Council / the Vice-Chancellor from time to time.
7. The Dean of Students' Welfare, will arrange for the guidance of and advise to the students of the University in matters relating to the following:
  - a) Organisation and development of students' bodies;
  - b) Counselling and students' guidance facilities;
  - c) Promotion of students' participation in co-curricular and social activities;
  - d) Financial aid to students;
  - e) Students- Teacher and Student-Administration relationship;
  - f) Career advice services;
  - g) Health and Medical Services for the students;

- h) Residential life of the students;
  - i) Facilities for the students' Educational Tours and Excursion, other than those prescribed as part of curriculum;
  - j) Securing facilities for students for further studies in the country and/or abroad, and career advancement; and
  - k) Any other issues relating to the students of the University.
8. The Dean Students' Welfare shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection Committee applicable to the post of Professor (as per Statute 18 given in Second Schedule of Central Universities Act, 2009 : read with UGC Regulations as applicable time to time) constituted for the purpose for tenure of three years. He/she shall be eligible for re-appointment as Dean Students' Welfare in the pay and rank of the Professor as recommended by the University Grants Commission and adopted by the Executive Council from time to time. Provided that the Dean Students' Welfare shall retire on attaining the age of sixty-two years.
9. When the office of the Dean Students' Welfare is vacant or when the Dean Students' Welfare is by reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office of the Dean of Students' Welfare (DSW) shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
10. In case the Dean Students' Welfare is appointed on deputation basis from the Government or any other Organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of Government of India. Provided that the Dean Students' Welfare appointed on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
11. Provided that the Executive Council may, appoint on the recommendation of the Vice-Chancellor, a teacher, not below the rank of an Associate Professor, to discharge the duties of the Dean of Students' Welfare (DSW), in addition to his duties as teacher, and in such case, the Executive Council may sanction a suitable allowance to be paid to him.
12. If a teacher of the University is appointed as a Dean of Students' Welfare (DSW), he/she shall continue to hold his lien on his/her substantive post and shall be eligible to all the benefits that would have otherwise accrued to him/her, but for his/her appointment as the Dean of Students' Welfare.
13. The terms and conditions of service, leave, allowances, provident fund and other terminal benefits of the Dean of Students' Welfare shall be such as prescribed by the University from time to time for its non-vacation staff.

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**ORDINANCE NO: 8**

**EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF THE VICE-CHANCELLOR**

*(Under Section 28(1)(o) & Statute 2(6) of the Central Universities Act 2009)  
(Approved by the 34<sup>th</sup> Executive Council meetings held on 17<sup>th</sup> July, 2018 respectively)*

1. The Vice-Chancellor shall be entitled to receive salary and allowances, other than House Rent Allowance, as notified by the University Grants Commission / Central Government from time to time.
2. The Vice-Chancellor shall be entitled to such terminal benefits as may be prescribed by the Government of India from time to time including the benefits of the Pension Scheme of the University.
3. Where an employee of the University, or a College or an Institution maintained by the University or of any other University or Institution maintained by or admitted to the privileges of such other University, is appointed as Vice-Chancellor, he/she may be allowed to continue to contribute to any provident fund of which he/she is a member and the university shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his appointment as the Vice-Chancellor.
  - a) Provided further that where such employee had been a member of any pension scheme till such time he/she retains/maintains lien in his/her parent Department/Institution, the University shall make the necessary contribution to such scheme. Otherwise he/she will be governed by the provisions of NPS as applicable in the University.
  - b) Provided further that where an employee of the University is appointed as Vice-Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as Vice-Chancellor. Similarly, on his/her relinquishing the post of the Vice-Chancellor and in the event of his/her re-joining his/her substantive post, he/she shall be entitled to carry back the Leave at his/her credit to the new post.
  - c) Provided further that if a person, employed in another Institution, is appointed as Vice-Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per Deputation Rules of the Institution to which he/she was entitled prior the his/her appointment as Vice-Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules. Otherwise he/she will be governed by the provisions of NPS as applicable in the University.
4. The Vice-Chancellor shall be entitled to Leave Travel Concession, as approved by the Executive Council (EC) from time to time in conformity with the rules as prescribed by Government of India.
5. The Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained from the Private OPD / Private Wards of any approved Hospital / Nursing Home approved by the University from the list of recognized hospitals notified by the Government of India.
6. The Vice-Chancellor shall be entitled to the reimbursement of the expenses on account of TA/DA for himself/herself and his/her home town to Dharamshala (Himachal Pradesh) and back on his/her assuming office and relinquishing it on the expiry of his/her tenure.

7. The Vice-Chancellor shall be entitled to receive Travelling Allowance at the rates fixed by the Executive Council in conformity with the rules as prescribed by the Government of India.
8. The Vice-Chancellor shall, during the tenure of his office, be entitled to Leave on Full Pay at the rate of 30 days in a calendar year. The Leave shall be credited to his account in advance in two half-yearly installments of 15 days each on the first day of January and the first day of July every year.
  - a) Provided that if the Vice-Chancellor assumes or relinquishes the charge of his/her office during the currency of a half year, the Leave shall be credited proportionately at the rate of two and a half days for each completed months of service.
  - b) The Leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
  - c) The Vice-Chancellor, on relinquishing the charge of his office, shall be entitled for the number of days equivalent of the salary admissible for the number of days of leave on full pay due to him at the time of his relinquishing of charge, subject a maximum of 300 days, including encashment benefit availed of elsewhere.
  - d) The Vice-Chancellor shall also be entitled to Half-Pay Leave at the rate of twenty days for each completed year of service. The half-pay leave may also be availed of as commuted leave on full pay on medical certificate. Provided that when such commuted leave is availed of, twice the amount of half-pay leave shall be debited against the half-pay leave due.
  - e) The Vice-Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five years on medical grounds or otherwise.
  - f) In case the Vice-Chancellor is appointed for a further term, the leave period mentioned above, shall apply separately to each term.
  - g) During the period of such Leave, the Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
9. In the case of any absence of the Vice-Chancellor occasioned by any call by the Central or State Government, or Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty.
10. The Vice-Chancellor shall be entitled, without payment of rent to use a furnished residence throughout his/her term of office and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence including water and electricity.
11. The Vice-Chancellor shall be entitled to the facility of a free official car and free telephone with STD & ISD facility at his/her residence. He/She shall also be entitled to one cook, and two attendants at his/her residence.

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**ORDINANCE NO: 9**

**EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF THE PRO-VICE-CHANCELLOR**

*(Under Section 28(1)(o) & Statute 4(3) of the Central Universities Act 2009)  
(Approved by the 34<sup>th</sup> Executive Council meetings held on 17<sup>th</sup> July, 2018 respectively)*

1. The Pro-Vice-Chancellor shall be entitled to receive salary and allowances as notified by the University Grants Commission / Central Government from time to time.
2. The Pro-Vice-Chancellor shall be entitled to such terminal benefits as may be prescribed by the Government of India from time to time including the benefits of the Pension Scheme of the University.
3. Where an employee of the University, or a College or an Institution maintained by the University or of any other University or Institution maintained by or admitted to the privileges of such other University, is appointed as Pro-Vice-Chancellor, he/she may be allowed to continue to contribute to any provident fund of which he/she is a member and the university shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his appointment as the Pro-Vice-Chancellor:
  - a) Provided further that where such employee had been a member of any pension scheme till such time he/she retains/maintains lien in his/her parent Department/Institution, the University shall make the necessary contribution to such scheme. Otherwise he/she will be governed by the provisions of NPS as applicable in the University.
  - b) Provided further that where an employee of the University is appointed as Pro-Vice-Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as Pro-Vice-Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice-Chancellor and in the event of his/her re-joining his/her substantive post, he/she shall be entitled to carry back the Leave at his/her credit to the new post.
  - c) Provided further that if a person, employed in another Institution, is appointed as Pro-Vice-Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per Deputation Rules of the Institution to which he/she was entitled prior the his/her appointment as Pro-Vice-Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules. Otherwise he/she will be governed by the provisions of NPS as applicable in the University.
4. The Pro-Vice-Chancellor shall be entitled to Leave Travel Concession, as approved by the Executive Council (EC) from time to time in conformity with the rules as prescribed by Government of India.
5. The Pro-Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained from the Private OPD/Private Wards of any approved Hospital / Nursing Home approved by the University from the list of recognized hospitals notified by the Government of India.
6. The Pro-Vice-Chancellor shall be entitled to the reimbursement of the expenses on account of TA / DA for himself / herself and his/her home town to Dharamshala (Himachal Pradesh) and back on his/her assuming office and relinquishing it on the expiry of his/her tenure.

7. The Pro-Vice-Chancellor shall be entitled to receive Travelling Allowance at the rates prescribed by the relevant Ordinances in conformity with the rules as prescribed by Government of India.
8. The Pro-Vice-Chancellor shall, during the tenure of his office, be entitled to Leave on Full Pay at the rate of 30 days in a calendar year. The Leave shall be credited to his account in advance in two half- yearly installments of 15 days each on the first day of January and the first day of July every year.
  - a) Provided that if the Pro-Vice-Chancellor assumes or relinquishes the charge of his/her office during the currency of a half year, the Leave shall be credited proportionately at the rate of two and a half days for each completed months of service.
  - b) The Leave at the credit of the Pro-Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
  - c) The Pro-Vice-Chancellor, on relinquishing the charge of his office, shall be entitled for the number of days equivalent of the salary admissible for the number of days of leave on full pay due to him at the time of his/her relinquishing of charge, subject a maximum of 300 days, including encashment benefit availed of elsewhere.
  - d) The Pro-Vice-Chancellor shall also be entitled to Half-Pay Leave at the rate of twenty days for each completed year of service and half-pay may also be availed of as commuted leave on full pay on medical certificate. Provided that when such commuted leave is availed of, twice the amount of half-pay leave shall be debited against half-pay leave due.
  - e) The Pro-Vice-Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five years on medical grounds or otherwise.
  - f) In case the Pro-Vice-Chancellor is appointed for a further term, the leave period mentioned above, shall apply separately to each term.
  - g) During the period of such Leave, the Pro-Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
9. In the case of any absence of the Pro-Vice-Chancellor occasioned by any call by the Central or State Government, or Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty .
10. The Pro-Vice-Chancellor shall be entitled, to a free furnished residence throughout his/her term of office and no charge shall fall on the Pro-Vice-Chancellor in respect of the maintenance of such residence including water and power.
11. The Pro-Vice-Chancellor shall be entitled to the facility of a staff car for journeys performed between Office and his/her residence. He/She shall also be entitled to free telephone with STD facility and an attendant at his residence.

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**ORDINANCE NO: 10**

**EMOLUMENTS, TERMS & CONDITIONS OF SERVICE, FUNCTIONS AND RESPONSIBILITIES  
OF THE REGISTRAR**

*(Section 28(1)(o) & Statute 6 (3) & 6 (7)(g) of the Central Universities Act 2009)  
(Approved by the 34<sup>th</sup> Executive Council meetings held on 17<sup>th</sup> July, 2018 respectively)*

1. The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for tenure of five years which can be reappointed for a similar term by the Executive Council (after due observance of Selection Process) and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.
  - a) Provided that the Registrar shall retire on attaining the age of sixty-two years.
  - b) Provided further that where an employee of this university or any other Institution / Government and its organisations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund / Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post.
2. In case the Registrar is appointed on deputation from the Government or any other Organisation / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. Provided that the Registrar appointed on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
3. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. Registrar shall be entitled to a unfurnished residential accommodation for which he/she shall pay the prescribed licence fees, as applicable to the category of the house.
5. Registrar shall be entitled to the facility of staff car between the Office and his/her residence and shall also be entitled to free telephone with STD facility.
6. The terms and conditions of service, leave, allowances, Pension Schemes and other terminal benefits of the Registrar shall be such as prescribed by the University from time to time for its non-vacation staff.
7. The Registrar shall have power to take disciplinary Action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment. Provided that:
  - a) no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the Action proposed to be taken in regard to him.
  - b) an appeal shall lie to the Vice-Chancellor against any order of the Registrar Imposing any of the penalties specified in sub-clause (a).

- c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations: Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.
8. The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be a member of either of these authorities and he shall be ex officio Member-Secretary of the Court.
9. It shall be the duty of the Registrar:
- a) To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
  - b) To issue all notices convening meetings of the court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.
  - c) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities.
  - d) To conduct the official correspondence of the court, the Executive Council and the Academic Council;
  - e) To supply to the visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
  - f) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
  - g) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executives Council or the Vice-Chancellor.

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**ORDINANCE NO: 11**

**EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF THE FINANCE OFFICER**

*(Section 28(1)(o) & Statute 7(3)& 7(6)(b) of the Central Universities Act 2009)  
(Approved by the 34<sup>th</sup> Executive Council meetings held on 17<sup>th</sup> July, 2018 respectively)*

1. The Finance Officer shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection committee constituted for the purpose for tenure of five years which can be reappointed for a similar term by the Executive Council (after due observance of Selection Process) and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.
2. Provided that the Finance Officer shall retire on attaining the age of sixty-two years.
3. When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. In case the Finance Officer is appointed on deputation from the Government or any other Organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of Government of India. Provided that the Finance Officer appointed on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
5. Where an employee of this university or any other Institution / Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund / Contributory Provident Fund / Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as the Finance Officer, and till he/she continues to hold his/her lien on that post.
6. Finance Officer shall be entitled to a unfurnished residential accommodation for which he/she shall pay the prescribed licence fees as applicable to the category of the house.
7. Finance Officer shall be entitled to the facility of free telephone with STD facility.
8. The terms and conditions of service, leave, allowances, Pension Scheme and other terminal benefits of the Finance Officer shall be such as prescribed by the University from time to time for its non-vacation staff.
9. The Finance Officer shall be ex officio Secretary of the Finance committee, but shall not be its member.
10. The Finance Officer shall:
  - a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy;
  - b) perform such other financial functions as may be assigned to him by the Executive Council or the Vice-Chancellor or as may be prescribed by the Statutes or the Ordinances.
11. Subject to the control of the Executive Council, the Finance Officer shall:
  - a) hold and manage the property and investments of the University including trust and endowed property;
  - b) ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.

- c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
  - d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
  - e) watch the progress of the collection of revenue and advise on the methods of collection employed;
  - f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
  - g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
  - h) call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.
12. Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive council for any money payable to the University shall be sufficient discharge for payment of such money.

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**ORDINANCE NO: 12**

**EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS**

*(Section 28(1)(o) & Statute 8 (3) of the Central Universities Act 2009)  
(Approved by the 34<sup>th</sup> Executive Council meetings held on 17<sup>th</sup> July, 2018 respectively)*

1. The Controller of Examinations shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection committee constituted for the purpose for tenure of five years which can be reappointed for a similar term by the Executive Council (after due observance of Selection Process) and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.
2. Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.
3. When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. In case the Controller of Examinations is appointed on deputation from the Government or any other Organisation / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the University. Provided that the Controller of Examinations appointed on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
5. Where an employee of this University or any other Institution / Government and its organizations is appointed as Controller of Examinations, he / she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund / Contributory Provident Fund / Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as the Controller of Examinations, and till he / she continues to hold his / her lien on that post.
6. Controller of Examinations shall be entitled to an unfurnished residential accommodation for which he / she shall pay the prescribed license fees as applicable to the category of the house.
7. The terms and conditions of service, leave, allowances, Pension Scheme and other terminal benefits of the Controller of Examinations shall be such as prescribed by the University from time to time for its non-vacation staff.
8. The terms and conditions of service of Controller of Examinations shall be such as prescribed by the University from time to time for its non-vacation staff.
9. Controller of Examinations shall arrange for and superintended the examinations of the University in the manner prescribed by the relevant Ordinances.
10. Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall perform such duties and functions as may be assigned to him from time to time by the Executive Council or Vice-Chancellor.

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**ORDINANCE NO: 13**

**EMOLUMENTS, TERMS & CONDITIONS OF SERVICE OF THE LIBRARIAN**

*(Section 28(1)(o) & Statute 8 (3) of the Central Universities Act 2009)  
(Approved by the 34<sup>th</sup> Executive Council meetings held on 17<sup>th</sup> July, 2018 respectively)*

1. The Librarian shall be a whole-time salaried officer appointed by the Executive Council on the basis of direct recruitment on the recommendations of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.
2. Librarian shall be entitled to receive salary and allowances as prescribed by the Central Government and as adopted by the Executive Council from time to time.
3. The terms and conditions of service of the Librarian shall be such, as prescribed for other non-vacation employees of the University.
4. In case the Librarian is appointed on deputation from the Government or any other Organisation / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the University. Provided that the Librarian appointed on deputation may be repatriate earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
5. The Librarian shall be entitled to a unfurnished residential accommodation for which he/she shall pay the prescribed licence fees as applicable to the category of the house.
6. The terms and conditions of service, leave, allowances, Pension Scheme and other terminal benefits of the Librarian shall be such as prescribed b the University from time to time for its non-vacation staff.
7. The terms and conditions of service of the Librarian shall be such as prescribed by the University from time to time for its non-vacation staff.
8. Librarian shall manage and superintend the Libraries of the University in the manner prescribed by the relevant Ordinances.
9. Subject to the provision of the Act, Statutes and Ordinances, the Librarian shall exercise such powers and perform such duties as may be assigned to him / her from time to time by the Executive Council or by the Vice-Chancellor.

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**ORDINANCE NO: 14**  
**TERMS AND CONDITIONS OF SERVICE AND CODE OF CONDUCT FOR**  
**TEACHERS AND OTHER ACADEMIC STAFF**

*(Section 28 (1)(o) Section 2(b) & 2(q) Statute 22(1) of the Central Universities Act 2009)*  
*(Approved by the 27<sup>th</sup> Executive Council meetings held on 28<sup>th</sup> April, 2017 respectively)*

1. Teachers of the University mean Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting researches in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances.
2. A teacher of the University shall be a whole-time salaried employee of the University and shall devote his / her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.
  - a) No teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.
  - b) Provided that teachers may be permitted to undertake such assignment as examination work of Universities or learned bodies or Public Service Commissions or any literary work or publication or radio / television talk or extension lectures or, any other academic work with the permission of the Vice-Chancellor.
  - c) Provided further that teachers shall be encouraged to actively engage in research, publication, consultancy and management / executive development programmes as per UGC guidelines and with prior approval of the University.

**Nature of Duties:**

3. The work load of teachers in term of contact hours, presence on the campus and other activities relating to teaching, research, examination, evaluation, curricular development self study and preparation for lectures shall be as per the norms prescribed by the University Grants Commission.
4. Organisation of teaching, teaching of courses of studies assigned and other work related to the effective teaching such as development, revision of curricula & syllabi, laboratory & field work, tutorials, work related to examination and evaluation of students, maintenance of discipline in the classroom, general welfare of students etc shall be the primary duties of the teachers.
5. In addition to the teaching of assigned courses of studies, teachers shall be expected to actively engage in research, publications, patent development, promotion of academic culture etc in true spirit of the best intellectual traditions.
6. Teachers shall be bound by the decision of the department, the Board of Studies, School Board, the Academic Council and the Executive Council of the University and shall act and work under the general direction and supervision of the Head of the Department and Dean of the School concerned.
7. Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required of him/her in accordance with the letter and spirit of the Act, the Statutes and Ordinances as made from time to time and as in force.
8. Every teacher is appointed as a teacher in the University and his/her present placement in a particular School / Department / Centre is in accordance with the current needs and requirements of the University. The University reserves the right to establish, abolish, merge, reorganize and rename its Schools / Departments / Centres as warranted by the changing

needs, requirements and circumstances and that the placement/place of posting of teacher may be changed accordingly at any time in the best interest of the University.

**Probation:**

9. Teachers shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed 24 months. Provided that the condition of probation shall not apply in the case of teachers appointed by the Executive Council under the provisions of Statute 19.

**Confirmation:**

10. It shall be the duty of the Registrar to place before the Executive Council the case of Confirmation of a teacher on probation, not later than forty days before the end of the period of probation.
11. The Executive Council shall have the power to confirm the teacher or decide not to confirm him, or extend the period of probation by a maximum of twenty-four months in all. Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.
12. In case the Executive Council decides not to confirm a teacher, whether before the end of twenty-four months' period of his / her probation, or before the end of the extended period of probation, as the case may be, the teacher shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

**Increment:**

13. Every teacher shall be entitled to increment in his/her scale of pay, as per rules, unless the same has been withheld or deferred or postponed by a resolution of the Executive Council. Provided that a teacher whose increment is proposed to be withheld / deferred / postponed shall be given due opportunity to make his/her written representation.

**Promotion through career advancement:**

14. The promotion through career advancement of Assistant Professors / Associate Professors / Professor in the university shall be governed by the Norms / Regulations prescribed by the University Grants Commission in vogue and as amended from time to time.

**Age of retirement:**

15. Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he / she attains the age of superannuation as prescribed by the UGC / Govt. of India from time to time.
  - a) Provided that if the date of Superannuation of a teacher falls at any time during the Academic Session, the Executive Council, may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department / Centre.
  - b) Provided further that in special cases, a teacher on his/her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

**Professional Code of Conduct:**

16. Every teacher shall be bound by the Act, the Statutes, the Ordinances, the Rules & Regulations and Code of Conduct as formulated by the University from time to time.

- a) Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.
17. Every teacher of the University shall abide by the Code of Conduct framed by the University from time to time. As a matter of general rules, the following lapses would amount to and constitute misconduct on the part of a University teacher:
- a) Refusal, words or actions, to teach courses of studies, supervise research and/or other administrative and co-curricular activities assigned to him/her by the Department, the Board of Studies, the Dean of the School, the School Board and the Vice-Chancellor.
- b) Lapses or negligence or carelessness in performing or carrying out the responsibilities as defined or as assigned to him/her from time to time by the university.
- c) Refusal to carry out the decisions of the university authorities, academic bodies and/or functionaries of the University.
- d) Non-adherence to the highest standards of personal and professional ethics and/or indulging in plagiarism of any kind and sort, within the legal meaning, interpretation and expression of the term.
- e) direct and tacit involvement in activities leading to:
- i) disturbance of peace and harmonious community life on the campus including involvement and abetment in inciting students, staff and outsiders against other students, colleagues, administration and campus.
- ii) spread of communal feeling, hatred, campus violence including making derogatory remarks on caste, creed, colour, religion, race or gender.
- iii) in any activities, actions and deed adversely affecting or impinging upon the interest of the university.
- f) Nothing contained in these ordinances shall, however, interfere with the right of a teacher to express his/her views and difference of opinion on matters of principles in public forum, seminars, conferences, workshops and/or in his speech and writing.

#### **Resignation:**

18. A teacher may, at any time, terminate his/her contract by giving the University three months' notice in writing or on payment to the University of three months' salary in lieu thereof.
19. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.
20. Provided that the Executive Council may waive the requirement of notice at its discretion.

#### **Written Contract:**

21. As mandated under Section 33(1) of the Central Universities Act 2009, every teacher of the University shall be required to enter into a Written Contract with the University in the form as prescribed in Annexure I of this Ordinance and as amended from time to time.

#### **Teaching Days, Work Load and Leave Rules:**

22. The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC from time to time.

**Fixation of Pay of Re-employed pensioners:**

23. As per the Government of India Rules issued from time to time.

**Seniority of Teaching Staff:**

24. It shall be the duty of the Registrar to prepare and maintain in respect of each category of employees to whom the provisions of this Ordinance apply, a complete and up to date seniority list in accordance with the provisions of this Ordinance.
25. Seniority of teachers shall be determined in accordance with the UGC norms. However, while determining the seniority of teachers the following principles shall be observed:
- a) Seniority in each grade shall be determined in accordance with the length of continuous service from the date of appointment of the person in his/her grade.
  - b) If a teacher of the University is selected by a duly Selection Committee for an appointment to a post in the same grade in another Department / Centre / School of the University, his/her seniority in the University will be reckoned from the date of his/her original appointment to the post in the same grade in the University.
  - c) In case two or more teachers are recommended for appointment by the same selection committee held on the same date, the Selection Committee shall have powers to specify their seniority with due regards to the merit of the selected candidates and that the same shall be used for the purpose of determining seniority in service.
  - d) Seniority of the teachers appointed / promoted under the Career Advancement Scheme shall be determined in accordance with the UGC guidelines / regulations / norms in this regard. If a teacher is promoted to the next higher grade / post under the Career Advancement Scheme, his/her seniority in the higher grade / post shall be reckoned from the date of eligibility for promotion to the next grade / post. However, if a candidate is denied promotion, his/her seniority shall be reckoned from the date of the next eligibility.
  - e) If two or more persons have equal length of continuous service in a particular grade or post or the relative seniority of any person(s) is otherwise in doubt or in question, the Registrar may, on his own motion or at the request of any person, submit the matter to the Executive Council whose decision thereon shall be final.
  - f) Seniority among the Deans of Schools, Heads of the Departments, Directors of the Centres of studies and Principals of the Colleges maintained by the University shall be determined with effect from the date of their appointment to such position.

**Temporary Appointment of Teachers:**

26. Temporary appointment of teachers shall be restricted to appointment against vacancies caused due to leave by teachers and shall be governed by the following rules:
- a) Vacancies caused due to leave of Professors / Associate Professors /Assistant Professors will be filled in the cadre of Assistant Professor.
  - b) Temporary vacancies shall be filled on the advice of the Selection Committees in accordance with the procedure prescribed as per *Clause 18 (6)*.
  - c) A temporary appointment so made shall be continued for the period of leave granted to a permanent incumbent. However, the temporary appointee cannot without any further express recommendations of a Selection Committee be continued after the exhaustion of his/her temporary tenure or be adjusted against any other Vacancy / vacancies.

- d) A temporary teacher, who has been detained for official work during the Vacation shall be entitled to an ex-gratia payment equivalent to the emoluments he/she would have received had his/her appointment continued till the end of the vacation, provided that the teacher has worked in the University for a minimum period of 180 days during that academic year and has held that appointment on the last day of that academic year. Provided further that such teacher must not hold any appointment elsewhere for remuneration during the period of that vacation.
- e) The temporary appointment so held shall not confer any rights on the teacher(s), so appointed to seniority, regularization absorption or preference in future appointment in the University.

#### Re-employment of Teachers:

27. The Executive Council may, in the interest of the University, re-employ a distinguished superannuated University teacher, who has contributed substantially to the field of knowledge and learning in accordance with the following procedure:

- a) A University teacher retiring on superannuation shall intimate his/her willingness for re-employment to the Vice-Chancellor at least six months before the date of his/her superannuation through proper channel.
- b) The Head of the Department/Institution and the Dean concerned shall forward the same to the Vice-Chancellor with their express recommendations.
- c) In the case of the Head of the Department seeking re-employment, the Dean of the School shall forward his/her application with remarks to the Vice-Chancellor.
- d) If the Dean of the School is himself/herself seeking re-employment, he/she shall submit his/her application to the Vice-Chancellor directly.
- e) The application for re-employment shall be supported by the following documents:
  - i) Complete bio-data of the retiring teacher with special emphasis on the academic and other achievements made during the last five years. The bio-data shall include details regarding teaching and research experience, publications, attendance / presentations at conferences, workshops, seminars, symposia etc.
  - ii) Medical certificate of fitness from the recognized Health Centres / Hospitals. (The University reserves the right to get it verified by the University Medical Officer).
- f) On receipt of the application / proposal and complete bio-data from the University teacher willing to work on re-employment, the Vice-Chancellor shall, in consultation with the Head of the Department or with any other expert in the field / subject of the applicant teacher, form his/her opinion and views about the re-employment of such a teacher and place the same in the form of a proposal before the Executive Council for consideration.
- g) No teacher can claim re-employment as a matter of right.
- h) The re-employment of a University teacher would be subject to the over-all age limit as prescribed by the UGC for Central Universities beyond which there would be no provision for extension.
- i) The re-employment shall be treated as a fresh temporary appointment.
- j) The Executive Council at its discretion may terminate the services of a re-employed University teacher by giving him/her one month's notice in writing.

- k) A re-employed University teacher shall not be eligible for appointment as Head of the Department or Dean of a School nor can be a member of an authority of the University nor shall be given any other administrative responsibility.
- l) The salary and other benefits admissible to a University teacher shall be in accordance with the Rules prescribed by the University from time to time.

#### Professor Emeritus:

- 28. (a) Executive Council may, confer the title of "Professor Emeritus" on a Professor of the University, who has retired from this University after a total service of at least fifteen years as a Professor in this or any other University. In such cases, a proposal shall come from the faculty via Dean to Vice-Chancellor and then the Vice-Chancellor shall propose the case of such Professors in the Academic Council and Executive Council.  
  
(b) In case of founding Professors of new departments of this University, the Executive Council would confer the title of "Professor Emeritus" on a Professor of the University, who has retired from this University after a total service of at least fifteen years as a Professor in this or any other University. The Vice-Chancellor shall directly propose the case of such Professors in the Academic Council and Executive Council.
- 29. The Vice-Chancellor may recommend to the Academic Council the conferment of the title of "Professor of Emeritus" and on the recommendations of the Academic Council, the Executive Council may confer the title.
- 30. The nominee should have made significant and distinctive contribution to the development of Central University of Himachal Pradesh as an Institution or who has made outstanding contribution to his / her subject by his / her published research work and teaching. On approval by Academic Council and Executive Council, the title of "Professor Emeritus" will be conferred upon such a nominee.
- 31. A "Professor Emeritus" may pursue academic work within the framework of the Department / Centre to which he / she is attached and shall not be entitled to any special facilities like a personal office or an independent laboratory nor will he/she be a member of any Committee of the Department or of the University. However, a Professor Emeritus shall be free to do academic work to the School to which he / she is attached and may supervise research scholars.
- 32. Emeritus Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation.  
  
If a Professor Emeritus indicates a desire to continue to be connected to the University on a regular basis, the Dean of the School / Director to which he / she is attached may provide office space and other academic support facilities.
- 33. Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation.
- 34. The conferment of the title of "Professor Emeritus" will be for life.

**Honorary Professor:**

35. The Executive Council may appoint any outstanding scholar or eminent person resident, whose association with the University would help in furtherance of the academic activities of the University as an Honorary Professor for a period of two years. This period may, however, be extended for a period of only one year.
36. The Head of the Department concerned in consultation with his/her colleagues in the Department, may propose to the Vice-Chancellor the appointment of a person as Honorary Professor and the Vice-Chancellor may, after satisfying himself recommend the appointment to the Academic Council and the appointment will be made by the Executive Council on the recommendation of the Academic Council.
37. No person shall be appointed or continued as Honorary Professor on his/her attaining the maximum age of superannuation as prescribed by the UGC.
38. An Honorary Professor shall be expected to be associated with the normal academic activities of the Department to which he/she is attached but shall not be a member of any committee of the University except that of the Board of Studies of the Department concerned.
39. An Honorary Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation.

**Visiting Professor:**

40. Distinguished persons, having special competence in one or other of the fields of study covered by the University, may, with the approval of the Executive Council, be invited by the Vice-Chancellor to function as Visiting Professors in the University. These Visiting Professors can be drawn either from within India or abroad.
41. Such Visiting Professors shall, according to arrangements entered into in each individual case, teach a course of study, deliver a Lectures or take Seminars or supervise research scholars assigned to him/her or participate in such other manner as may be deemed appropriate.
42. Persons invited as Visiting Professors may be paid such salary, honorarium, travelling expenses, hospitality, etc. as may be decided in each case by the Vice-Chancellor.
43. A Visiting Professor shall be expected to be associated with the normal academic activities of the Department to which he/she is attached but shall not be a member of any committee of the University except that of the Board of Studies of the Department concerned.
44. To the extent possible, the University will make arrangements for accommodating such visiting professors within the campus so that fruitful contacts could be established between them and the teachers and students of the university.
45. Subject to the above, the Vice-Chancellor will determine, at his discretion, such other terms and conditions including the duration of appointment as may be deemed necessary in the case of any visiting Professor.

**Adjunct Professor:**

46. For augmenting the faculty resources, the University shall hire the services of superannuated academic, reputed scientists, engineers, physicians, advocates, artists, civil servants including skilled professionals, both serving and retired. These professionals, experts, officials and managers should be having experience of working in:

- 46.1 teaching and research organizations supported by Central and State Government and other bodies like ICAR, CSIR, ICSSR, CSIR, ICMR, DRDO, DST, etc., and Central and State University, etc.
- 46.2 Central and State public sector undertaking (PSUs), business corporations, NGOs and professional associations.
- 46.3 Civil servants (IAS/IPS/officials from Central and provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and AICTE, both serving and retired:
- 46.4 Skill training providers recognized by National Skills Development Corporation and/or sector skill councils in their respective area for skills education and training;
- 46.5 NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Indian issues.
- 46.6 Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.
- 47. Engagement Modalities**
- 47.1 Qualifications:  
Candidate for adjunct faculty should satisfy the following norms:-
- a) For Conventional Higher Education Course:
- i) Should have the minimum qualifications as prescribed in the regulations framed by UGC/respective statutory councils from time to time.
- OR
- ii) A person of eminence with or without a postgraduate or PH.D. qualifications.
- b) For Skill based Courses:
- i) Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations.
- OR
- ii) Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for Teaching respective trade / job role.
- They are also expected to have an understanding of industry Requirement, National Occupational Standards (NOSs) and Assessment & Certification for skills.

In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his of specialization and his association would add value to the academic programmes he is associated with.

47.2 Selection Criteria:

Adjunct faculty will be appointed by the competent authority based on the recommendation of a Committee. Period of empanelment will vary from 06 months to 03 Years as decided by the Institution on mutually agreed terms and conditions. It is expected that any application for adjunct faculty is first discussed at the department level. The department may forward the application with comments specifying the suitability of such candidate (s) in the department / institution level academic activities. If the department recommends a case for adjunct faculty, the same should be examined by a committee comprising of following:

- i) Vice chancellor or his nominee (Chairman)
- ii) Dean of the concerned school
- iii) Head of the concerned Department
- iv) One external Expert (Nominated by the Vice Chancellor).

OR

Representative of sector skill council / industry Associations (for skill based courses).

- v) Registrar – Convener.

If the committee recommends the case, the same would be forwarded to the Executive Council for consideration and necessary approval. The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.

48 **Role and Responsibilities:**

The empanelled adjunct faculty is expected to undertake following assignments:

48.1 Teaching:

- i) Conventional Higher Education Courses: Adjunct faculty will be expected to teach courses directly related to his specific expertise and professional experience or the areas of his specialization. He may also contribute to the institution's activities like counseling of students, developing new course(s) and pedagogical improvements.
- ii) Skill based vocational Courses: The core courses pertaining to specialized skills / trades may be imparted by the adjunct faculty from industry, sector Skill Councils approved trainers or other persons with appropriate skill proficiency. Such faculty, imparting education and training to learners in skill based courses, should have relevant NSQF qualifications, preferably certified by the relevant sector Skill Council.
- iii) Research Courses: Adjunct faculty may also be involved in the M.Phil /PH.D. coursework based on his professional and research proficiency adjudged by the concerned institution.

- 48.2 Training: Adjunct faculty will be expected to facilitate the setting of workshops and labs, providing hands on training in the relevant domain areas, development of soft skills, and focus on ensuring competency based learning outcomes among students.

48.3 Research: Adjunct faculty is expected to interact with and supervise the research student in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Supervisor / Co-supervisor for smooth induction and coordination of academic procedures. The adjunct faculty may lack a traditional academic background in such case, they are not expected to contribute to the institution's research and creative mission by participating in traditional scholarly activities (i.e. they are not expected to conduct independent research and / or publish in peer-reviewed journals). Instead, he may participate by advising faculty on their research projects, serving as a liaison between the institutions and industry or Government entities to identify research and/ or funding opportunities or by working with faculty to identify research projects that would benefit private industry and/or government entities.

48.4 Services: Adjunct faculty is also expected to actively participate in services-related activities, such as sitting on departmental committees, services as advisors to faculty and/ or undergraduate and post graduate students, helping students network, and active collaboration with the industry / employer providing internship and job opportunities.

49. **Costs and Honorarium:**

49.1 Adjunct faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back, maximum six (06) times per academic year.

No reimbursement for hiring accommodation will be permissible. However, she/he will be provided free lodging and boarding in the Guest House.

49.2 She/he will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct faculty will work at the host institution for a minimum of 02 days per visit.

50. **Monitoring:**

At the end of assignment, every Adjunct faculty will submit a 'performance report' to the host University/ college with a copy to the University Grants Commission. The performance report, may be considered for his continuation / renewal of next tenure.

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**ORDINANCE NO. 15**

**LEAVE RULES FOR THE TEACHING STAFF**

*(Under Section 28(1)(o) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 24<sup>th</sup> July, 2010 and 10<sup>th</sup> July, 2010 respectively)*

**1. General Rules Relating to Leave:**

- a) No teacher can claim leave as a matter of right and when the exigencies or service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- b) In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as binding and compulsory in all cases.
- c) Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.
- d) No teacher shall avail leave of any kind, except in case of emergency or for reasons beyond his/her control, unless the leave has been sanctioned by the competent authority. Provided further that application for leave must reach the competent authority in advance giving sufficient time to grant or deny the leave.
- e) As a general rule, such long leave as Study Leave, Sabbatical Leave, Extra Ordinary Leave can be availed from the commencement of the academic session and no teacher would be permitted to proceed on long leave while the academic session is in progress and continuing.

**2. Leave Admissible to Teachers:**

- a) The following kinds of leave would be admissible to permanent teachers:
  - i) Leave treated as duty: Casual Leave, Special Casual Leave and Duty Leave.
  - ii) Leave earned by duty: Earned Leave, Half Pay Leave and Commuted Leave.
  - iii) Leave not earned by duty: Extra Ordinary Leave and Leave not due.
  - iv) Leave not debited to leave account: Maternity Leave, Maternity Leave, Quarantine Leave, Study Leave, Duty Leave and Sabbatical Leave.
  - v) Exceptional Leave: The Executive Council may in exceptional cases grant, for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

**3. Casual Leave:**

- a) A whole time teacher of the University shall be eligible for 8 days' casual leave each year for attending to exigent personal and family responsibilities.
- b) Provided that the Casual Leave cannot be carried over to the next leave year.
- c) Provided further that Public Holidays and Weekly holidays falling in between the Casual Leave shall not be counted as part of Casual Leave and such holidays may be pre-fixed / suffixed with casual leave.

**4. Special Casual Leave:**

- a) Special Casual Leave not exceeding ten days in a calendar year may be granted to a whole time permanent teacher by the Vice-Chancellor for the purposes of academic activities.

- i) Provided that in computing the total number of ten days leave admissible to the teacher, the number of days taken in the journey, shall not be counted.
- b) Special casual leave to the extent mentioned below may also be granted to:
  - i) A maximum of six working days to a male teacher for undergoing the sterilization operation under family Planning Programme;
  - ii) A maximum of fourteen working days to a female teacher for undergoing non-puerperal sterilisation;
- c) Special Casual Leave cannot be accumulated, nor it can be combined with any other kind of leave except Casual leave. It may, however, be granted in combination with holidays or the vacation.

#### 5. Duty Leave:

- a) A whole time permanent teacher may be granted Duty Leave of such duration as may be considered necessary by the sanctioning authority on each occasion for the following purposes:
  - i) attending conferences, congresses, symposia, seminars, workshops and meetings of the national level bodies on behalf of the University or with the permission of the University.
  - ii) delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by this University and accepted by the Vice-Chancellor.
  - iii) working in another Indian or foreign University, any other agency, institution or organisation when so deputed by the University.
  - iv) participating in a delegation or working on a Committee appointed by the Government of India, the University Grants Commission, a sister University or any other Academic Body and for performing any other duty for the University.
- b) Duty 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.
- c) Duty Leave may be combined with earned leave, half-pay leave or extra ordinary leave.

#### 6. Earned Leave:

- a) 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 is required to perform duty during vacation such that the total Earned Leave at the credit of a teacher shall not be accumulated beyond 300 days. Provided that for the purpose of computation of period of actual service all periods of leave except Casual, Special Casual and Duty Leave shall be excluded.
- b) The maximum earned leave that may be sanctioned at a time shall not exceed 60 days, except in the case of higher study or training or leave on medical certificate or when the entire leave or portion thereof is spent outside India.
- c) Earned Leave taken as leave preparatory to retirement can be availed up to a maximum of 300 days. However, no permission for private employment except with Public Sector Undertaking or Government of India shall be granted during the period of leave.
- d) Prefixing and suffixing holidays to leave, other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for suffixing / prefixing holidays to leave is specifically withheld.

- e) In the case of leave on medical certificate, if the day on which a teacher is certified medically fit for rejoining duty, happens to be a holiday, he shall be automatically allowed to suffix such holidays to his medical leave and such day(s) shall not be counted as leave.
- f) 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.
- g) 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.
- h) While limiting the maximum of 300 days, where the balance at credit is 294-300 days, further advance credit of 06 days on 1<sup>st</sup> January / 1<sup>st</sup> July will be kept separately and set-off against the Earned Leave availed of during that half year ending 30<sup>th</sup> June / 31<sup>st</sup> December. However, if the leave availed is less than 06 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half year.

#### **7. Half Pay Leave:**

- a) Half Pay Leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, from a Registered Medical Practitioner, for private affairs or for academic purposes.
- b) A completed year of service means continuous service of specified duration under the University and includes period spent, on duty as well as leave including extra ordinary leave.

#### **8. Commuted Leave:**

- a) Commuted Leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent teacher.
- b) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- c) 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 may be granted under the provision unless the authority competent to sanction leave has reasons to believe that the teacher will return to duty on its expiry.
- d) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- e) Where a teacher who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered. Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the teacher for further service or in the event of his death.

#### **9. Extra Ordinary Leave:**

- a) A permanent teacher may be granted extra ordinary leave when no other leave is admissible or when other leave is admissible, the teacher specifically applies in writing for the grant of extra ordinary leave.
- b) At no time, more than 20% of the strength of the teachers on rolls of the Department shall be allowed to avail the extra ordinary leave and study leave / sabbatical leave.

- c) Extra Ordinary Leave shall always be without pay and allowances and shall not count for increment except in the following cases:
  - i) Leave taken on medical certificate.
  - ii) 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 that the teacher has no, other kind of leave to his credit.
  - iii) Leave taken for pursuing, furthering and fostering higher studies.
  - iv) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.
- d) Extra Ordinary Leave may be combined with any other kind of leave except the casual leave and special casual leave.
  - i) Provided that the total period of continuous absence from duty on leave (including period 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.
  - ii) Provided further that the total period of absence from duty shall in no case exceed five years in the full working life of the individual.

#### 10. Leave Not Due:

- a) A permanent teacher may, at the sole discretion of the Vice-Chancellor, granted 'leave not due' for a period not exceeding 360 days during the entire service. Provided further that such leave shall not be granted for more than 90 days at a time except in case of medical ground, in which case the maximum leave of 180 days may be sanctioned.
- b) 'Leave not due' availed by a teacher shall be debited against the half-pay-leave earned by him subsequently.
- c) 'Leave not due' shall be granted only if 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.
- d) A teacher to whom 'Leave not due' is granted, shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned.
- e) Provided that In a case where retirement is unavoidable on account of reason of illness incapacitating that teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.
- f) Provided further that the Executive Council may, in exceptional cases, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

#### 11. Maternity Leave:

- a) Maternity Leave may be granted to a woman teacher on full pay as applicable to the employees of the Central Government.
- b) 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

shall be as applicable to the employees of the Central Government and the application for leave is supported by medical certificate.

- c) Maternity Leave may be combined with leave of any other kind, except casual leave, but the leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
- d) Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

#### 12. Paternity Leave:

- a) Paternity Leave as applicable to the employees of the Central Government may be granted to male teachers during the confinement of their wives provided, the limit is up to two children.

#### 13. Quarantine Leave:

- a) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher.
- b) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days; in exceptional cases this limit may be raised to thirty days.
- c) Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave.
- d) Quarantine leave may be combined with earned leave, half pay leave or extra ordinary leave.

#### 14. Study Leave:

- a) A permanent teacher may be granted Study leave after a minimum of 3 years of continuous service in the University, 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 organisation and methods of education.
- b) Study Leave, with pay, may be sanctioned in the first instance for a period of two years and may be extended for a maximum of one more year, if there is adequate progress as reported by the Research Guide.
- c) Study leave shall be granted by the Executive Council on the recommendation of the concerned 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.
- d) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- e) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- f) In computing the length of service, the time during which a person was on probation or engaged as a research assistance may be reckoned provided that the person is a permanent

teacher on the date of the application and that there is no break in service. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of years of service being continuous.

- g) Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department who can be on long leave.
- h) A teacher on study leave shall not be permitted to change / alter substantially the course of study or the programme of research without obtaining the prior permission of the Executive Council.
- i) Notwithstanding the expiry of the Study Leave sanctioned, a teacher on Study leave shall resume duty immediately upon the completion of the programme of study for which the study leave was sanctioned and availed.
- j) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances. However, the amount of scholarship, fellowship or financial assistance etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.
- k) Provided further that the foreign scholarship / fellowship received by such teachers would be offset against pay only if such scholarship / fellowship exceeds the amount, as determined and specified from time to time, with due regard to the cost of living for a family in the country in which the study is to be undertaken. In case of the Indian fellowship, which exceeds the salary of the teacher, the study leave shall be sanctioned without pay.
- l) Study leave may be combined, with earned leave, half- pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher subject to the condition that the total period of absence from duty shall not exceed three years.
- m) A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- n) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. However, he/she shall not be entitled to receive arrears of increments.
- o) Study leave shall count as service for pension / contributory provident fund, provided the teacher joins the university on the expiry' of his/her study leave.
- p) Study leave granted to a teacher shall be deemed to have been cancelled if the teacher fails to avail the same within 12 months from the date of sanction. Provided that where study leave granted has been so cancelled, the teacher may be eligible to apply again for such leave.
- q) A teacher availing study leave shall be required to undertake that he/she shall resume duty and shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- r) Before availing the study leave sanctioned, a teacher shall be required to:
  - i) execute a bond in favour of the university binding himself / herself for the due fulfillment of the conditions of the Study Leave.
  - ii) give security of immovable property 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 in case of the non-fulfillment of the conditions of the Study Leave.

- s) The teacher on Study Leave shall be required to submit to the Registrar, 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, failing which the payment of leave salary may be deferred till the receipt of such report.

#### 15. Sabbatical Leave:

- a) Permanent, whole time teachers of the university who have completed a minimum of seven years of service as Associate Professor or Professor in the University, may be granted sabbatical leave to undertake study or research or other academic pursuit or for the development of higher education system.
- b) The duration of sabbatical leave shall not exceed one year at a time and two years in the entire career of a teacher.
- c) A teacher who has availed Study Leave shall not be granted Sabbatical Leave until after the expiry of five years from the date of the teacher's return from last availed study leave.
- d) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- e) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or teaching and research assignment on honorarium or any other form of assistance. Provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowance.
- f) 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 pension/contributory provided fund, provided that the teacher rejoins the university on the expiry of his/her leave.
- g) The programme to be followed during sabbatical leave shall be submitted to the University for Approval along with the application for grant of leave.
- h) On return from leave, the teacher shall report to the university the nature of studies; research or other work undertaken during the period of leave.

#### 16. Commencement and Termination of Leave:

- a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- b) Weekly holidays or other public holidays (except vacations) may be prefixed as well as suffixed to leave.
- c) Teachers are normally expected to be present on the last day of the academic session and on the opening day of the session after a vacation. However, in exceptional or special circumstances, combination of vacations at one end might be allowed by the Vice-Chancellor to any kind of leave except casual leave.

#### 17. Return to Duty on Expiry of Leave:

- a) Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

**18. Combination of Leave:**

- a) Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

**19. Grant of Leave Beyond the Date of Retirement and on Resignation:**

- a) No leave shall be granted beyond the date on which a teacher must retire, provided that a teacher may be paid each equivalent of leave salary in respect of the period of earned leave at his credit at the time of retirement on superannuating subject to the following conditions:
- i) The payment of cash equivalent of leave salary for earned leave shall be limited to 300 days.
  - ii) In respect of a teacher who retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo-motu issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the teacher on the date of his retirement subject to a maximum of 300 days.
  - iii) The cash payment will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance and/or rent allowance shall be payable.
  - iv) The cash payment for unutilised earned leave shall equivalent to the pay admissible on the date of superannuation plus dearness allowance for the number of unutilised earned leave at the date of superannuation subject to maximum of 300 days.
  - v) A teacher who is re-employed after retirement may, on termination of his re-employment, be granted suo-motu by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of termination of re-employment; subject to a maximum of 300 days, including the period for which encashment was allowed at the time of retirement.
  - vi) A teacher can also avail of, as leave preparatory to retirement, a part of earned leave at his credit. In that case, he will be allowed benefits of this rule for the earned leave that remains at credit on the date of retirement in accordance with the terms and conditions stipulated in this rule.
  - vii) A teacher already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to benefit under this rule on the date of retirement.
  - viii) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a teacher who retires from service on attaining the age of superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University's dues, if any.

**20. Conversion of one kind of Leave into another kind:**

- a) At the request of the teacher, the sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the teacher cannot claim such conversion as a matter of right.

- b) The conversion of one kind of leave into another, shall be subject to adjustment of leave salary on the basis of leave finally granted to the teacher, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.
- c) Extra Ordinary Leave granted on medical certificate or otherwise may be converted retrospectively into leave not due subject to the provisions of Rule 9 (Leave not due ).

**21. Rejoining of Duty on return from Leave on Medical Grounds:**

- a) A teacher who has been granted leave on medical certificate will be required to produce a medical certificate of fitness before resuming duties in such manner and from such persons as may be prescribed.
- b) The authority competent to grant leave may in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical ground. Such leave shall not however, be treated as a leave on medical certificate and shall be debited against leave other than leave on medical grounds.

**22. Increment during Leave:**

- a) If the increment falls during leave other than casual leave or special causal leave, the effect of increase of pay will be given from the date the employee resumes duty without prejudice to the normal date of his increment.
- b) No permanent employee shall be granted leave of any kind for a continuous period exceeding three years.
- c) When an employee does not resume duty after availing leave for continuous period of three years, or whether an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds three years his lien shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be deemed to have terminated and he shall cease to be in the University service.

**23. Absence after Expiry of Leave:**

- a) Unless the authority competent to grant leave extends the leave, a University employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extra-ordinary leave.
- b) The leave account except casual and compensatory leave shall be maintained for each teacher in the Office of the Registrar.
- c) The order sanctioning earned leave half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.

**24. Leave Salary:**

- a) Except as provided in these rules, a teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- b) Teacher on half pay leave or leave not due is entitled to leave salary' equal to half the amount specified in sub-rule(I).

- c) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule(I).
- d) A teacher on extra ordinary leave is not entitled to any leave salary.
- e) A teacher who is granted leave beyond the date of retirement or quitting of service, as the case may be, shall be entitled during such leave, to leave salary as admissible under the rules in lump sum for the entire period of such leave as one time settlement, reduced by the amount of pension and pension equivalent of other retirement benefits.
- f) Where such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of other retirement benefits. Provided that it shall be open to the teacher not to avail himself of the leave but to avail of full pension

#### **25. Advance of Leave Salary:**

- a) The advance in lieu of leave salary admissible to a teacher proceeding on leave of not less than thirty days shall include allowances as well subject to deduction on account of income tax, provident fund, house rent recovery of advance etc.
- b) In case a teacher who dies in harness, the cash equivalent of the leave salary that the deceased employee would have got, had he gone on earned leave, but for the death, due and admissible, on the date immediately following the date of death, subject to a maximum of leave salary for 300 days, shall be paid to his family. Further, such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum- retirement, gratuity.
- c) Half Pay Leave up to a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study i.e. a course which is certified to be in the public interest by the leave sanctioning authority.

#### **26. Teacher appointed on Probation:**

- a) A teacher, appointed as a probationer against a substantive vacancy and with definite terms of probation, shall during the period of probation be granted leave which would be admissible to him if he held his post substantively otherwise than on probation.
- b) If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council.
- c) On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant to assess his suitability to the post shall until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave.
- d) If a person in the permanent service of the University is appointed on deputation to a higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

#### **27. Temporary Teacher:**

- a) The teachers appointed on temporary basis in the University are entitled to the same privileges of leave and annual increments as are given to permanent teachers.

**OFFICE OF THE REGISTRAR**  
CENTRAL UNIVERSITY OF HIMACHAL PRADESH  
DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH

**FORM OF BOND FOR STUDY LEAVE**

Form of bond to be executed by the employees of the CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH on a Non-judicial stamp paper of the value of `10/- (According to the Stamp Act, if the value of the Bond is `1000/- then the stamp would be `10/- only but if it exceeds, than a stamp of `5/- per `500/- in excess of `1000/-).

THIS BOND is executed on the \_\_\_\_\_ day of \_\_\_\_\_ two thousand \_\_\_\_\_ by Shri/Smt./Km. \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_ (hereinafter called 'the employee') in favour of the CENTRAL UNIVERSITY OF HIMACHAL PRADESH, being a Central University under an Act of Parliament (hereinafter called 'the UNIVERSITY'). Whereas the UNIVERSITY upon an application made by the Employee has granted to the Employee Study Leave for a period of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_ in pursuance of Resolution No \_\_\_\_\_ passed by the Executive Council of the UNIVERSITY in its meeting held on \_\_\_\_\_. And whereas the Employee has agreed to accept the said leave on the terms, and conditions laid down by the UNIVERSITY under \_\_\_\_\_, as applicable NOW IT IS HEREBY CONVENANTED BY THE EMPLOYEE as follows:-

1. That the Employee availing himself/herself of Study Leave undertake that he/she shall serve the UNIVERSITY for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the Study Leave.
2. That the employee binds himself/herself under this Bond for the due fulfilment of the conditions and give security of Immovable property to the satisfaction of the Finance Officer, or a fidelity bond of an insurance company or a guarantee of a scheduled Bank or furnish a security of two permanent teachers for the amount which shall become refundable to the University, in case of non-joining of the said employee or fails to satisfy the other imposed conditions, in facts or in law.
3. That if the Employee, who is granted Study Leave on full, half or no pay, either fails to complete his studies within the period of Study Leave or with a maximum period of 5 years or fails to rejoin the service of the CUHP on the expiry of his/her Study Leave or fails to complete the prescribed period of service after rejoining the service which he/she has covenanted to perform as Clause 1 or he/she is dismissed or removed from the service by the University within the said period, then the said employee hereby binds himself/herself, his/her heirs, executors, representatives or assigns to pay back to the University, the amount of leave salary and allowances and other expenses incurred on him/her or paid to him/her behalf to others in connection with his/her course of study or research pursuit, together with the interest or such proportion thereof as the Executive Council may fix in its discretion, from time to time.
4. Should the Employee be refused extension applied for and he/she does not rejoin duty on the expiry of his/her Study Leave originally sanctioned, he/she will be deemed to have failed to

rejoin the service of the CUHP on the expiry of his/her Study Leave for the purpose of recovery of the amount payable to the University under this Bond.

In witness thereof the Employees puts his/her signature to this Bond on the day aforesaid.

\_\_\_\_\_  
**EMPLOYEE**

Name: \_\_\_\_\_

S/o, D/o, W/o \_\_\_\_\_

RO \_\_\_\_\_

In the presence of the Officer of the CUHP

In the presence of :

\_\_\_\_\_

**REGISTRAR**

Central University of Himachal Pradesh

(Stamp)

**Witnesses:**

1. Name : \_\_\_\_\_

S/o, D/o, W/o \_\_\_\_\_

R/o \_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_

S/o, D/o, W/o \_\_\_\_\_

R/o \_\_\_\_\_

\_\_\_\_\_

**FORM OF SURETY BOND**

KNOW ALL MEN BY THESE PRESENTS THAT I, \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_, permanently resident of \_\_\_\_\_, presently resident of \_\_\_\_\_, employed as \_\_\_\_\_ with \_\_\_\_\_ in the present scale of ` \_\_\_\_\_ (hereinafter called the 'Surety') am held and firmly bound up to the CENTRAL UNIVERSITY OF HIMACHAL PRADESH, a Central University ESTABLISHED UNDER THE CENTRAL UNIVERSITIES ACT 2009 acting through its Registrar in the sum of an amount calculated by the Registrar with interest as specified and all costs incurred, legal or otherwise, as also all expenses incurred by or occasioned by the CENTRAL UNIVERSITY OF HIMACHAL PRADESH AND I hereby voluntarily and truly bind myself, my heirs, executors, administrators and representatives firmly by these Presents putting my hand herein below on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WHEREAS the CENTRAL UNIVERSITY OF HIMACHAL PRADESH has agreed to grant/accord to \_\_\_\_\_ S/O \_\_\_\_\_ R/O \_\_\_\_\_ employed as \_\_\_\_\_ (hereinafter called the Teacher of University/Employee of the University) at his/her own request Study Leave as per Ordinance \_\_\_\_\_ of the CENTRAL UNIVERSITIES ACT 20\_\_ vide an office order bearing no. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_.

AND WHEREAS the said Teacher of the University has undertaken vide a Bond duly executed by him/her on \_\_\_\_\_, binding himself / herself for the due fulfilment of the conditions incorporated in Ordinance \_\_\_\_\_ of the University.

AND WHEREAS in consideration of the CENTRAL UNIVERSITY OF HIMACHAL PRADESH having agreed to grant / accord the Study Leave to the Teacher/Employee of the University, the Surety herein has consented / agreed to execute this Bond with such conditions as are written hereunder:-

The Surety herein shall stand discharged from the obligations of this Bond if the Teacher/Employee of the CENTRAL UNIVERSITY OF HIMACHAL PRADESH pays all such sums (inclusive of costs, clerkages, and expenses (legal or otherwise) as calculated by the Registrar of CENTRAL UNIVERSITY OF HIMACHAL PRADESH or any other Officer authorized on his behalf for any default commissioned by the said Teacher / Employee of the University in violation of the terms and conditions of the Bond executed by him/her on \_\_\_\_\_ or non-fulfilment of the requirements of Ordinance \_\_\_\_\_.

BUT SO NEVERTHELESS that if the said Teacher / Employee of the University shall die or become insolvent or any time ceases to be in the service of the CENTRAL UNIVERSITY OF HIMACHAL PRADESH or for any reason whatsoever, the whole or part of the Liability (as the case may be ) imposed upon him/her by the University shall remain unpaid/unsatisfied, the same shall become immediately payable and due to the CENTRAL UNIVERSITY OF HIMACHAL PRADESH by the Surety herein in one instalment by virtue of this Bond. The obligation undertaken by the Surety herein shall not be discharged or in any way affected by an extension of the Study Leave granted to the said Teacher / Employee of the University whether with or without the knowledge of the Surety herein.

Signed by the Surety on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

( \_\_\_\_\_ )  
**Signature of Surety**

Designation & Seal  
In the present of :

1. \_\_\_\_\_
2. \_\_\_\_\_

( Name and Designation of the Witnesses)

**FORM OF SURETY BOND**

KNOW ALL MEN BY THESE PRESENTS THAT I, \_\_\_\_\_ son of \_\_\_\_\_ permanently resident of House No. \_\_\_\_\_, street name and No. \_\_\_\_\_, employed / self employed as \_\_\_\_\_, having Permanent Account No. \_\_\_\_\_ with the Income Tax Authorities ( hereinafter called the 'Surety') am held and firmly bound up to the Central Universities Act, 2009 action through its Registrar in the sum of an amount calculated by the Registrar with interest as specified and all costs incurred, legal or otherwise, as also all expenses incurred by or occasioned by the Central University of Himachal Pradesh AND I hereby voluntarily and truly bind myself, my heirs, executors, administrators and representatives firmly by these Presents putting my hand herein below on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WHEREAS the Central University of Himachal Pradesh has agreed to grant / accord to \_\_\_\_\_, S/o \_\_\_\_\_, resident of \_\_\_\_\_, employed as \_\_\_\_\_ ( hereinafter called the Teacher of the University / Employee of the University) at his/her own request Study Leave as per Ordinance LIII 13 of the Central University of Himachal Pradesh vide an office order bearing no. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_.

And WHEREAS the said Teacher of the University has undertaken vide a bond duly executed by him/her on \_\_\_\_\_, binding himself/herself for the due fulfilment of the conditions incorporated in Ordinance LIII.13 of the University.

AND WHEREAS I am the true and lawful owner of immoveable property / properties the details of which are laid out herein below:

S. NO	DESCRIPTION OF THE PROPERTY	SITUATED AT	AREAS	ESTIMATED VALUATION
1				
2				
3				

(True copies of the relevant documents of the said properties are annexed herewith for the perusal and satisfaction of he Finance Officer, CUHP)

AND WHEREAS in consideration of the Central University of Himachal Pradesh having agreed to grant/accord the Study Leave to the Teacher / Employee of the University, the Surety herein has consented/agreed to execute this Bond with such conditions as are written hereunder:-

- (i) The Surety Herein shall stand discharged from the obligations of this Bond if the Teacher / Employees of the Central University of Himachal Pradesh pays all such sums (inclusive of costs, clerkages, and expenses (legal or otherwise) as calculated by the Registrar of Central University of Himachal Pradesh or any other officer authorized on his behalf for any default commissioned by the said Teacher / Employee of the University in violation of the terms and conditions of the Bond executed by him/her on \_\_\_\_\_ or non-fulfilment of the requirements of Ordinance \_\_\_\_\_.

(ii) BUT SO NEVERTHELESS that if the said Teacher / Employees of the University shall die or become insolvent or any time ceases to be in the service of the Central University of Himachal Pradesh or for any reason whatsoever, the whole or part of the liability (as the case may be) imposed upon him/her by the University shall remain unpaid/unsatisfied, the same shall become immediately payable and due to the Central University of Himachal Pradesh by the Surety herein in one instalment by virtue of this Bond.

(iii) The obligation undertaken by the Surety herein shall not be discharged or in any way affected by an extension of the Study Leave granted to the said Teacher / Employee of the University whether with or without the knowledge of the Surety herein.

Signed by the Surety on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

( \_\_\_\_\_ )

**Signature of Surety**

**Designation & Seal**

**IN THE PRESENCE OF :**

\_\_\_\_\_

\_\_\_\_\_

**( Name and Designation of the Witness )**

(Affidavit of the Surety)

**A F F I D A V I T**

I, \_\_\_\_\_ son of \_\_\_\_\_, resident of \_\_\_\_\_, do hereby solemnly affirm and declare as under :

That I am the true and lawful owner of the following immovable property / properties:

S. NO	DESCRIPTION OF THE PROPERTY	SITUATED AT	AREAS	ESTIMATED VALUATION
1				
2				
3				

I affirm on oath that the said properties have not been sold, transferred, or assigned in favour of anyone whomsoever and command a good marketable title.

That I have stood surety binding myself to Central University of Himachal Pradesh vide a Surety Bond dated \_\_\_\_\_ and I affirm that I shall not in any way transfer / assign or part with the said properties till my Surety is duly discharged by the said University.

**( DEPONENT )**

**VERIFICATION :**

Verified at Dharamshala on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ that the contents of my above Affidavit are true and correct, ;no part thereof is false and nothing material has been concealed therefrom.

**(DEPONENT)**

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**ORDINANCE NO: 16**

**PROCEDURE / NORMS TO BE FOLLOWED BY THE SELECTION COMMITTEE FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR AND OTHER ACADEMIC STAFF**

*(Under Clause 18(4) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 24<sup>th</sup> July, 2010 and 10<sup>th</sup> July, 2010 respectively)*

1. In order to attract the most talented candidates, the University shall have the policy of rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year, and all applications received at least 30 days' before the meeting of the Screening Committee shall be considered for being called for the interview.
2. In order to provide equal opportunity to all, the University will also advertise all vacancies on all-India basis in leading national dailies giving at least 30 days' time to all eligible candidates to apply.
3. The number of positions advertised by the University may be treated as tentative and that the University shall have the right to increase/reduce the number of positions at the time of selection and make appointments accordingly.
4. The prescribed application forms for various positions shall be available at request, for a nominal price, as prescribed by the Executive Council of the University from time to time. However, the prescribed application forms may be downloaded from the university website free of cost.
5. Applicants shall be required to pay a nominal application processing fees, as prescribed by the Executive Council of the University from time to time, in the manner prescribed in the advertisement notification. The applicants belonging to the SC/ST/Physically Handicapped category shall, however, be exempted from the payment of application fees.
6. Applicants already in the service / employment shall be required to apply through Proper Channel. They may, however, submit an advance copy of their application. However, the duly forwarded application form along with the No Objection Certificate (NOC) and Verification of the Employer must, however, reach the University at least ten days prior to the date of interview, failing which the applicant may not be called for interview.
7. Applicants shall be required to attach self-attested copies of all the relevant documents in support of their educational qualifications, work experience, research and publications, which they shall be required to produce in original for verification at the time of interview.
8. The terms and conditions with regard to the minimum qualifications and other terms and conditions shall be as prescribed by the UGC from time to time. In addition to the above, the Vice-Chancellor may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other condition as required for the post to be filled up.
9. The fact that a candidate possesses the minimum prescribed qualification and experience, shall not necessarily entitle him/her to be called for interview and that the University shall have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
10. No TA/DA and/or local conveyance shall be paid by the University to the candidates called for interview. Outstation candidates belonging to SC/ST categories called for interview shall, however, be paid equivalent to the return single second class railway fare towards their travel expenses on production of Tickets as a proof of their travel.
11. Canvassing in any form either by the candidates himself/herself or by any one on behalf of the candidate will disqualify the candidate.

12. Appointments to the post of Professors, Associate Professors and Assistant Professors and other Academic Staff shall be made on all India basis on the recommendations of the duly constituted Selection Committee as per Statute 18(2).
13. The Selection Committee shall follow the procedure laid down by the UGC from time to time and that the rules and procedures prescribed by the Government of India in respect of the reserved categories as provided in Section 7 of the Central Universities Act 2009, as amended up to date, shall be strictly adhered to.
14. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council and that the President-Convener shall issue, to each member a Notice, not less than ten days before the meeting, stating the time and venue of the meeting.
15. The President-Convener shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statute / Ordinance. The President-Convener shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.
16. The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.
17. The Selection Committee shall have no power to recommend candidates for appointment with condition(s) attached to the occurrence of the future events.
18. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2)(ii).
19. In case two or more persons are selected on the same date and by the same selection committee, the selection committee shall have the right to specify the seniority in order of merit of the selected candidates for the purpose of determining seniority in service.
20. The statutory provision relating to the relaxation in age, minimum qualification, experience etc. as prescribed in case of the candidates belonging to SC/ST/OBC/PH categories shall be adhered to.
21. 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., the reasons justifying the same shall have to be duly recorded in the proceedings of the Selection Committee.
22. While recommending advance / additional increment(s) to a selected candidate, the Selection Committee shall abide by the rules relating to the additional/advance increment as specified by the UGC regulations. Further, when the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, the reasons justifying the same has to be duly recorded in the proceedings of the Selection Committee.
23. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
24. Notwithstanding the provisions contained in these ordinances, it would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19(1).
25. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Dharamshala, District Kangra, which is the Headquarter of the University.

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**ORDINANCE NO: 17**

**CONDITIONS OF RESIDENCE OF THE STUDENTS AND FUNCTIONS, DUTIES, RESPONSIBILITIES  
AND PROCEDURE OF APPOINTMENT OF PROVOST & WARDENS OF THE UNIVERSITY**

*(Under Section 28(1)(h) and 28(2) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 24<sup>th</sup> July, 2010 and 10<sup>th</sup> July, 2010 respectively)*

1. There shall be Halls of Residence for resident students. Each Hall of Residence shall, consist of as many Hostels as may be allocated by the Academic Council from time to time.
2. Students will be admitted to the Halls of Residence / Hostels subject to availability of seats. Those of the students who are not admitted to the Halls of Residence / Hostels shall be treated as members of Non Resident Students Centres (NRSC)
3. The students residing in the University Hostel shall pay such fees as may be prescribed by the Executive Council from time to time. Similarly, the members of the NRSC shall be required to pay such membership fees as may be prescribed by the Executive Council from time to time.
4. Every Hall of residence shall maintain such Register and records, as may be prescribed by the university, and shall furnish such statistical information as the university may require, from time to time.
5. Every resident shall have to observe discipline as per the hostel rules.
6. Women students residing in the Women's Hostels shall be governed by the following Regulations:
  - a) Women students residing in the Women's Hostel shall assemble for the roll call in the Common Hall at 8:00 PM daily.
  - b) Women students residing in the Women's Hostels shall be allowed to meet only such visitors in the visitors room on Sundays / Holidays and other approved days from 5:00 PM to 6:30 PM as have been permitted in writing, by their Legal / or Local guardians.
  - c) The natural / legal guardian of the women students residing in the women's Hostels, shall nominate local guardian(s) and affix their photographs in a prescribed form. These forms shall remain in the custody of the administrative Warden concerned.
  - d) Women students who desire to go out of the Women's Hostel for a few hours to make purchases or for any other valid reason shall leave the hostel only after obtaining prior permission from the Administrative Warden/Warden. A record of the permission so given will be maintained in a Register.
  - e) No Women student residing in the Women's Hostels shall accommodate guests in her room. In exceptional cases of near female relations, the student may approach the Warden who may, if satisfied, permit her to stay for a day in the Common Room attached in the Hostel.
7. Each Hall of Residence shall have a Provost who shall be appointed by the Vice-Chancellor for a period of three years from amongst the teachers of the University on such terms and conditions as may be prescribed by the Executive Council from time to time.
8. The Provost shall exercise such powers and perform such duties in respect of the maintenance of discipline the Halls of Residence, as may be delegated / assigned to him/her by the Vice-Chancellor.

9. The Provost shall hold office for a period of three years and shall be eligible for reappointment.
10. The Provost shall be entitled to such allowances and amenities as the Executive Council may approve of from time to time.
11. The Provost shall be assisted by Wardens who shall be appointed by the Vice-Chancellor for a term of three years, on such terms and conditions as may be prescribed by the Executive Council from time to time.
12. The Provost shall have the power to:
  - a) take cognizance of any breach of discipline in the Halls of Residence, and if the circumstances so require, to take immediate disciplinary action in such cases.
  - b) supervise the Hall(s) of residence in his/her charge in matters relating to the overall functioning of the hostels in the Hall, the welfare of the residents and discipline;
  - c) inspect periodically the Hostels and be in contact with the Wardens, staff and students;
  - d) permit stay of any guest according to the Hostel Rules;
  - e) take punitive action, including the ordering of eviction of a resident from the Hostel;
  - f) suspend mess facilities in respect of resident students defaulting payment of Mess Bills; and
  - g) prepare and operate the budget of the Hall of residence with due approval of the Vice-Chancellor;
  - h) Sanction leave for Wardens in the Hall;
13. The Provost shall be responsible:
  - a) to ensure maintenance of discipline and decorum in the halls of residence;
  - b) for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;
  - c) for supervising the functioning of the Mess and the working of the Mess Staff;
  - d) for supervision of the purchases and procurements of mess stores, provisions etc.;
  - e) to ensure the correctness of receipts, issuance of mess stores, crockery etc. and or/the stock balance.
  - f) for the verification of Stock Register and bills received from suppliers with reference to the Stock register;
  - g) drawl and adjustment of temporary advance;
  - h) for the overall security of the Hostels in coordination with the security staff of the University
14. Each Hostel shall have Wardens, who shall be appointed by the Vice-Chancellor for a period of three years, from amongst the teachers of the University on such terms and conditions as may be prescribed by the Executive Council from time to time.
15. There shall be up to a maximum of four Wardens for each Hostel for two hundred students.
16. The Provost may, if necessary, designate one of the Wardens in a Hostel as Senior Warden, Warden (Mess), Warden (Sports), Warden (Common Room) etc.

17. The Wardens shall be entitled to such honorarium as may be decided by the Executive Council from time to time.
18. The Warden shall ordinarily be required to stay in the Warden's accommodation during the tenure of his office. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation.
19. The warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted- special permission by the Vice-Chancellor on the recommendation of the Provost concerned for retaining the room.
20. The Wardens of Hostels shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the overall charge of the Provost. In addition to specific duties assigned by the Provost, the Wardens shall:
  - a) be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students;
  - b) ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel;
  - c) have the right to inspect Hostel Rooms;
  - d) be individually and collectively responsible for the smooth functioning of the Hostels;
  - e) ensure that the resident students in his/her charge observe the Hostel Rules properly and maintain discipline and decorum and shall promptly report to the Provost all cases of misbehavior, indiscipline and sickness of the resident students in his/her charge;
  - f) be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students;
  - g) be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge;
  - h) allot and supervise Hostel Rooms and Guest Rooms;
  - i) check the Resident Student's Register and the Guest Room Register;
  - j) permit stay of a resident student's guest up to a period of 3 days, if necessary;
  - k) take disciplinary action against a resident student for keeping any unauthorized guest;
  - l) order double-locking or rooms of resident students and their re-opening, when required;
  - m) take action for the eviction of resident students in consultation with the Senior Warden; and
  - n) periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
21. A teacher who has been appointed as Warden shall not be sanctioned leave without the prior approval of the Provost shall be necessary for a Warden to go on leave. When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

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**ORDINANCE NO: 18**

**MAINTENANCE OF STUDENTS DISCIPLINE AND PROCEDURE OF APPOINTMENT, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE PROCTOR OF THE UNIVERSITY**

*(Statute 28(2) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 24<sup>th</sup> July, 2010 and 10<sup>th</sup> July, 2010 respectively)*

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University.
2. It shall be the duty of each student to strictly comply with and observe the following and such other rules as framed by the University from time to time:
  - a) Each student shall maintain discipline and consider it his/her duty to behave decently at all places. Men student shall, in particular, show due courtesy and regard to women students.
  - b) No student shall visit places or areas declared by the Proctor as "Out of Bounds" for the students.
  - c) Every student shall always carry on his/her person the Identity Card issued by the Proctor
  - d) Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctor or his/her staff or Teaching or Library Staff and any other officials of the University.
  - e) Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
  - f) The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Proctor.
3. Breach of discipline, inter alia, shall include:
  - a) irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
  - b) causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
  - c) disobeying the instructions of teachers or the authorities;
  - d) misconduct or misbehaviour of any nature at meetings or during curricular or extra-curricular activities of the University;
  - e) use of unfair means or the misconduct or misbehaviour of any nature at the Examination Centre;
  - f) misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
  - g) causing damage, spoiling or disfiguring the property of the University
  - h) inciting others to do any of the aforesaid acts;
  - i) giving publicity to misleading accounts or rumour amongst the students;
  - j) mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
  - k) visiting places or areas declared by the proctor as out of bounds for the students;
  - l) not carrying the Identity cards issued by the Proctor;

- m) refusing to produce or surrender the Identity Card as and when required by the Proctorial and other Staff of the University;
  - n) any act and form of ragging.
  - o) any other conduct anywhere which is considered to be unbecoming of a student.
4. Students found guilty of breach of discipline shall be liable to such punishment, as Fine, Campus Ban, Expulsion and/or Rustication.
  5. A student found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
  6. However, no such punishment shall be imposed on a erring student unless he is given a fair chance to defend himself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him.
  7. All powers relating to discipline & disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his powers as he deems proper to the proctor or to the discipline committee as the case may be or any functionary of the University.
  8. There shall be a Discipline Committee comprising of the following members:
    - a) The Vice-Chancellor, who shall be the Chairman
    - b) The Pro-Vice-Chancellor
    - c) The Dean Students' Welfare (DSW)
    - d) The Provost
    - e) The Deans of Schools
    - f) The Proctor, who shall be the Member-Secretary
  9. Subject to any powers conferred by the Act and the Statues on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
  10. The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other orders under them shall be binding on all the students of the University.
  11. The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee shall be empowered to review its decisions
  12. One-third of the total members shall constitute the quorum for a meeting of the Discipline Committee.
  13. The University shall have a Proctor, who shall be appointed by the Vice-Chancellor from amongst the teachers, of the University not below the rank of Associate Professor
  14. The Proctor shall exercise such powers and perform such functions and duties in respect of the maintenance of discipline among students, as may be delegated / assigned to him/her by the Vice-Chancellor.
  15. The Proctor shall hold office for a period of three years and shall be eligible for reappointment.

16. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve of from time to time.
17. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
18. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
19. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
20. The Proctor shall have the duty to:
  - a) take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
  - b) monitor the disciplinary climate prevailing in the student community.
  - c) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
  - d) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide / recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision;
  - e) issue all orders relating to disciplinary proceedings against students.
21. The Proctor shall maintain liaison with the local State Administration in matters regarding the law and order situation in the University Campus.
22. The Proctor shall have the power to:
  - a) institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself.
  - b) to suspend or rusticate a student up to a maximum period of two weeks and/or impose a fine as prescribed from time to time.
  - c) In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
23. The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

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**ORDINANCE NO: 19**

**UNIVERSITY BUILDING COMMITTEE**

*(Under Section 28 (1) (O) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 24<sup>th</sup> July, 2010 and 10<sup>th</sup> July, 2010 respectively)*

1. The University shall have a Building Committee consisting of the following members, namely:
  - a) The Vice-Chancellor (Chairman)
  - b) A Representative of the Planning Board of the University
  - c) A representative of the user Department
  - d) Two Professor/Associate Professors of the University nominated by the Vice-Chancellor
  - e) Finance Officer of the University
  - f) OSD / DR / AR in charge of Development
  - g) Principal of the Engineering college of the University or Head of the Civil Engineering Department (where it exists), otherwise a person of equal status from a neighboring University/College
  - h) Chief Engineer (Civil) of CPWD or state PWD or his representative not below the rank of Superintending Engineer
  - i) A retired Chief Engineer/Superintending Engineer (Civil) of CPWD/states PWD/Public sector Undertaking
  - j) Superintending/Executive Engineer (Public Health) of CPWD/states PWD
  - k) University Engineer
  - l) Senior most Architect of the University (where it exists), otherwise a Chief Architect or person of equal status from a neighboring University/College
  - m) Chief architect/Deputy Chief Architect or a person of equivalent status from a Central or State Department
  - n) Senior most landscaping Expert of the University (where it else), otherwise from some neighboring University/College
  - o) Registrar of the University (Member-secretary)

University may consider paying reasonable remuneration to the hired experts so that they devote the required time and made valuable contributions.
2. The Building Committee shall be responsible for finalizing the Plans and Estimates of the various Building Projects proposals and for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds.
3. The Building Committee should also ensure the following:
  - a) Value Architecture and value Engineering: That the Architects involved suggest value architecture with a view to economize the project by avoiding unnecessary high cost options, without compromising on quality. The value Engineering also aims to achieve the same goal.
  - b) That the master plan not only takes care of the immediate requirements but also takes into account future expansion scopes for varied and unforeseeable needs.
  - c) That the implementation of the project is properly prioritized so as to take up only essential works in the first/earlier phase e.g. teaching-learning infrastructure like class room, hostels, faculty residence etc. It may also consider certain modular designs, which can be expanded gradually in future as per requirements.

- d) That the faculty residence should only be as per immediate needs.
  - e) That the guest house should not be too big which remains underutilized.
  - f) That a 'Plantation Master plan' for the whole campus, involving experts in landscaping, horticulture, forestry etc., is prepared to plant maximum number of trees and plants, wherever possible e.g. along boundary walls/roads/tracks, in empty spaces which are not to be used for any other purpose.
  - g) That the green building concept is adopted so that the proposed buildings are less power consuming. Use of solar energy should be promoted.
  - h) The planning should include rain water harvesting and waste water recycling.
  - i) That no wasteful expenditure is incurred be promoted.
  - j) Be responsible for the maintenance and upkeep of the University Buildings;
  - k) Assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the budget for the same to be submitted for approval of the Executive Council.
  - l) Exercise all such powers, as delegated to it by the Executive Council from time to time and
  - m) Constitute one or more sub committees to look after any of the functions and responsibilities assigned to it.
4. The Committee shall meet at least twice in a year, or as and when necessary.
  5. ½ of the members of the Building Committee shall form the quorum for holding meeting of the Building Committee. However, presence of at least two Engineers and one Architect is must.
  6. Proposals for construction/renovation/repair costing more than Rs. 75.00 lakhs will be sent to UGC for examination by the Standing Committee.
  7. The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission the Government and from the University's own resources.
  8. After the approval of the Building Committee, the University shall place the proposal for the building project, before Finance Committee for its approvals along with a certificate that the plans and estimates are in conformity with the norms. There is no need to send the building proposals to UGC, but detailed information shall be sent to UGC in prescribed format, which will be examined by the UGC with the help of a standing committee constituted by the Chairman, UGC for the purpose. Comments of the expert committee, if any, shall be incorporated in the Building Committee decisions.

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**ORDINANCE NO: 20**

**UNIVERSITY LIBRARY COMMITTEE**

*(Under Section 28 (1) (0) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 24<sup>th</sup> July, 2010 and 10<sup>th</sup> July, 2010 respectively)*

1. There shall be a University Library Committee consisting of the following Members, namely:
  - a) Vice-Chancellor, who shall be the Chairman
  - b) Pro-Vice-Chancellor
  - c) Registrar
  - d) Finance Officer
  - e) Deans of the Schools including DSW
  - f) The senior most professor from each of the Schools to be appointed by the Vice-Chancellor by rotation in order of seniority
  - g) Proctor
  - h) Librarian, who shall be the Convener
2. The term of office of the Members of the University Library Committee, other than the ex-officio members, shall be one calendar year.
3. The Committee shall:
  - a) exercise general supervision over the University Central Library, and all the other Libraries of the University;
  - b) frame Regulations for the management and use of the Libraries subject to the approval of the Academic Council;
  - c) allocate funds to various Departments, assess the requirements of the Library and other Libraries and frame budget to be submitted to the Authorities concerned;
  - d) submit to the Academic Council of the working of all the Libraries of the University annually;
  - e) recommend to the Executive Council the creation of any new post in the Libraries;
  - f) formulate and administer proposals concerning the development of libraries of the University.
4. The Committee shall meet at least twice in a year.
5. One-third of the total number of members shall constitute *the* quorum for a meeting of the Committee.
6. The Convener shall issue to each member a Notice convening the meeting and a copy of the Agenda at least seven days before each Ordinary Meeting of the Committee. In case of the Extra ordinary Meetings, the notice and agenda has to be sent at least 24 hours before the meeting.

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**ORDINANCE NO: 21**

**SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH)**

*(In Compliance with Section 28(n) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 13<sup>th</sup> February, 2011 and 11<sup>th</sup> February, 2011 respectively)*

1. The Central University of Himachal Pradesh shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitisation and elimination of sexual harassment.
2. In order to take proactive steps and sustained efforts towards gender sensitisation and prevention of workplace harassment of all kind, the University shall have an Apex Committee consisting of the following:
  - a) Three persons, of whom at least two shall be women, from amongst the teachers of the University, to be appointed by the Vice-Chancellor, the senior most of the woman member shall be the Chairperson.
  - b) Two persons, of whom at least one shall be a woman, from amongst the non-teaching staff of the University, to be nominated by the Registrar.
  - c) Two persons, of whom at least one shall be a woman, from amongst the Students of the University, to be nominated by the Dean of Students' Welfare (DSW).
  - d) One representative of an NGO engaged in women rights, gender issues and social development etc. to be appointed by the Vice-Chancellor.
  - e) One person to be appointed by the Vice-Chancellor from the Students' Council.
3. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice-Chancellor may decide from time to time.
4. The Apex Committee shall, with the approval of the Vice-Chancellor of the University:
  - a) evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence;
  - b) promote gender equity, obliterate gender-bias, eliminate discrimination against women, prevent and protect women from sexual harassment and gender-based violence;
  - c) take measures necessary for creating a social and psychological environment for harmonious and healthy relationship at workplace;
  - d) shall design and organise awareness campaigns, gender-sensitisation programmes, orientation and training for sensitising the students, staff and teachers of the University about gender-based discrimination and workplace harassment;
  - e) organise counselling, guidance and help centres aimed at preventing and protecting women against discrimination and sexual harassment;
  - f) frame and issue policies and guidelines of good conduct and behaviour amongst the students, staff, and teachers of the university;
  - g) ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints;
  - h) fulfil the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace; and

- i) take suo-motu cognizance of any act of gender discrimination, gender bias and sexual harassment on the campus and direct the Complaint Committee to look into the matter and make their recommendations for their redressal.
5. For effective and efficient discharge of the complaints against sexual harassment, the University shall have a University Complaint Committee (UCC) consisting of the following members:
    - a) One of the Members of Apex Committee to be appointed by the Vice-Chancellor, who shall be the chairperson.
    - b) Three persons to be appointed by the Vice-Chancellor from amongst the women teachers of the University.
    - c) One person to be nominated by the Registrar from amongst the women non-teaching staff of the University.
    - d) The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice-Chancellor may decide from time to time.
  6. The Complaint Committee shall have the rights and duties to:
    - a) receive and register, in strict confidentiality, complaints from students, staff and teachers of the University and/or from any other person from outside the university against sexual harassment by a student, staff, teacher, service provider of the University;
    - b) request the university authorities to initiate necessary action for lodging complaint with the appropriate authorities, in case of sexual harassment by an outsider, i.e., by a person or persons unconnected with the University;
    - c) take cognizance of complaints about sexual harassment, and conduct enquiries, provide assistance and redressal to the victims and recommend penalties and other action to be taken; and
    - d) conduct a formal enquiry against the student / teacher / non-teaching staff / service provider of the University allegedly involved in a case on the basis of its findings during the preliminary enquiry maintaining strict confidentiality.
  7. Sexual harassment shall include such unwelcome sexual behaviour (whether directly or by implication) as:
    - a) Unwanted physical contact and advances;
    - b) A demand or request for sexual favours;
    - c) Making a sexually-coloured remarks;
    - d) Exhibiting / displaying / showing pornography; and/or
    - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
  8. The aggrieved party may lodge complaint of sexual harassment, either in writing or orally, directly to the Vice-Chancellor, or to the Chairperson or to any Member of the Complaint Committee.
  9. In case the complaint is made orally, the same shall be recorded in writing by one of the Members of the Complaint Committee and shall be read out to the complainant and signed by the complainant and countersigned by the member.

10. The complaint received as such or as recorded in writing shall be forwarded to the Complaint Committee for conducting enquiry.
11. The Complaint Committee shall hear both the parties involved, i.e., the complainant and the accused in a manner as it may deem appropriate, and determine the course of action that the situation merits.
12. The enquiry shall be conducted under the rules and procedures already laid down by the University and will be in conformity with the principles of natural justice.
13. The formal enquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC (University Complaint Committee) finds it impractical to dispose off the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-Chancellor.
14. Depending upon the severity of the case, the University Complaint Committee may:
  - a) In case of employees of the University, recommend disciplinary action including penalty and punishment as per university rules;
  - b) In case of outsiders/service providers to the University, request the university authorities to initiate necessary action for lodging complaint with the appropriate authorities; and
  - c) In case of students, the penalty, punishment and disciplinary action against the offender may include:
    - i) Warning
    - ii) Written apology
    - iii) Fine in cash
    - iv) Bond of good behaviour
    - v) Debarring entry into hostel/campus
    - vi) Withholding examination results
    - vii) Expulsion from the university
    - viii) Denial of re-admission

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**ORDINANCE NO: 22**

**CONSTITUTION, POWERS AND FUNCTIONS OF THE SCHOOL BOARD**

*(Statute 15(3) & (4) of the Statutes of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 13<sup>th</sup> February, 2011 and 11<sup>th</sup> February, 2011 respectively)*

1. Each School shall have a School Board which shall consist of the following members:
  - a) Dean of the School who shall be the Chairperson;
  - b) Heads of the Departments in the School;
  - c) Directors of the Centres in the School;
  - d) All Professors in the School;
  - e) One Associate Professor from each Department / Centre in the School to be appointed by rotation in order of seniority from each Department / Centre in the School;
  - f) One Assistant Professor from each Department / Centre in the School to be appointed by rotation in order of seniority from each Department / Centre in the School;
  - g) Three experts not in the service of the University having special knowledge of the subject or subjects concerned, around which the Departments / Centres in the School are organised, nominated by the Academic Council;
  - h) Two professors to be nominated by the Vice-Chancellor from amongst the professors of the Allied & Cognate Schools / Discipline;
2. The term of the Office of the members other than ex-officio members shall be three years and they shall be eligible for re-nomination.
3. The School Board shall, subject to the overall supervision of the Academic Council of the University, perform the following functions:
  - a) To prescribe the qualifications for and procedures for admission of candidates to the various Programmes of Studies in the Departments / Centres of the School;
  - b) To co-ordinate the teaching and research work in the Departments / Centres in the School;
  - c) To consider and approve subjects for research for various degrees and other requirements of research degrees, as recommended by the Board of Studies.
  - d) To constitute committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department / Centre in the School and to supervise the work of such committees;
  - e) To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments / Centres or committees mentioned in clause (d) above;
  - f) To consider schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
  - g) To promote and review research within the School and to submit reports on research to the Academic Council;
  - h) To frame general rules and guidelines for the evaluation of continuous internal assessment including the Counselling Activities & Tutorials(CAT), assignments, quizzes, sessional work, Mid-Term and End-Semester Examinations;

- i) To recommend to the Academic Council, the award of research degrees to candidates who have been found qualified and fit to receive such degrees;
- j) To consider and act on any proposal regarding the welfare of the students of the School;
- k) To perform all other functions which may be prescribed by the Act, the Statutes and the Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and
- l) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

#### **Meetings of the School Board:**

- 4. The Board shall hold at least two ordinary meetings in an Academic year, one in each semester;
- 5. The Dean may convene special meetings of the Board at his/her own initiative or at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Board;

#### **Quorum:**

- 6. The quorum for the meeting of the Board shall be one-third of its total members.

#### **Notice:**

- 7. Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings.
- 8. The Dean may convene emergency meeting of the Board at short notice.

#### **Rules of Business:**

- 9. Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.

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**ORDINANCE NO: 23**

**TRAVELING AND DAILY ALLOWANCE RULES**

*(Section 28(o); Statute 2(iii) and 12(xx) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 13<sup>th</sup> February, 2011 and 11<sup>th</sup> February, 2011 respectively)*

- 1) These Rules may be called the Travelling and Daily Allowance Rules of the Central University of Himachal Pradesh and shall apply to the members of the authorities of the University, members of the Committee(s) appointed by the authorities or by the Vice-Chancellor; and the officers, employees and teachers of the University.
- 2) The officers, employees and teachers of the University will be paid travelling / daily allowance travel in connection with:
  - a) Official work including deputation to accompany students on excursion, educational tour, field work etc.
  - b) Research, Fieldwork, Consultancy and/or Extension work etc.
  - c) Participation, as a nominated delegate of the University, in congresses, conferences, seminars, workshops, trainings and management development programmes, etc.
  - d) Such other duties as may be assigned to a person by the Vice-Chancellor and/or the University authorities.
- 3.1) Claim for TA/DA shall not be entertained unless prior approval of the competent authority has been obtained for undertaking such journeys as under:
  - a) Travel in connection with participation in congresses, conferences, seminars, workshops, trainings, management development programmes, etc. as a nominated delegate of the University, shall require prior approval of the Vice-Chancellor.
  - b) Travel in connection with research work / field works by teachers including Head of the Department / Director of Centre and other Research / Technical Staff of the University shall require prior sanction of the Deans of the School concerned. Provided that the Dean of the School shall ensure that the travel is in connection with respect to projects already approved by the University and that the expenditure shall be within the sanctioned provision.
  - c) Travel in connection with teachers / staff accompanying students on excursion, educational tour, field work etc. shall require prior approval of the Heads of the Department / Directors of the Centres. Provided that the Heads / Directors shall ensure that the excursion / tours / field works is prescribed as a component of the course and that necessary provisions are available in the approved budget of the University.
  - d) Travel in respect of Coaches, Convenors, Teams or any other person(s) in connection with Activity Clubs / Societies etc. shall require prior approval of the Dean of Students' Welfare. Provided that the Dean of Students' Welfare shall ensure that the travel is in connection with activities already approved by the University and that the expenditure shall be within the sanctioned provision.
  - e) Travel by Deans, Registrar, Finance Officer, Controller of Examination, Librarian and Dean of Students' Welfare, shall require prior sanction and approval of the Vice-Chancellor.
  - f) Travel in connection with work assigned to a person by the Vice-Chancellor and/or University authorities shall require sanction and approval of the Vice-Chancellor.
  - g) Travel in connection with approved official work, shall require prior sanction of the Dean, Registrar, Finance Officer, Controller of Examination, Heads of the Departments /

Directors of the Centres, Librarian and Dean of Students' Welfare, with respect to the staff working with them.

**3.2) The Official and Non-Official members shall be as defined hereunder:**

- (A) **Official Members:** Serving (Central/State) Govt. Servants, Semi-Govt. / Autonomous Bodies, Employees paid from consolidated fund of India / State through grant-in-aid from UGC / GOI are treated as Official members.
- (B) **Non-Official Members:** All other including retired Govt. Servants and retired members of UGC or Statutory Bodies viz. Universities, Institutions, Councils, Boards and Societies etc.
- 4) **Travelling and Daily Allowance:** Travelling and Daily Allowance shall be applicable to various categories as per **Schedule - A**.
- 5) **Daily Allowance:** Daily Allowance shall be payable to various categories as per **Schedule - B** and shall be subject to Govt. of India rules as notified from time to time.
- 6) Members of the authorities other than the employees of the University who reside at Headquarters shall be entitled to travelling allowance for attending meetings of authorities or Committees as prescribed under 2(a) above.
- 7) Travelling and Daily Allowance shall be granted strictly as per rules of Government of India. However, in the Vice-Chancellor shall have the power to make relaxation in exceptional cases.
- 8) Travel in connection with the funded research projects / consultancy / extension work (i.e., projects sanctioned to a teacher / staff / researcher by an agency other than the University) shall be governed by the TA / DA rules as applicable to the project and specified by the funding agency. Provided that if the rules of the funding agency are silent on the subject, then the project / consultancy / extension shall be governed by the TA/DA rules of the University.
- 9) If a person combines tour with vacation / leave and does not return to headquarters immediately on completion of tour, he/she shall be entitled to travelling/daily allowance for onward journey only.
- 10) If a member of the vacation staff is recalled from outside, during vacation, to attend meetings or any other official work of the University, he/she will be entitled to travelling allowance for the journey undertaken from the place of stay outside to the place of the meeting and back but not to any daily allowance.
- 11) An employee recalled to duty before the expiry of leave sanctioned to him/her will be entitled to draw travelling allowance from the place at which the communication reaches him/her provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travelling allowance may be allowed at the discretion of the Vice-Chancellor.
- 12) For travel in connection with conference / seminar / workshop etc. with the separate / specific financial assistance / grant of University Grants Commission shall be governed by the rules as prescribed by the UGC, for such grant.
- 13) In respect of teachers nominated / deputed to attend the conferences / seminar/ workshop from out of the University funds other than unassigned grants, the following cases of teachers shall be considered for approval by the competent authority:
- a. A person who is nominated or elected as President or Chairman of the Conference / Meeting / Session etc.

- b. A person whose paper has been accepted for being presented at the Conference / Seminar.
  - c. The travelling allowance shall not exceed the actual travelling expenses and daily allowance that may be paid in special cases to the participating teachers, shall be decided by the Vice-Chancellor.
- 14) On educational tour / field work trips, the railway fare will be allowed at the concessional rate, where such concession is permissible under the railway regulations, by the class to which the person is entitled according to his/her grade.
- 15) All the TA/DA claims viz. Drawal of advances, adjustment of TA claims and recovery of unspent advance, levy of travel interest and forfeiture of claims etc. shall be regulated as per Govt. of India FRs / SRs (TA) Rules.
- 16) Travelling and daily allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion / grant of advance increments with retrospective effect.
- 17) The Vice-Chancellor will be his/her own Controlling Officer and shall also be the Controlling Officer in the case of Deans, Registrar, Finance Officer, Controller of Examination, Librarian and Dean of Students' Welfare.
- 18) The Deans, Directors / HoDs, Registrar, Finance Officer, Controller of Examination, Librarian and Dean of Students' Welfare shall be the Controlling Officers in respect of the staff working under them.
- 19) It shall be the duty of a Controlling Officer before signing or countersigning a travelling allowance:
- a. To see that the halt has not been unnecessarily or unduly protracted;
  - b. To satisfy himself/herself that travelling allowance for journey by Rail has been claimed for the class of accommodation actually used;
  - c. To observe any other instructions which the University may issue for his/her guidance from time to time.
- 20) The Controlling Officer may disallow any claim, which in his/her opinion, does not fulfil the above conditions.
- 21) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey performed in the University's interest within a radius of 8 kms from his/her headquarters when a staff car / University conveyance is not made available and no travelling allowance is admissible. Rules in this regard shall be as per Govt. of India rules issued and amended from time to time.

**Scale of conveyance:** The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a conveyance. If the places to be visited are not connected by public conveyance, scooter / auto rickshaw fare may be paid.

Note 1: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his/her residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him/her.

Note 2: In the case of a person less than in the rank of Assistant or equivalent, conveyance expenses may be paid to him/her, if he/she is required to come to office outside the ordinary hours of duty and does not receive any special remuneration/overtime allowance.

Note 3: When a person travels in a class lower than that he/she is entitled, he/she shall be entitled to the reimbursement fare of the class actually used.

- 22) If there is any confusion or overlap, the Govt. of India Rules shall prevail.
- 23) Anything which is not contained in this ordinance may be dealt as per the rules of the Government of India.

**SCHEDULE - A: TRAVELLING & DAILY ALLOWANCE**

CATEGORIES	JOURNEY BY AIR	JOURNEY BY TRAIN / RAIL	TRAVEL BY TAXI / OWN CAR	JOURNEY BY ROAD / ROAD MILEAGE
Non-Official Members of the University Authorities / Committees and Experts	According to the entitlements to which he / she was entitled before retirement. Other non-official members / experts will be entitled to travel by air by the cheapest fare in economy class inclusive of Development Fee charged, if any. The journey by private airlines is also permissible subject to the condition that the fare charged is not more than Air India Fare or where Air India does not operate.	Entitled to travel by all trains including Rajdhani Express / Shatabdi Express. They will be entitled to travel by the class of entitlement before retirement. The cancellation charges shall also be reimbursable in case of cancellation or postponement of meeting by the University.	₹ 8.00 per km	The taxi / own car (AC / Non-AC) fare from residence to airport / railway station / Bus stand and from the place of meeting to airport / railway station / bus station / residence shall be payable @ ₹ 16.00 per km and auto rickshaw / scooter @ ₹ 8.00 per km or as may be amended by the UGC from time to time.
Official Members of the University Authorities / Committees	According to the entitlements as per their Grade Pay according to the Govt. of India Rules	According to the entitlements as per their Grade Pay according to Govt. of India Rules	₹ 8.00 per km	As per Govt. of India Rules
The Vice-Chancellor	Executive / Business Class	Air conditioned First Class or the highest class of accommodation provided by the Railway.	As per Govt. of India Rules	Actual as per Govt. of India Rules
Employees drawing grade pay of ₹ 10,000/- and above and those in pay scale of HAG+ and above.	Business / Club class	AC First class	As per Govt. of India Rules	As per Govt. of India Rules
Employees drawing grade pay of ₹ 7,600/-, ₹ 8,000/-, ₹ 8,700/-, ₹ 8,900/- and ₹ 9,000/-.	Economy Class	AC First class	As per Govt. of India Rules	As per Govt. of India Rules
Employees drawing grade pay of ₹ 5,400/-, ₹ 6,000/-, ₹ 6,600/-, ₹ 7,000/-.	Economy Class	AC - II Tier	As per Govt. of India Rules	As per Govt. of India Rules
Employees drawing grade pay of ₹ 4,200/-, ₹ 4,600/- & ₹ 4,800/-.	Not Entitled	AC - II Tier	As per Govt. of India Rules	As per Govt. of India Rules
Employees drawing grade pay below ₹ 4,200/-.	Not Entitled	First Class / AC - III Tier / AC Chair car	As per Govt. of India Rules	As per Govt. of India Rules
<p><b>Note 1:</b> 'Pay' means, pay in the revised scales of pay, special pay, non practicing allowance, personal pay and any other emoluments which may be specially classed as pay, actually drawn by the person.</p> <p><b>Note 2 :</b> In the case of re-employed persons, 'pay' will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re-employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post, such excess will be ignored.</p> <p><b>Note 3:</b> Contractual/fixed salary employees/workers or part time workers shall rank in such grade as the Vice-Chancellor may decide on a case to case basis.</p>				

**SCHEDULE - B: DAILY ALLOWANCE**

**CENTRAL UNIVERSITY OF HIMACHAL PRADESH**

CATEGORIES	DAILY ALLOWANCE
Non-official Outstation Members / Experts	`1,000.00 per day (inclusive of boarding / lodging) if the Member / Expert stays in a Hotel and produces a Receipt. `250.00, if the member / expert makes his own arrangements irrespective of the classification of the city or arrangement made and the expenditure borne by the University, for stay (lodging only) in any State Guest House or for single room in medium range ITDC or State run Tourist hotels / hostels or registered societies like IIC, India Habitat Centre, for which prior approval of the University is required to be obtained.
Non-official Local Members / Experts	No DA is payable to local Members / Experts.
Official Members of the University Authorities	As per their entitlements according to Govt. of India Rules
Members of the Committees appointed by the University Authorities and Experts.	As per their entitlements according to Govt. of India Rules
The Vice-Chancellor	As applicable to HAG + Officers
Employees drawing grade pay of `10,000/- and above and those in pay scale of HAG+ and above.	Reimbursement for Hotel accommodation / guest house of up to `5,000/- per day; reimbursement of AC taxi charges of up to 50 kms per day for travel within the city; and reimbursement of food bills not exceeding `500/- per day.
Employees drawing grade pay of `7,600/-, `8,000/-, `8,700/-, `8,900/- and `9,000/-	Reimbursement for Hotel accommodation / guest house of up to `3000/- per day; reimbursement of non-AC taxi charges of up to 50 kms per day for travel within the city; and reimbursement of food bills not exceeding `300/- per day.
Employees drawing grade pay of `5,400/-, `6,000/-, `6,600/-, `7,000/-	Reimbursement for Hotel accommodation / guest house of up to `1500/- per day; reimbursement of taxi charges of up to `150 per day for travel within the city and reimbursement of food bills not exceeding `200/- per day.
Employees drawing grade pay of `4,200, `4,600/- & `4,800/-	Reimbursement for Hotel accommodation / guest house of up to `500/- per day; reimbursement of taxi charges of up to `100 per day for travel within the city and reimbursement of food bills not exceeding `150/- per day.
Employees drawing grade pay below `4,200/-.	Reimbursement for Hotel accommodation / guest house of up to `300/- per day; reimbursement of travel charges of up to `50 per day for travel within the city and reimbursement of food bills not exceeding `100/- per day.
<p><b>Note:</b> The non-official as well as official members of the authorities / committees and the Experts, other than university employees, shall also be entitled for sitting fee / honorarium which shall also be payable as per University Rules.</p>	

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**ORDINANCE NO. 24**

**CADRE RECRUITMENT RULES INCLUDING MANNER OF APPOINTMENT, OTHER SERVICE CONDITIONS AND EMOLUMENTS OF EMPLOYEES OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF**

*(Statute 23(1 & 2) read with Section 28(2) of the Central Universities Act 2009)  
(Approved by the 44th Executive Council meetings held on 31st December, 2019 respectively)*

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 These rules shall be called the Cadre Recruitment Rules including Manner of Appointment, other Service Conditions and Emoluments of Employees other than Teachers and other Academic Staff.
- 1.2 These rules shall come into force with the effect from the date of notification of these rules by the University.

**2. DEFINITIONS:**

- 2.1 "Act" means the Central Universities Act, 2009 as amended from time to time.
- 2.2 "CUHP" means the Central University of Himachal Pradesh
- 2.3 "Government" means the Central Government/State Government.
- 2.4 "Non-Teaching Employee" means a person who is a member of a University Service or holds a regular post in the University not engaged in teaching and includes any such person on foreign service or whose services are temporarily placed at the disposal of an organisation, institution, a local or other authority.
- 2.5 "Limited Department Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts as per their eligibility in the Annexure - 1, conducted by the University for Promotion to a higher post specified in these rules.
- 2.6 "Department Candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- 2.7 "Regular Service" means service rendered by an employee in the Cadre on a regular basis other than the service on contract or daily wages and appointment in a cadre post through due procedure followed by regularization to the extant approved by the competent authority.
- 2.8 "DPC" means Departmental Promotion Committee.
- 2.9 "Statutes", "Ordinance" and "Regulation" means, respectively, the Statutes, Ordinances and Regulations of the University made under Central Universities Act, 2009.
- 2.10 "Appointing Authority", in relation to a Government servant, means:
  - (i) the authority empowered to make appointments to the Service of which the Government servant is for the time being a member or to the grade of the Service in which the Government servant is for the time being included, or
  - (ii) the authority empowered to make appointments to the post which the Government servant for the time being holds, or
  - (iii) the authority which appointed the Government servant to such Service, grade or post, as the case may be, or
  - (iv) where the Government servant having been a permanent member of any other Service or having substantively held any other permanent post, has been in continuous employment of the Government, the authority which appointed him to that Service or to any grade in that Service or to that post.
- 2.11 "Disciplinary Authority" means the authority competent under this Ordinance to impose on a Government servant any of the penalties.

- 2.12 "Appellate Authority" means the authority competent under this Ordinance to hear an appeal and review evidence and testimony to determine the facts of the case.
- 2.13 "Equivalent of post" means the post(s) shall be determined in terms of the original duties assigned to the post and the pay scales/pay matrix attached to the post based on job functions and the placement in the hierarchy, only. Any additional responsibilities discharged other than original job functions assigned to the post(s) shall not be considered as equivalent to the full experience required in the specified position. By mere carrying the same Grade Pay/Pay Level/ Pay Matrix or being placed at the same level in hierarchy cannot be considered as a factor for equivalence. For example: the post of Security Officer/Medical Officer/ Engineers/ Assistant Librarian/ Technical Officer/ IT Managers /Language Officers/ Telecom Sales Officers/ Marketing Officers/ Banking & Insurance specialists/ Financial or Insurance or Manufacturing Production Promotion Officers/ Workshop Superintendents, etc. in PB-III, GP-Rs.5400/- or Pay Matrix Level-10 cannot be considered as equivalent post(s) for Assistant Registrar with GP-Rs.5400/- in PB-III or Pay Matrix Level-10. Post(s) with original responsibilities such as Stores & Purchase Officer, Administrative Officers, Assistant Finance & Accounts Officer, Academic Officer, Assistant Controller of Examinations etc. in the specified GP/ Level worked in the core administrative jobs shall only be considered as equivalent to Assistant Registrar and the similar positions of that kind. The said analogy will be followed for other positions also, accordingly.

### **3. CLASSIFICATION AND SCALES OF PAY:**

- 3.1 The Classification and the Scale of Pay attached thereto shall be as specified in Annexure - 1. The posts will be grouped under the following Cadres:
- A. Ministerial
  - B. Secretarial
  - C. Library
  - D. Laboratory
  - E. Engineering
  - F. Technical
  - G. Medical / Health Cadre
  - H. Hindi Cell
  - I. IT / ICT
  - J. Security
  - K. Hostel / Guest House
  - L. Public Relation
- 3.2 The University with due approval of the Executive Council may:
- (A) Create new cadre(s) as it deems fit.
  - (B) Make such alterations, variations, and other modifications in the existing cadres and their structures as it deems fit; and
  - (C) Amalgamate two or more cadres or divide one or more cadres / post(s) into such number(s), as it deems fit.
- 3.3 The Non-Teaching Employees of the University shall be grouped in to Group 'A', 'B' and 'C' category and such other categories as classified by Government of India from time to time.
- 3.4 The emoluments of Non-Teaching Employees shall be as prescribed by Government of India / University Grants Commission (UGC) from time to time.

4. METHOD OF RECRUITMENT:

- 4.1 The Recruitment to a post under the CUHP may be made by:
- A. Direct Recruitment;
  - B. Promotion of an employee of the University;
  - C. Appointment on deputation or fixed tenure;
  - D. Permanent absorption of an official from State or Central Government or any other Central / State Autonomous Bodies.
  - E. Re-employment on contract or on regular basis, of a retired person who had retired on superannuation or otherwise;
  - F. Adhoc / Temporary Appointments / Engagements on contract basis;
  - G. Appointment on compassionate ground as per the percentage fixed by the Government of India.
- 4.2 In the absence of the Cadre Recruitment Rules for any post or where a relaxation from the Rules is considered necessary, the approval of the Executive Council competent to approve the Cadre Recruitment Rules of the post in question shall be obtained for deciding the method of recruitment proposed to be followed.

5. APPOINTMENTS:

5.1 Direct Recruitment:

- (i) Direct recruitment to the post may be done from amongst candidates applying in response to any advertisement, vacancy notice; or
- (ii) Recruitment to all Group 'A' posts in the University shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee which shall take all aspects into consideration while determining eligibility of the candidates as per the procedures mentioned below:

"In case, a large number of applications are received for a particular post/posts, the Vice-Chancellor may constitute a Screening Committee by inducting at least one outside expert in the relevant field in addition to the competent internal members. The Screening Committee shall be required to screen the applications and shortlist the candidates wherever required as per the criteria determined by it duly approved by the Vice-Chancellor. The University shall also decide the number of candidates to be called for interview by determining the ratio between the number of vacancies and number of candidates. However, it must be ensured that the ratio shall not exceed 1:20. All eligible candidates shall be invited to appear at the test to shortlist candidates. Those who clear the test by securing pre-decided qualifying marks, shall be called for interview. The relaxation in the qualifying marks will be provided to the SC/ST/PWD/Ex-serviceman and other categories as per the Govt. of India rules duly endorsed by Selection Committee."

- (iii) Recruitment to all the posts of Group 'B' & Group 'C' categories and all such equivalent posts shall be done by holding the written test in Hindi/English or both mediums of Reasoning Ability, Mathematics or Simple Arithmetic, General Knowledge, General English/General Hindi, Noting and Drafting or any other subject or professional test/skill test/ physical test. However, professional tests/skill test/physical test will only be of qualifying nature. Assessment will be done on the basis of marks of written test.
- (iv) Reservation to the SCs, STs and OBCs in case of Direct Recruitment on all India basis by open competition is given at the rate of 15%, 7.5% and 27% respectively. In case of Direct Recruitment on all India basis otherwise than by open competition, reservation for SCs, STs and OBCs is 16.66%, 7.5% and 25.84% respectively.
- (v) In case of Direct Recruitment to Group 'C' posts which normally attract candidates from a locality or a region, percentage of reservation for SCs / STs is generally fixed in proportion to the population of SCs and STs in the respective States / UTs. For OBCs it is fixed keeping in view the proportion of their population in the concerned States / UTs and the fact that total reservation for SCs/STs/OBCs remains within the limit of 50% and reservation for OBCs remains within the limit of 27%(Reference No. - 1).
- (vi) Appointing Authority, Disciplinary Authority and Appellate Authority in respect to various Non-Teaching posts of Group 'A', 'B' & 'C' shall be as under:

Classification	Appointing Authority	Disciplinary Authority	Appellate Authority
Group A	Executive Council	Vice-Chancellor	Executive Council
Group B	Vice-Chancellor	Registrar	Vice-Chancellor
Group C	Vice-Chancellor	Registrar	Vice-Chancellor

- (vii) In case of statutory positions, if the Executive Council is unable to accept the recommendations made by the Selection Committee, it shall record its reasons and submit the case to the Visitor for his final orders. So far as the recommendations of the Selection Committee for non-statutory positions are concerned, the decision of the Executive Council shall be final.
- (viii) A candidate belonging to SC / ST / OBC who is selected on the same standard as applied to general candidates and who appears in the general merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, when a relaxed standard is applied in selecting and SC / ST / OBC candidate, for example in the age limit, experience qualification, permitted number of chances in written examination, extended zone of consideration larger than what is provided for general category candidates, etc., the SC / ST / OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

- (ix) The reservation policy of Government of India as amended from time to time for the purpose of reservation/benefits to the candidates belonging to EWS category shall apply mutatis-mutandis.
- (x) It shall remain the responsibility of the candidate to assess/ascertain his/her own eligibility to the post(s) for which he/she is applying in accordance with the advertisement. If it is found or detected at any time in future, during the process of selection/recruitment or even after the appointment that the candidate was not eligible as per the prescribed Recruitment Rules which could not be detected or found at the time of selection for whatever reasons; his/her candidatures/ appointment shall be liable to be cancelled / terminated immediately.
- (xi) The crucial date for determining all the requisite qualifications, experience and age limit will be the closing date of advertisement i.e. last date for receipt of application form.
- (xii) The University shall verify the qualifications/experience/antecedents and documents submitted by the applicant at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted are fake or the candidate has clandestine antecedents / background and has suppressed the said information, his / her services shall be terminated forthwith. In case of working experience in private organization/firm/company/sole proprietorship, etc. is claimed by the applicant in the application form, the University shall verify the authenticity of experience certificate from the related Government Institutes of the region i.e. Labour Office/EPFO/ESIC, etc.

## **5.2 Recruitment by Promotion**

### **5.2.1 Promotion Procedures**

1. Appointment to the post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in a post in next lower grade. Every appointment by promotion shall be on the basis of suitability, as per criteria laid down for the post having due regard to seniority.
2. For candidates to be considered for promotion must comply with the prescribed eligibility criteria for holding the meeting of the Departmental Promotion Committee.
3. Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in the APARs. Only performance reported above "Average" i.e. 'good' consistently for the preceding five years shall be taken into consideration by the DPC. While "average" is not an adverse remarks, it cannot be regarded as complimentary.
4. The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for five preceding years. The concession of lower qualifying marks/lesser standards of evaluation in respect of SC/ST employees shall be as per the Govt. of India rules.

5. The eligibility criteria, Vigilance Clearance Reports, APAR folders/dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs/PH shall be provided to the DPC for consideration. The seniority list should be circulated to the persons concerned before the DPC.
6. In case of "Selection" (merit promotion), the zone of consideration of eligible officers with extended zone for SCs/STs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service record of the officers. The normal zone and the extended zone will be as prescribed under the Govt. of India rule.
7. The assessment of each officer should be made on evaluation of their Confidential Reports for the preceding five years as specified above. The DPC should make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" or "Very Good" and accordingly grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the Select panel in order of their inter se seniority in the feeder grade subject to availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the Select panel. There shall be no supersession in promotion among those who are graded 'fit'.
8. Crucial date for eligibility of the candidates will be first January, in all cases irrespective of whether the CR's are written calendar year wise or financial year wise.
9. The Departmental Promotion Committee will meet at least once a year in January or February. The administrative authorities shall ensure that the information furnished to the Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form a part of the note for the DPC.
10. Penalties of any kind major or minor shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.

The following cases will be brought to the notice of DPC:-

- (a) Employees under suspension;
- (b) In respect of whom a charge sheet has been issued and disciplinary proceedings are pending; and
- (c) In respect of whom prosecution for a criminal charge has been pending.

The DPC will assess their suitability without regard to the disciplinary aspect. The DPC findings and grading shall be kept in a sealed cover and the fact recorded in the DPC proceedings. The same procedures shall be followed by the subsequent DPCs till the disciplinary/criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion will be determined and he will be promoted with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

5.2.2 Mode of Promotion, Zone of Consideration, Benchmark and Functions of the Departmental Promotion Committee (DPC)

1. Mode of Promotion:

There will be two modes of promotion in the University as under:

- (i) SELECTION – will be applicable (i) When Promotion is from a lower group to a higher group (e.g. promotion from Group 'C' to Group 'B' post, or from Group 'B' to Group 'A' post) and (ii) Promotion within Group 'B' and Group 'A' except where it is to a Non-functional grade.

Zone of Consideration and Benchmark for Promotion in case of Selection Method:

The zone of consideration shall be Govt. of India Rules as applicable from time to time. The DPC shall grade the officers in the zone of consideration as 'FIT' or 'UNFIT' only with reference to the ACRs. The officers considered 'FIT' will be enlisted in order of their inter se seniority in the feeder grade and will consider these cases only to prepare the select panel. The Select Panel may be prepared as per the modus operandi as under:

- (a) The promotion will be granted on SENIORITY-CUM-SELECTION basis where minimum average grading of ACR of the preceding 5(five) years must be to term an officer 'FIT.' For determining Fitness, ACRs of preceding 5(five) years must not have any remark below 'GOOD' for each year, marks may be granted on the basis of grading in the ACR as under:

- (i) 12 marks for the grading OUTSTANDING.
- (ii) 10 marks for the grading VERY GOOD.
- (iii) 5 marks for the grading GOOD.

- (b) For the purpose of drawing the panel a merit list may be prepared by the DPC. The merit list may be drawn by granting marks (i) on the basis of grading in the ACR (ii) on the basis of weightage of seniority and (iii) on the basis of performance in the personal interview.

(c) A total marks of 100 may be allocated, the distribution of which may be as under:

- (i) For grading ACR – 60 marks - to be granted for each year of ACR under consideration as per distribution as at (a)-(i), (ii) & (iii).
- (ii) For seniority in the cadre of Group 'A' – 20 marks weightage @2 marks per year of service rendered in excess of the minimum eligibility period of promotion subject to a maximum of 20 marks. For this, the broken period in excess of 1 year may be treated as under:
  - Six months and above to be treated as full one year.
  - Less than six months to be ignored. For the purpose of these clauses, the service will be counted up to the last date of the month preceding the month in which a DPC sits.
- (iii) For performance in the personal interview – 20 marks – Marks out of the total marks of 20 may be granted on the basis of the performance in the personal interview. The Chairperson and members of the DPC will decide the details of personal interview / marking etc.

The sum total of the marks scored by each out of the total 100 marks as in (c) – (i), (ii) & (iii) above will determine the merit position, accordingly panel may be drawn.

- (ii) Non-Selection – will be applicable in the rest of the promotion cases. Zone of Consideration and Benchmark for Promotion in case of Non-Selection method:

The zone of consideration shall be Govt. of India Rules as applicable from time to time. The DPC shall grade the officials in the zone of consideration as 'FIT' or 'UNFIT' only with reference to ACRs for the preceding 5 years. Where the minimum benchmark shall be 'GOOD'. The officials considered 'FIT' will be enlisted in order of their inter se seniority in the feeder grade and will be considered these cases only to prepare the Select Panel.

2. Confirmation of the non-teaching employees on their respective posts subject to satisfactory completion of probation period.

While considering the promotion cases, the DPC shall consider and assess the following:

- (a.) Provisions of the Ordinance, Act, Statute and the guidelines of the UGC/GOI as applicable.
- (b.) Eligibility & Relaxations
- (c.) Work & Conduct Reports

- (d.) APARs for the last 5 years. While screening the Annual Performance Appraisal Reports, the DPC may also fix the bench marks/or any other criteria for consideration as per the provisions of these bye-laws.
- (e.) Vigilance Clearance Report
- (f.) Roster points of the cadres as per the reservation policy of the Govt. of India/UGC.
- (g.) Performance in the interview/skill test/test, if conducted by the DPC as per the recruitment rules.

5.2.3 Adhoc Promotion:

1. In case there is no eligible employee available in the feeder channel for promotion, ad-hoc promotion may be given by the competent authority after providing the necessary relaxation in experience under exceptional circumstances subject to compliance of all formalities as applicable to the eligible candidates. In such cases, the candidate must have maintained at least three outstanding reports consecutively in the last 3 years prior to the date of eligibility of such ad-hoc promotion. Provided that the orders of promotion clearly specify that(Reference No. - 2);
  - (a.) the promotion is ad-hoc and will not confer on the person any claim for regular appointment / promotion; and
  - (b.) the service rendered on the ad-hoc basis in the grade concerned would not count for length of service or seniority in that grade at any future date or for eligibility for promotion to any higher post. However, the incumbent may be given annual incremental benefit in respect of higher post/grade in case there is no break between the period of adhoc and regular promotion of that post/grade.
2. Adhoc promotion shall not be continued beyond one year.

5.2.4 Other conditions of Promotion:

1. In addition to the eligibility criteria to be specified in the Cadre Recruitment Rules, the University may decide itself the method and procedures to be followed by the DPC for any category of posts. The University at its discretion may hold the written tests, interview or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. For this purpose, association of at-least one or two external experts shall also be mandatory.
2. Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. After completion of formalities such as performance appraisal reports, vigilance clearance reports, the departmental promotion committee shall evaluate and assess the eligibility of the

employees. The employees will be considered for promotion based on the recommendations of the DPC/Selection Committee duly approved by the Competent Authority of the University. All promotions of the non-teaching staff shall take effect from the date of the meeting of the DPC/Selection Committee.

3. The qualifying of skill test on computers shall be the compulsory requirement for promotion to the Administrative and Secretarial Cadre posts or other positions including officers as identified from time to time. Relaxation in the same shall be applicable as per prevailing Government of India Rules.

#### 5.3 Appointment on Deputation or fixed tenure:

In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/she attains the age of the superannuation prescribed for that particular cadre whichever is earlier. The appointment on deputation may be made initially for a period of two years which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance, good behaviour and high integrity. The University, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his/her performance or integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority or the repatriation of the officer from any other organization against whose vacancy the deputationist was working.

#### 5.4 Permanent absorption of an official from a State or Central Government or any Central / State Autonomous Bodies:

Ordinarily no deputationist shall be absorbed in any cadre of the University after expiry of his/her deputation period. In case, it is decided in the interest of the University to absorb any such person, then the University Administration may take up the matter with his parent organization for concurrence after obtaining the option of the deputationist concerned. After obtaining the consent of the parent department, the case shall be placed before the Executive Council for a final decision. In cases in which absorbees are not strictly in public interest, the transferred officers will be placed below all officers appointed regularly to the grade on the date of absorption.

#### 5.5 Re-employment on contract or on regular basis, of a retired person who had retired on superannuation or other-wise:

Nothing in these rules shall be construed to limit or abridge the powers of the Executive Council to reemploy persons in the service of the University beyond the date of superannuation prescribed by the Executive Council. Generally, no proposal for re-employment beyond the age of superannuation should ordinarily be considered. Re-employment can be justified only in very rare and exceptional circumstance, if such re-employment is certified by the Vice-Chancellor to be in the interest of the University as per Govt. of India rules. The following pre-requisite conditions must be satisfied before considering any case for re-employment:

- (a) The re-employment shall be allowed upto the age of 62 years.
- (b) That other officers are not ripe enough to take over the job; or that the retiring officer is of outstanding merit.
- (c) For other special circumstances to be recorded in writing and approved by the Vice-Chancellor.
- (d) The pay and allowances etc. of such re-employment shall be decided by the Vice-Chancellor with the approval of the Executive Council in accordance with the Government of India rule.

**5.6 Ad-hoc / Temporary appointments / Engagements on Contract basis:**

1. The appointment / engagement(s) on temporary / ad-hoc / contract basis in the University or under any Project/Scheme shall be made as per the terms and conditions of the Recruitment Rules of the University or the guidelines of the UGC / Govt. of India rule as amended from time to time.
2. Appointment on ad-hoc / contract basis for specific assignments shall be made by the University on certain monetary consideration taking into consideration the nature of assignments and work load involved, and the terms and conditions as may be agreed to between the Appointing Authority and the person appointed on contract / adhoc basis. The adhoc / contractual appointment shall be given for a specified time period at a time which may be extended as per the recruitment rules of the University. However, the total period of adhoc / contractual appointment shall not exceed one year unless approved by the Executive Council. No claim for regularisation / seniority shall be considered by the University on such adhoc / contractual appointment. Such incumbents shall be considered at par with the outsiders in case of any vacancy arises and all prescribed procedures shall be strictly followed.
3. The University shall ordinarily explore the possibilities of making engagement of workers in the sectors like the security, horticulture, casual labour, sanitation, hostel, mess, transportation and other areas where-ever possible through agencies by entering into contract for a specified period. For this purpose, the University has to follow the prescribed procedures of hiring of services such as issue of tender etc. after examining the justification, exigencies and financial implication followed by budget allocations. The selection of agencies has to be made based on competitive rates, efficiency, reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government.
4. Where the hiring of services in any area/sector is not feasible, the University may consider engagements on temporary basis/ad-hoc/contract basis on the recommendation of a duly constituted committee provided that the candidates fulfil the eligibility criteria for the post as per the Recruitment Rules and have applied in response to the advertisement issued by the University on its web-site. The afore-mentioned appointments/engagements shall be considered only against the existing vacancies of the university.
5. Notwithstanding anything contained in the above-mentioned rule, the Executive Council, may by a general or a special order, and subject to such conditions as it may specify in such an order delegate to any officer in the University the power to make adhoc appointments.

**5.7 Compassionate Appointment:**

The Vice-Chancellor shall be competent to consider the case of the spouse, son and daughter of an employee who dies while in service, or who retires on medical grounds provided that the family in either case is in extremely indigent circumstances and distress and does not have the capability of minimum sustenance, for appointment on compassionate grounds only in Group 'C' posts subject to the terms and conditions existing under the Government of India rule(Reference No. - 3).

**5.8 Engagement of Consultants:**

The Consultants may be engaged by the University to undertake high quality of services for which the concerned department of the University does not have requisite expertise. The approval of the competent authority should be obtained before engaging consultants. The strength and other terms & conditions for engagement of Consultants shall also be decided by the Competent Authority of the University keeping in view the provisions of GFR of the Govt. of India.

**5.9 Modified Assured Career Progression Scheme (MACP) / Dynamic Assured Career Progression Scheme:**

The Modified Assured Career Progression Scheme (MACP) or the Dynamic Assured Career Progression Scheme for the employees of the University will be governed by the orders/guidelines issued by UGC/Government of India from time to time. Any ambiguity in the MACP guidelines, must be referred to the UGC and its decision shall be final (Reference No. - 4).

**6. APPOINTMENTS IN THE PLACE OF EMPLOYEES DISMISSED, REMOVED OR REDUCED:**

When an employee is dismissed/removed/reduced from any post held by him/her due to the disciplinary action taken against him/her, the post in question shall not be filled up until/unless the limitation period of appeal expires or the appeal is decided against him/her by the competent authority of the University. This rider shall however not apply in case the affected person files a writ petition in the Court of Law against the order of the disciplinary authority unless there is an interim order issued by the Court to that effect.

**7. EMPLOYEES ABSENT FROM THE DUTY:**

- 7.1. Unless the authority competent to grant leave extends the leave, an employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
- 7.2. Willful absence from duty after the expiry of leave or unauthorized absence from duty renders an employee liable to disciplinary action under the CCS CCA(Rules), 1965.
- 7.3. The period of absence not covered by grant of leave shall have to be treated as dies non for all purposes, viz, increment, leave and pension. Such absence without leave where it stands singly and not in continuation of any authorized leave of absence will constitute an interruption of service for the purpose of pension and unless the pension sanctioning authority exercises its powers to treat the period as leave without allowance, the entire past service will stand forfeited.

8. PROBATION AND CONFIRMATION:

- 8.1 Every person appointed permanently to a post in the University after the commencement of the rules, whether by promotion or by direct recruitment, shall be on probation in such a post for a period of one/two years in the first instance as the case may be provided that the appointing authority may, in any individual case, extend or reduce the period of probation to such extent or terminate the service or reverted to his parent post as it may deem necessary and, the reason thereof to be recorded in writing as per the following procedures:-
- (i) In case of direct recruitment: the selected candidate will be kept on probation for a period of one/two years as the case may be. The appointing authority may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehavior. In case there is no perceptible improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his option to quit by giving one month's notice or deposit one month's salary in lieu of notice.
- (ii) In case of promotion: No Probation from one grade to another within the same Group (e.g. from Group C to Group C, Group B to Group B) and 2 years' Probation from a lower group to a higher group (e.g. from Group B to Group A). The appointing authority may at its discretion extend the period of probation by one year on ground of non-performance, misconduct or misbehavior or if he fails to comply with the terms and conditions of the appointment to the post to which the employee was promoted. In case there is no perceivable improvement despite all this, he/she shall be reverted to his parent post with immediate effect and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their parent posts, in case they cannot be adjusted in any other similar vacant posts available at that point of time.
- 8.2 On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer and to (i) confirm the probation/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or (ii) extend the period of probation or discharge the probationer or terminate the services of the probationer, as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily. The decision to confirm a probationer or to extend the period of probation, as the case may be, should be communicated to the probationer normally within six to eight weeks. In order to ensure that delays do not occur in confirmation, timely action must be initiated in advance so that time-limit is adhered to.
- 8.3 Confirmation of the probationer after completion of the period of probation is not automatic but is to be followed by formal orders. As long as no specific orders of confirmation or satisfactory completion of probation are issued to a probationer, such probationer shall be deemed to have continued on probation.
- 8.4 There will be no probation in the case of an employee appointed to various posts on contract basis, deputation, tenure basis, re-employment after superannuation.
- 8.5 There will be 2 years' probation in case of officers re-employed before age of superannuation.
- 8.6 Confirmation will be made only once in the service of an official which will be in the entry grade. Confirmation is delinked from the availability of permanent vacancy in

the grade. In other words, an officer who has successfully completed the probation may be considered for confirmation.

- 8.7 No employee of the University shall be confirmed on his post unless and until he signs the service agreement given at ANNEXURE - 2.
- 8.8 All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

## 9. SENIORITY:

Relative seniority of employee of the University shall be determined keeping in view of the following principles:

- 9.1 Direct Recruits - The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendations of the Selection Committee or other selecting authority. The persons appointed as a result of an earlier selection shall be senior to those appointed as a result of a subsequent selection.
- 9.2 Delay in joining duty - Persons selected are required to join duty within a specified time (not exceeding one or two months). Offer letter will make it clear that the offer will lapse, if they do not join within that time. Seniority will not be affected, if persons join before the specified date. In exceptional cases, the time limit may be extended up to six months. In that case also seniority shall not be affected.
- 9.3 On revival of the lapsed offer - Alapsed offer may be reviewed in the public interest in exceptional circumstances only with the approval of the Executive Council of the University.
- 9.4 Promotees: Where promotions are made on the basis of selection by a DPC, the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority, subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior, such persons shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him.
- 9.5 Where persons recruited or promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation.
- 9.6 Where promotions are made from different feeder cadres - If separate quotas are fixed for different feeder cadres, separate select lists should be prepared for each feeder cadre and selection made from each list to the extent of quota. Selected candidates will be placed in a consolidated list in the order of merit keeping in view the prescribed quota.
- 9.7 Relative seniority of Direct Recruits and Promotees - The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in the Recruitment Rules.

- 9.8 If adequate number of direct recruits does not become available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees.
- 9.9 Adhoc/Temporary appointment: Service rendered in a cadre as a result of temporary appointment or ad-hoc promotion will not confer any right for regularization or for benefit such as seniority, etc. for all future appointments/promotions.
- 9.10 Seniority of Absorbees: The relative seniority of persons appointed by absorption in the university service from the subordinate offices of the government or other departments of the government or a state government shall be determined in accordance with the order of their selection for such absorption.
- 9.11 Deputationist absorbed subsequently - In the case of a person who is initially taken on deputation and absorbed, his seniority in the grade in which he is absorbed will normally be counted from the date of absorption. If he has, however, been holding already the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he will be given seniority from - the date he has been holding the post on deputation or the date from which he has been appointed on a regular basis to the same or equivalent grade in his parent department, whichever is earlier. The fixation of seniority of an absorbee in accordance with the above principle will not, however, affect any regular promotions to the next higher grade made prior to the date of such absorption. In other words, it will be operative only in filling up of vacancies in higher grade taking place after such absorption. In cases in which absorbtees are not strictly in public interest, the transferred officers will be placed below all officers appointed regularly to the grade on the date of absorption.
- 9.12 Seniority on reversion to parent department - Persons sent on deputation to other departments are entitled to original seniority in the department on reversion.
- 9.13 Persons who have refused promotions and promoted after one year - Persons on refusal of promotion will lose seniority and will be shown junior those promoted prior to their subsequent promotion.
- 9.14 Re-employed pensioners: Those re-employed after superannuation will not form part of the cadre. Those retired/discharged before superannuation and re-employed, the posts will be treated as direct recruits and their seniority fixed accordingly.
- 9.15 Persons under suspension/disciplinary proceedings: Original seniority will not be affected, if an employee is completely exonerated and the suspension held unjustified. Promotion will be given against the first available vacancy. An employee will be deemed to have been promoted from the date the junior was promoted, for the purpose of counting service in the higher post for eligibility for promotion to the next higher post.
- 9.16 Person undergoing minor penalty - An employee should be considered for promotion by the DPC which meets after the imposition of the penalty and if he is considered fit for promotion, he may be promoted after the expiry of the currency of the penalty. His seniority should be fixed according to his position in the panel on the basis of which he is promoted. His pay in the promoted post will be fixed with effect from the date of actual promotion and his eligibility service in the promoted post for further promotion will commence from the date of actual promotion.
- 9.17 Seniority delinked from confirmation - Seniority of regularly appointed persons will be in the order of selection.
- 9.18 In case the afore-mentioned guidelines are not comprehensive enough to cover any particular case/cases, the University shall follow the Govt. of India rules in toto.

**10. POWER TO RELAX:**

- 10.1 Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PH/Ex-servicemen categories as per the UGC/ Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever, relaxation of qualification including percentage of marks is permitted under the Government of India rules, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
- 10.2 In other cases, age and experience may be relaxed by the Vice-Chancellor on the recommendations of the Screening Committee in the case of candidates with exceptional merit which must be recorded in writing by citing justifiable reasons as per the recruitment rules. However, in such cases offer of appointment shall be issued after the relaxation of age and experience done by the Vice-Chancellor is ratified by the Executive Council. In case, the Executive Council does not ratify the action of the Vice-Chancellor in relaxing the age and experience etc. of a candidate, then the orders of the Vice-Chancellor based on the recommendation of the Screening Committee/Selection Committee in respect of the candidate concerned shall be treated as null and void under the orders of the Competent Authority on ground of eligibility and the candidate shall not be appointed under any circumstances.

**11. AGE LIMIT:**

- 11.1 The upper age limit for appointment to various posts shall be as prescribed by the Executive Council in the Cadre Recruitment Rules scheduled to this Ordinance from time to time keeping in view the guidelines of the UGC / DOPT.(Reference No. - 5)
- 11.2 The relaxation in age, qualification shall be applicable to SC/ST/OBC/Physically challenged and in service candidates, etc. as per Govt's orders as amended from time to time.
- 11.3 The age condition shall not be applicable to the Employees of this University who apply for direct recruitment. However, they have to fulfil the eligibility criteria in respect of qualification and experience prescribed for Direct Recruitment.

**12. RESERVATIONS OF POSTS:**

The policy of the Government of India with regard to the reservation for various categories of posts in recruitment / promotion etc. shall be followed(Reference No. – 6).

“Saving:-Nothing in these rules shall affect the reservations, relaxation of age – limit and other concessions required to be provided for Scheduled Castes and Schedules Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.”

**13. PAYMENT OF TRAVELLING ALLOWANCE (TA):**

The candidate will have to present himself / herself for an interview, if called for, at the place and time mentioned at his own expenses. However, the out-side candidates belonging to SC / ST categories will be defrayed sleeper class rail fare, and in case any station is not connected by rail, ordinary bus fare shall be paid by shortest route, if called for interview against the reserved positions only of the University as per the Govt. of India rule. No extra charges, if any, incurred for reserving seat / sleeping berth in the train will, however, be reimbursed to the candidates. The above-mentioned conditions are not admissible to those SC / ST candidates who are already in Central / State Government service / or holding any other employment.

14. CONSTITUTION OF SELECTION COMMITTEE/ RECRUITMENT COMMITTEE / DEPARTMENTAL PROMOTION COMMITTEES :

- 14.1 For appointment to Group 'A' posts (other than Statutory positions) against direct recruitment / open selection, the composition of the Selection Committee will be as given in Appendix – 1 to the Schedule. Every appointment through direct recruitment / open selection shall invariably be made only after making an open advertisement as prescribed under clause 15 of this Ordinance.
- 14.2 For appointment to Group 'B' and 'C' posts against direct recruitment / open selection, the composition of the Recruitment Committee will be as given in Appendix – 1 to the Schedule. Every appointment through direct recruitment / open selection shall invariably be made only after making an open advertisement as prescribed under clause 15 of this Ordinance.
- 14.3 For Promotion including Limited Departmental Examination or Test to various posts, the composition of the Departmental Promotion Committee for difference categories of posts will be as given in Appendix – 2 to the Schedule.
- 14.4 The Group - B & C employees desirous of mobility of their cadre shall be permitted to the Entry Grade/Lowest Cadre through Limited Departmental Examinations and will be placed below in seniority to all the employees appointed regularly to the grade on the date of such mobility subject to fulfilment of following conditions:
- (a) The employee should have cleared his probation period and confirmed in the University services.
  - (b) The employee should possess minimum educational qualifications and have to pass the skill test, if any, as prescribed in the Recruitment Rules attached to the post to which he/she intends to move.

For the above purpose the University employee has to submit written application through proper channel to the Registrar of the University.

- 14.5 The Vice-Chancellor at his discretion may include the Head or any other senior member of the unit concerned in the Selection Committees / Departmental Promotion Committees at the time of selection / promotion to any post of the University.
- 14.6 In addition to the above, the nominee(s) of the SC / ST / OBC / PH / Minorities / Women categories to be nominated by the Vice-Chancellor shall be included in the Selection Committees / Recruitment Committee / Departmental Promotion Committees in case these categories of employees are to be considered for interview / promotion.
- 14.7 Any other member / members shall also be included in the Selection Committees/ Departmental Promotion Committees as per the directives of the Ministry of Human Resource Development (Government of India) / University Grants Commission (UGC) issued from time to time.

15. PROCEDURE FOR ISSUE OF ADVERTISEMENT AND INVITING APPLICATIONS FOR ALL CATEGORIES OF POSTS:

15.1 Issue of Advertisement:

1. All vacant Non-teaching posts of permanent nature, plan posts, the posts of temporary nature likely to continue, tenure /contractual/deputation posts etc. shall be advertised in appropriate time, giving at least one insertion in any of

the popular National Dailies and one insertion each in the 'Employment News', University News and University Website also. Individuals desirous of offering their candidature for a given post may obtain the prescribed application form and particulars of qualification etc. from the designated section of the University (sales counter) or download from the website which can be submitted along with the prescribed application fees, if any within the prescribed closing date.

Note: (i) To reduce the cost on advertisements, only essential details of the posts, pay-scales, closing date, category of post(s) as un-reserved / reserved shall be indicated in the advertisement. It should be clearly mentioned that the individuals desirous of applying for any post may obtain the applications along with the detailed qualifications and necessary instructions relating to the recruitment process from the sales counter of the University or they may download the application form along with the complete details from the University Website. The closing date can be extended at the discretion of the Vice-Chancellor of the University by notifying in the website only for which the desirous candidates should be instructed through the initial public advertisement to be in constant touch with the website.

2. Applications for short term engagements may be invited through any other mode of circulation such as the Web-site and Notice Boards of the University and communication to other universities /institutions/ organizations.
3. The University may also request the local Employment Exchange to sponsor the candidates for non-teaching posts as per the educational qualifications, experience etc. mentioned in the Schedule. In case, the required numbers of candidates are not sponsored by the Employment Exchange, the University may issue advertisement also to increase the number of candidates at its discretion. Further the University may also appoint any candidate directly without going through the procedure mentioned above by exploring the possibilities for getting the candidates sponsored by the Staff Selection Commission or any other approved recruitment agencies of the Government of India, if feasible.
4. Notwithstanding the provision mentioned above, the University may at its discretion decide to fill-up any vacancy on deputation or any other mode in the interest of the University.

#### **15.2 Date of issue of Advertisement:**

In each case, the date of issue of advertisement should be decided in advance keeping in view the exigencies and requirements of the job.

#### **15.3 Validity of Advertisement:**

The validity of advertisement shall be six months. The entire recruitment process including starting from issuance of advertisement and conducting written examination or holding of interview shall be completed within six months.

#### **15.4 Application Form:**

1. Applications for all the posts shall be entertained only on the prescribed application forms, accompanied by a Bank Draft for the amount as fixed from

time to time by the University. The Bank Draft shall be made in favour of the Finance Officer, Central University of Himachal Pradesh, District – Kangra. Money Orders or Cheques shall not be accepted towards the application fee. The candidates may download the application form from the University Website and send the same duly filled-in to the concerned office of the Recruitment Cell along with the prescribed application fee as per the advertisement. The schedule of charges for the application forms and prescribed fees shall be as determined by the Vice-Chancellor from time to time.

2. Forms shall be available for sale on all working days at the Sales Counter as per the schedules decided by the University.
3. Application Fee: Rs.500/- for Unreserved and Rs. 400/- for OBC category. The SC/ST/PWD/EWS/Female candidates shall be exempted from paying the application fee. The application fee once paid shall not be refunded in any case and NO claim for refund shall be entertained. In service candidates of this University shall also be exempted to pay application fee.

#### 15.5 Receipt of Application after the last date:

1. The closing date for receipt of application shall ordinarily be one month from the date of release of vacancies to the press by the University. However, the Vice-Chancellor may at his discretion decide the closing date for receipt of application keeping in view the exigencies of the situation. The last date shall be clearly specified in the advertisement. Incomplete applications and applications received after the due date shall be rejected. In case the closing date is a holiday, the next working day shall be treated as closing/last date.
2. Application should be addressed to the concerned officer of the Recruitment Cell of the University in a closed cover super-scribing "Application for the post of ....."

NOTE: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangi Sub-division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep(Reference No. – 7).

#### 16. HOLDING OF WRITTEN TEST:

For Group 'A' posts: The University may at its discretion hold written test in Hindi / English or both mediums of Reasoning Ability, Mathematics or Simple Arithmetic, General Knowledge, General English / General Hindi, Noting and Drafting or any other subject or professional tests in respect of the advertised positions for direct recruitment to Group 'A' categories depending upon the exigency of service, job requirements and number of applications. The candidates securing at least 50% of the total marks in the Written Test and qualifying other related trade tests etc. shall be eligible to be called for interview. The relaxation in the qualifying marks, if any in the written test will be granted to the SC/ST and other categories as per the Govt. of India rules. It should be noted that by getting a call for interview shall not entitle any candidate to be appointed on the post.

For Group 'B' and 'C' posts: The University will hold written tests in Hindi / English or both mediums of Reasoning Ability, Mathematics or Simple Arithmetic, General Knowledge, General English / General Hindi, Noting and Drafting or any other subject or professional

tests / skill test / physical test in respect of the advertised positions for direct recruitment to Group 'B' & 'C' categories. However, professional tests / skill test / physical test will only be of qualifying nature. Assessment will be done on the basis of marks of written test only. The relaxation in the qualifying marks, if any in the written test will be granted to the SC / ST and other categories as per the Govt. of India rules.

Note: For finalisation of questionnaire of the written test or professional test / skill test / physical test, the Vice-Chancellor shall constitute a Committee consisting of two or three members under the chairmanship of the Registrar.

**17. VENUE OF SELECTION COMMITTEE MEETING:**

The Selection Committee for various posts shall ordinarily meet at the Headquarters. In special cases, however, the Selection Committee may meet at any other place in India according to the convenience of the University.

**18. PANEL:**

18.1 The panel drawn for promotion by the Departmental Promotion Committee (DPC) will normally be valid for one year w.e.f the date of the DPC. It should cease to be in force on the expiry of a period of one year or till a fresh panel is prepared, whichever is earlier.

18.2 The panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year w.e.f the date of Selection Committee.

**19. AGREEMENT:**

Every member of the staff of the University shall accept in writing the terms and conditions of his appointment before joining the University and again before taking up each subsequent appointment.

At time of joining of the service of the University, the appointee is also required to sign an undertaking as annexed at ANNEXURE – 2.

**20. REFUSAL OF PROMOTION:**

20.1 An employee under orders of promotion shall (i) convey his acceptance or otherwise within one month of receipt of orders of promotion, and (ii) in case of acceptance, join duty of the new post within a maximum period of three months of the date of receipt of the said orders. When an employee does not accept a promotion (other than adhoc promotion) which is offered to him, he may make a written request that he may not be promoted. The appointing authority may, after considering the request, promote the next person in the panel for promotion, if the reasons advanced for the refusal are acceptable. No fresh offer of appointment shall be made to the employee, who refused promotion or failed to join the post on promotion, for a period of one year from the date of refusal of promotion/ date of expiry of three months or till a next vacancy arises, whichever is later. On eventual promotion to the higher grade such employee shall lose seniority vis-à-vis his erstwhile juniors promoted to the grade earlier. However if an employee refuses promotion for two consecutive times, he shall not again be considered for promotion.

- 20.2 In all cases, the Govt. of India orders relating to refusal of promotion as amended from time to time shall be applicable.
- 20.3 The University reserves the right to insist on participation of two training programmes on educational administration, university management, accounts and finance or other relevant subject(s), each of approximately four weeks duration. This provision of senior scale is applicable to all the posts at the level Assistant Registrars and equivalent in the University.

**21. MINIMUM QUALIFICATION AND EXPERIENCE:**

For recruitment to various posts the qualifications and experience, where not prescribed under these rules, shall be applicable those as prescribed by the Government of India from time to time.

**22. RESIDUARY MATTERS**

In regard to the matters not specified or referred to in these Rules, the employees in the posts specified in the Schedule shall be those as prescribed by the Government of India from time to time.

**23. REMOVAL OF DIFFICULTIES:**

The Executive Council / Vice-Chancellor as the case may be, from time to time, issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provision of these rules. The directions issued by the Vice-Chancellor, if any, shall be reported to the Executive Council, if necessary.

**24. JURISDICTION:**

In cases of any dispute(s), any suite(s) or legal proceeding(s) against the University, the territorial jurisdiction shall be restricted to the High Court in whose jurisdiction the University is located.

**ANNEXURE -1**

Sl. No.	Name of the Post	Pay Matrix Level
<b>STATUTORY POSITIONS:</b>		
1.	Registrar	Level-14
2.	Finance Officer	Level-14
3.	Controller of Examination	Level-14
<b>GROUP A:</b>		
4.	Joint Registrar	Level-13
5.	Deputy Registrar and Equivalent Positions	Level-12
6.	System Administrator	Level-12
7.	Internal Audit Officer	Level-12
8.	Executive Engineer (Civil)	Level-11
9.	Executive Engineer (Electrical)	Level-11
10.	Assistant Registrar and Equivalent Positions	Level-10
11.	Information Scientist	Level-10
12.	Medical Officer	Level-10
13.	Assistant Director (Official Language) <i>(Erstwhile: Hindi Officer)</i>	Level-10
14.	System Analyst	Level-10
15.	Public Relation Officer	Level-10
16.	Section Officer	Level-7
17.	Private Secretary	Level-7
18.	Assistant Engineer (Civil)	Level-7
19.	Assistant Engineer (Electrical)	Level-7
20.	Nurse	Level-7
21.	Security Officer	Level-7
22.	Programmer	Level-7
23.	Assistant	Level-6
24.	Personal Assistant	Level-6
25.	Professional Assistant	Level-6
26.	Senior Technical Assistant	Level-6
27.	Junior Engineer (Civil)	Level-6

28.	Junior Engineer (Electrical)	Level-6
29.	Junior Translator( <i>Erstwhile: Hindi Translator</i> )	Level-6
30.	Senior Technical Assistant (Computer)	Level-6
31.	Guest House Manager	Level-6
32.	Semi-Professional Assistant	Level-5
33.	Technical Assistant	Level-5
34.	Pharmacist	Level-5
35.	Technical Assistant (Computer)	Level-5
36.	Security Inspector	Level-5
37.	Upper Division Clerk	Level-4
38.	Stenographer	Level-4
39.	Laboratory Technician	Level-4
40.	Electrician	Level-4
41.	X-Ray Technician	Level-4
42.	Library Assistant	Level-3
43.	Laboratory Assistant	Level-3
44.	Lower Division Clerk	Level-2
45.	Hindi Typist	Level-2
46.	Receptionist	Level-2
47.	Tubewell Operator	Level-2
48.	Telephone Operator	Level-2
49.	Plumber	Level-2
50.	Driver	Level-2
51.	Cook	Level-2
52.	Multi-Tasking Staff	Level-1
53.	Dispatch Rider	Level-1
54.	Library Attendant	Level-1
55.	Laboratory Attendant	Level-1
56.	Medical Attendant / Dresser	Level-1
57.	Hostel Attendant	Level-1
58.	Kitchen Attendant	Level-1

**ANNEXURE - 2**

**UNDERTAKING**

I hereby undertake that:-

1. The certificates of educational qualifications, marks-sheets, testimonials and other documents/materials relating to my experience, research, publications etc. submitted by me along with the application or at the time of selection are genuine.
2. I had assessed my eligibility for the post of .....as per the advertisement and I am fully aware of the eligibility criteria prescribed for recruitment to the post.
3. If it is detected by the employer at any point of time in future or at any stage of my employment that my academic credentials are without standing, fake or substandard or my documents are false, fabricated, manufactured, tempered or I was not eligible for the post as per the prescribed educational qualifications and experience etc. which could not be detected at the time of selection due to whatever circumstances, my appointment shall be terminated as per rules of the University.

Signature:- .....

Name:- .....

Dated:- .....

# SCHEDULE

**MINIMUM PRESCRIBED QUALIFICATION AND EXPERIENCE FOR  
NON-TEACHING POSITIONS FOR DIRECT RECRUITMENT AND PROMOTION**

**CONTENT**

<b>SL. NO.</b>	<b>CLASSIFICATION / NAME OF THE POSTS</b>
1.	REGISTRAR
2.	FINANCE OFFICER
3.	CONTROLLER OF EXAMINATION
<b>I. MINISTERIAL</b>	
4.	JOINT REGISTRAR
5.	DEPUTY REGISTRAR
6.	INTERNAL AUDIT OFFICER
7.	ASSISTANT REGISTRAR
8.	SECTION OFFICER
9.	STATISTICAL ASSISTANT
10.	ASSISTANT
11.	UPPER DIVISION CLERK (UDC)
12.	LOWER DIVISION CLERK (LDC)
13.	RECEPTIONIST
14.	DRIVER
15.	DISPATCH RIDER
16.	MULTI-TASKING STAFF
<b>II. SECRETARIAL</b>	
17.	PRIVATE SECRETARY
18.	PERSONAL ASSISTANT
19.	STENOGRAPHER
<b>III. LIBRARY</b>	
20.	INFORMATION SCIENTIST
21.	PROFESSIONAL ASSISTANT
22.	SEMI-PROFESSIONAL ASSISTANT
23.	LIBRARY ASSISTANT
24.	LIBRARY ATTENDANT
<b>IV. LABORATORY</b>	
25.	SENIOR TECHNICAL ASSISTANT
26.	TECHNICAL ASSISTANT
27.	LABORATORY TECHNICIAN
28.	LABORATORY ASSISTANT

29.	LABORATORY ATTENDANT
<b>V. ENGINEERING</b>	
30.	EXECUTIVE ENGINEER (CIVIL)
31.	ASSISTANT ENGINEER (CIVIL)
32.	JUNIOR ENGINEER (CIVIL)
33.	EXECUTIVE ENGINEER (ELECTRICAL)
34.	ASSISTANT ENGINEER (ELECTRICAL)
35.	JUNIOR ENGINEER (ELECTRICAL)
<b>VI. TECHNICAL</b>	
36.	ELECTRICIAN
37.	X-RAY TECHNICIAN
38.	TUBEWELL OPERATOR
39.	TELEPHONE OPERATOR
40.	PLUMBER
<b>VII. MEDICAL / HEALTH CADRE</b>	
41.	MEDICAL OFFICER
42.	NURSE
43.	PHARMACIST
44.	MEDICAL ATTENDANT / DRESSER
<b>VIII. HINDI CELL</b>	
45.	ASSISTANT DIRECTOR (OFFICIAL LANGUAGE)
46.	JUNIOR TRANSLATOR
47.	HINDI TYPIST
<b>IX. IT / ICT</b>	
48.	SYSTEM ADMINISTRATOR
49.	SYSTEM ANALYST
50.	PROGRAMMER
51.	SENIOR TECHNICAL ASSISTANT (COMPUTER)
52.	TECHNICAL ASSISTANT (COMPUTER)
<b>X. SECURITY</b>	
53.	SECURITY OFFICER
54.	SECURITY INSPECTOR
<b>XI. HOSTEL / GUEST HOUSE</b>	
55.	GUEST HOUSE MANAGER
56.	COOK
57.	KITCHEN ATTENDANT

58.	HOSTEL ATTENDANT
<b>XII. PUBLIC RELATION</b>	
59.	PUBLIC RELATIONS OFFICER

1.	Name of Post	<b>Registrar</b>
2.	Number of Post	1 (One)
3.	Classification	Group A
4.	Pay Matrix Level	Level-14
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of `7,000.00 / Academic Pay Level-11 and above or with 8 years' of service in the AGP of `8,000.00 / Academic Pay Level-12 and above including as Associate Professor along with the experience in educational administration.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p align="center"><b>OR</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>Preference will be given to candidates with:</p> <p>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&amp;D institutions.</p> <p>ii. Experience of handling legal matters</p> <p>iii. Experience of IT applications in administrative matters.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Direct /Deputation for a term of five years as per GOI rules.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	As per 7 above.
12.	Composition of Selection Committee	<ol style="list-style-type: none"> <li>1. Vice-Chancellor – Convener &amp; Chairperson</li> <li>2. A nominee of the Visitor</li> <li>3. Two members of the Executive Council nominated by it.</li> <li>4. One person not in the service of the University nominated by the Executive Council.</li> </ol>
13.	Appointing Authority	Executive Council

1.	Name of Post	<b>Finance Officer</b>
2.	Number of Post	1 (One)
3.	Classification	Group A
4.	Pay Matrix Level	Pay Level-14
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of ` 7,000.00 / Academic Pay Level-11 and above or with 8 years' of service in the AGP of ` 8,000.00 / Academic Pay Level-12 and above including as Associate Professor along with the experience in educational administration.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p align="center"><b>OR</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable Qualifications:</b></p> <p>Preference will be given to candidates with M.Com / M.B.A (Finance) / CA / ICWA / SAS and / or appropriate experience of financial management.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Direct /Deputation for a term of five years as per GOI rules.
11.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	As per 7 above.
12.	Composition of Selection Committee	<ol style="list-style-type: none"> <li>1. Vice-Chancellor – Convener &amp; Chairperson</li> <li>2. A nominee of the Visitor</li> <li>3. Two members of the Executive Council nominated by it.</li> <li>4. One person not in the service of the University nominated by the Executive Council.</li> </ol>
13.	Appointing Authority	Executive Council

1.	Name of Post	<b>Controller of Examinations</b>
2.	Number of Post	1 (One)
3.	Classification	Group A
4.	Pay Matrix Level	Pay Level-14
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 57 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale;</p> <p>ii. At least 15 years' of experience as Assistant Professor in AGP of `7,000.00 / Academic Pay Level-11 and above or with 8 years' of service in the AGP of `8,000.00 / Academic Pay Level-12 and above including as Associate Professor along with the experience in educational administration.</p> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p align="center"><b>OR</b></p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>Preference will be given to candidate with adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations; working knowledge of examination software and results automation.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Direct /Deputation for a term of five years as per GOI rules.

11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	As per 7 above
12.	Composition of Selection Committee	<ol style="list-style-type: none"><li>1. Vice-Chancellor – Convener &amp; Chairperson</li><li>2. A nominee of the Visitor</li><li>3. Two members of the Executive Council nominated by it.</li><li>4. One person not in the service of the University nominated by the Executive Council.</li></ol>
13.	Appointing Authority	Executive Council

1.	Name of Post	<b>Joint Registrar*</b>
2.	Number of Post	Not Applicable being placement cadre post
3.	Classification	Group A
4.	Pay Matrix Level	Level-13
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not Applicable
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by placement from amongst eligible Deputy Registrar(s).
11.	In case of recruitment by placement / deputation / absorption, grades from which promotion / deputation / absorption to be made	Deputy Registrar in the pay scale of ` 15600-39100 with Grade Pay of ` 7600 / Pay Level-12, on completion of 5 years is eligible to move to the Pay Level-13 and will be designated as Joint Registrar; the post will revert as Deputy Registrar when it falls vacant.
12.	Composition of DPC	Not Applicable

\*Please refer Para 1(i) of UGC letter No. 6-7/97 (JCRC) Vol. IV dated October 4, 2014 **(REFERENCE - 8)**.

1.	Name of Post	<b>Deputy Registrar</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-12
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>For Direct Recruitment:</b></p> <ul style="list-style-type: none"> <li>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven-point scale; along with</li> <li>ii. Nine years' of experience as Assistant Professor in the AGP of ` 6,000.00 / Academic Pay Level-10 and above with experience in educational administration.</li> </ul> <p align="center"><b>OR</b></p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p align="center"><b>OR</b></p> <p>5 years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&amp;D institutions.</li> <li>ii. Experience of handling legal matter / Finance Matters / Exam Matters</li> <li>iii. Experience of IT applications in administrative matters.</li> <li>iv. The incumbent should possess good communication, managerial and leadership skills to head a division / branch and possess good drafting and noting skills. Should be conversant with official procedure and capable to moot proposals independently.</li> <li>v. Should be able to participate in discussions with senior functionaries and academicians.</li> <li>vi. The incumbent is expected to handle one or more functions independently related to educational administration / examination / general administration / purchase / establishment / accounts and finance / project management / HR and Legal.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees

10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	75% by Direct recruitment 25% by Promotion amongst Assistant Registrar
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <ul style="list-style-type: none"> <li>i. Master's Degree in any discipline.</li> <li>ii. Officers holding analogous post on regular basis or with 5 years regular service in the scale of `15600-39100 (PB - 3) + Grade Pay `6,600.00 / Pay Level-11 from the Central / State Government, Universities and other autonomous organisations.</li> </ul> <p><b>For Promotion:</b></p> <ul style="list-style-type: none"> <li>i. Assistant Registrar shall be eligible for the higher pay matrix level-11 after eight years of regular service in the pay Level-10 in the Central / State Governments, Universities or autonomous organisations.</li> <li>ii. Assistant Registrar with five years' regular service in the Pay Level-12 in the Central / State Governments, Universities or autonomous organisations will be eligible for promotion to the post of Deputy Registrar.</li> </ul> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Internal Audit Officer(On Deputation)</b>
2.	Number of Post	1 (one)
3.	Classification	Group A
4.	Pay Matrix Level	Pay Lev1-12
5.	Whether Selection post or Non-Selection post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 56 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. IA &amp; AS / SAS / CA / ICWA or equivalent Accounts qualifications;</p> <p>ii. Deputy Controller / Deputy Director (Audit) in the scale of `15600-39100/- + GP `7,600.00 / Pay Level-12.</p> <p align="center"><b>OR</b></p> <p>Assistant Controller / Assistant Director (Audit) / Senior Audit Officer or equivalent in the Scale of `15600-39100/- + Grade Pay `5,400.00 / Pay Level-10 with 5 years' experience.</p> <p><b>Desirable Qualifications:</b></p> <p>Preference will be given to candidates having experience of working in organisations having Double entry system of accounting and working in universities or similar organisations and knowledge of computer applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By Deputation as per Government of India rules.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Selection Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Assistant Registrar</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale along with a good academic record, as laid down by UGC.</li> <li>ii. Five years experience as Section Officer in Central/State/ Autonomous Bodies</li> </ul> <p align="center"><b>OR</b></p> <p>15 years experience of service in Central/State/ Autonomous Bodies out of which atleast 03 years experience as Assistant in Central/State/ Autonomous Bodies in Level 6 of Pay Matrix.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Experience of administrative practices, human resource management, statutory functions and academic activities of Universities / R&amp;D institutions.</li> <li>ii. Experience of handling Legal Matters / Exam / Finance.</li> <li>iii. Experience of IT applications in administrative matters.</li> <li>iv. The incumbent should possess good communication, managerial and leadership skills to head a division / branch and possess good drafting and noting skills. Should be conversant with official procedure and capable to moot proposals independently.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Educational Qualification:</b> Must possess at least a Bachelor's degree in any discipline</p>
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>50% by Direct recruitment</p> <p>50% by promotion</p>

<p>11.</p>	<p>In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made</p>	<p><b>For Deputation:</b></p> <p>Officers holding analogous post on regular basis or with 3 years regular service in the Pay Level-7 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>i. A Bachelor's degree in any discipline from a recognized University / Institution.</p> <p>ii. 3 Years' experience as Section Officer / Private Secretary in the Pay Level-7 in the Central / State Governments, Universities or autonomous organisations.</p> <p><i>(The ratio for Section Officer and Private Secretary shall be 4:1 for promotion against post under promotion quota)</i></p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
<p>12.</p>	<p>Composition of DPC or Selection Committee</p>	<p>As per Appendix – 1 and Appendix - 2to the Schedule</p>

1.	Name of Post	<b>Section Officer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution.</li> <li>ii. 3 years' experience in Administration / Accounts / Secretarial work at the level of Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200 / Pay Level-6 or 8 years' experience at the level of UDC in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</li> </ul> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. The incumbent should possess an aptitude/ knowledge/ skill for drafting and noting.</li> <li>ii. Adequate exposure in handling one or more functions related to general administration / house-keeping / purchase / service matters / office management / establishment / accounts &amp; finance / HR legal in a computerized environment.</li> <li>iii. IT exposure</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One Year for Direct recruits and NIL for Promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct recruitment</p> <p>75% by promotion from amongst Assistants and/or equivalent out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Assistant and 'Good' record of work.</p>
11.	In case of recruitment by promotion/ deputation/ absorption,	<b>For Deputation:</b>

	<p>grades from which promotion/ deputation/ absorption to be made</p>	<p>Officers holding analogous post on regular basis or with 5 years regular service as Assistant in the pay level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 years of experience as Assistant in the pay level-6 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
<p>12.</p>	<p>Composition of DPC or Recruitment Committee</p>	<p>As per Appendix – 1 and Appendix – 2 to the Schedule</p>

1.	Name of Post	<b>Statistical Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Band and Grade Pay / Pay Scale	Pay Level-05
5.	Whether Selection Post or Non-Selection Post	Non-Selection by Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications</b></p> <p>i. Master's Degree in Statistics/Applied Statistics/ Statistics and Informatics/ Statistics and Computers from a recognized University/ Institute with at least 55% marks.</p> <p>ii. *Knowledge of Computer based Data Analysis Software. *Proficiency to be evaluated and will be of qualifying nature.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees.
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by promotion amongst
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Officers holding analogous post on regular basis or with 8 years regular service as Professional Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200/ Pay Level-05 in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7</p>
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution.</li> <li>ii. 3 years' experience in administration / accounts work of which at least two years should be as UDC or equivalent in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 or 8 years' experience as LDC or equivalent in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,900.00 / Pay Level-2 in the Central / State Governments, Universities or autonomous organisations.</li> <li>iii. Good working knowledge of computer application.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct recruitment</p> <p>75% by Promotion amongst UDC out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Upper Division Clerk and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as UDC in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400/- or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 years' experience as UDC in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Upper Division Clerk (UDC)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-4
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution and good working knowledge of computer application.</li> <li>ii. A minimum of 3 years' experience as LDC in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,900.00 / Pay Level-2 in the Central / State Governments, Universities or autonomous organisations.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct Recruitment</p> <p>75% by Promotion amongst LDC and Hindi Typist out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Lower Division Clerk and Hindi Typist and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as LDC in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,900.00 / Pay Level-2 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 years' experience as LDC / Hindi Typist in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,900.00 / Pay Level-2 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of inter-se-seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>(LDC)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. 10+2 or equivalent qualification from a recognized Board or University.</li> <li>ii. A typing speed of 35w.p.m. in English or 30 w.p.m. in Hindi on computer.</li> <li>iii. Good working knowledge of computer applications.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Educational Qualification:</b> Must possess at least Senior Secondary (10+2) or equivalent qualification</p>
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<ul style="list-style-type: none"> <li>i. 85% by Direct Recruitment.</li> <li>ii. 10% of vacancies shall be filled from amongst the Group 'C' staff in the Grade pay of `1,800.00 / Pay Level-1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of departmental qualifying examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC / ST).</li> </ul> <p><b>Note:</b> If more of such employees than the number of vacancies available under Row 2 qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <ul style="list-style-type: none"> <li>iii. 5% by Promotion amongst Group 'C' staff.</li> </ul>

<p>11.</p>	<p>In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made</p>	<p><b>For Promotion:</b></p> <ul style="list-style-type: none"> <li>i. At least Senior Secondary (10+2) or equivalent qualification from a recognized Board or University.</li> <li>ii. 5 years' experience as Multi-Tasking staff and equivalent positions in the pay band of ` 5200-20200 (PB - 1) + Grade Pay ` 1,800.00 / Pay Level-1 in the Central / State Governments, Universities or autonomous organisations.</li> <li>iii. Must have passed Typing test ascertaining English Typing Speed of 35 WPM or Hindi Typing Speed of 30 WPM conducted by the University.</li> <li>iv. The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of inter-seniority of the feeding categories cum merit.</li> <li>v. Exemption in Typing test, if any shall be as per Government of India rules.</li> </ul>
<p>12.</p>	<p>Composition of DPC or Recruitment Committee</p>	<p>As per Appendix - 1 and Appendix - 2 to the Schedule</p>

1.	Name of Post	<b>Receptionist</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Graduation from a recognized University / Institution with pleasing personality and good public relations skills.</li> <li>ii. Fluent in English and Hindi an ability to handle visitors and telephone calls.</li> <li>iii. Having a typing speed of 25 w.p.m in English Typewriting through computer.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Driver</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Matriculate or equivalent from a recognised Board / University.</li> <li>ii. Valid driving license for light / medium vehicles.</li> <li>iii. At least 3 years' experience of driving light / medium vehicle</li> </ul> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Certificate / Diploma in <b>Vehicle Maintenance</b> from a recognized ITI/Govt. Institute.</li> <li>ii. Knowledge of vehicle operation and maintenance and ability to rectify minor defects in the vehicle.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Dispatch Rider</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Matriculate from a recognised Board / University.</li> <li>ii. Possession of a valid driving license for Motor Cycle / Auto-rickshaw.</li> <li>iii. Two years' experience in Motor Cycle / Auto-rickshaw.</li> <li>iv. Knowledge of Motor Cycle / Auto-rickshaw mechanism (The candidate should be able to remove minor defects in vehicle) of the motor vehicle, knowledge of motor.</li> </ul> <p><b>Desirable:</b>Relevant experience of one year</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Multi-Tasking Staff*</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>Matriculate or equivalent/ITI Pass.</p> <p><b>Desirable:</b></p> <p>Relevant experience of one year</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

\*Please refer Office Memorandum No. AB-14017/6/2009-Estt. (RR) dated 30<sup>th</sup> April, 2010 issued by Ministry of Personnel, Public Grievances & Pensions, DoP&T, Government of India wherein Annexure - II indicates the categories of erstwhile Group 'D' posts which may be given designation of Multi-Tasking Staff and illustrative list of duties attached to these posts **(REFERENCE NO. - 9)**.

1.	Name of Post	<b>Private Secretary</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution along with proficiency in English and good knowledge of computer application.</li> <li>ii. English Typing Speed 40 WPM</li> <li>iii. English Stenography speed 100 WPM</li> <li>iv. 3 years' experience at the level of Personal Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200 / Pay Level-6 or 8 years' experience at the level of Stenographer in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</li> </ul> <p><b>Desirable Qualifications:</b> Knowledge of Hindi Typing</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One Year for direct recruits and NIL for Promotees

10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	25% by Direct Recruitment 75% by Promotion amongst Personal Assistant out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Personal Assistant and 'Good' record of work.
11.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><b>For Deputation:</b></p> <p>Officers holding analogous post on regular basis or with 5 years regular service as Personal Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 years of experience as Personal Assistant in the pay band of `9300-34800 (PB - 2)+Grade Pay `4,200.00/ Pay Level-6 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Personal Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution along with proficiency in English and good knowledge of computer application.</li> <li>ii. English Typing Speed 40 WPM</li> <li>iii. English Stenography speed 100 WPM</li> <li>iv. 3 years' experience as Stenographer or equivalent in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</li> </ul> <p><b>Desirable Qualifications:</b> Knowledge of Hindi Typing</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct Recruitment</p> <p>75% by Promotion amongst Stenographers out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Stenographer and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as Stenographer in the pay band of `5200-20200 (PB - 1) + Grade `2,400.00 / Pay Level-4 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 years' experience as Stenographer in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment	As per Appendix - 1 and Appendix - 2 to the Schedule

	Committee	
1.	Name of Post	<b>Stenographer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-4
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree from a recognized University / Institution and good working knowledge of computer application.</li> <li>ii. English Typing Speed 35 WPM</li> <li>iii. English shorthand speed 80 WPM</li> <li>iv. A minimum of two years' experience in Stenography</li> </ul> <p><b>Desirable Qualifications:</b> Hindi Typing Speed of 25 WPM</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p><b>Age:</b> No</p> <p><b>Educational Qualification:</b> Must possess at least Bachelor's Degree in any discipline with Knowledge of Computer Application"</p>
9.	Period of Probation, if any	Two Years for Direct Recruits and NIL for Promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>75% by Direct Recruitment</p> <p>25% by Promotion</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>Promotion open to LDCs and UDCs:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in any discipline with knowledge of computer application.</li> <li>ii. English typing speed of 35WPM</li> <li>iii. English shorthand speed of 80WPM</li> </ul>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Information Scientist</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>M.E/M. Tech. (Computer Science/Information Technology) or equivalent with 55% or equivalent grade with two years of relevant experience.</p> <p align="center">OR</p> <p>B.E/B.Tech.(Computer Science/Information Technology)/MCA or equivalent with 55% or equivalent grade with two years of relevant experience.</p> <p align="center">OR</p> <p>Master's degree in Library &amp; Information Science with PG Diploma in Computer Application with 55% or equivalent grade.</p> <p><b>Desirable Qualifications:</b></p> <p>2 year relevant experience.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by promotion amongst Professional Assistant

11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Officers holding analogous post on regular basis or with 8 years regular service as Professional Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>8 years of experience as Professional Assistant in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Professional Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. M.Lib.Sc. or AIS / ALIS or PG with B.Lib Information Science with 3 years' experience.</p> <p align="center"><b>OR</b></p> <p>A Graduate with B.Lib. Information Science with 5 years' experience</p> <p>ii. Good knowledge of computer application.</p> <p>All Degrees / Diplomas shall be from recognised University / Institution with minimum 55% marks</p> <p><b>Desirable Qualifications:</b></p> <p>PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One Year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct Recruitment</p> <p>75% by promotion amongst Semi-Professional Assistant out of which 25% by Limited Departmental Examination amongst employees having B.Lib. Information Science and three years' experience in the University as Semi-Professional Assistant and 'Good' record of work.</p>

11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 5 years regular service as Semi-Professional Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 years' experience as Semi-Professional Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Semi-Professional Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-5
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. A Bachelor's degree in Library Science / Library &amp; Information Science from a recognized University / Institution.</p> <p>ii. Good working knowledge of computer applications.</p> <p><b>Desirable Qualifications:</b> M.Lib. Information Science, AIS / ALIS or PG Diploma in Library Automation and Networking or PGDCA.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	25% by Direct Recruitment. 75% by promotion amongst Library Assistants out of which 25% by Limited Departmental Examination amongst employees having Bachelor's degree in Library Science / Library & Information Science and five years' experience in the University as Library Assistant and 'Good' record of work.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 8 years regular service as Library Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,000.00 / Pay Level-3 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 8 years' experience as Library Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,000.00 / Pay Level-3 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Library Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-3
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor of Library &amp; Information Science / Bachelor of Library Science or equivalent from a recognized University.</li> <li>ii. English Typing speed of 30 WPM</li> </ul> <p><b>Desirable Qualifications:</b></p> <p>Experience of working in computerized library.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>75% by Direct Recruitment</p> <p>25% by Promotion amongst Library Attendant</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Promotion:</b></p> <ul style="list-style-type: none"> <li>i. 5 years' experience as Library Attendant in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,800.00 / Pay Level-1 in the Central / State Governments, Universities or autonomous organisations.</li> <li>ii. English Typing Speed of 30 WPM.</li> <li>iii. The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of inter-se-seniority of the feeding categories cum merit. <i>(A Written Test and Typing Test may be conducted to draw up merit).</i></li> </ul>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Library Attendant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i. 10+2 or its equivalent from a recognized Board / University. ii. Certificate course in Library Science from a recognized Institute
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Senior Technical Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. M.Sc. degree in any discipline from a recognized University.</li> <li>ii. 3 years' experience as Technical Assistant in Central / State University or similar other Institution / Government Department.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct Recruitment.</p> <p>75% by Promotion amongst Technical Assistant out of which 25% by Limited Departmental Examination amongst employees having Master's Degree and three years' experience in the University as Technical Assistant and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 5 years regular service as Technical Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 years' experience as Technical Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Technical Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-5
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. B.Sc. degree from a recognized University.</p> <p align="center"><b>OR</b></p> <p>10+2 with a three years Diploma in the relevant field.</p> <p>ii. Good working knowledge of computer applications and maintenance of computer lab.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct Recruitment.</p> <p>75% by Promotion amongst Laboratory Technician out of which 25% by Limited Departmental Examination amongst employees having Graduation and two years' experience in the University as Laboratory Technician and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 3 years regular service as Laboratory Technician in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>3 years' experience as Laboratory Technician in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,400.00 / Pay Level-4 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Laboratory Technician</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-4
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. B.Sc. degree from a recognized University</li> <li>ii. Diploma in Laboratory Technology or its equivalent from recognized Institution.</li> <li>iii. Two years' experience as Laboratory Technician in a Hospital / Clinic / Diagnostic Lab or repute with familiarity in handling sophisticated equipment's.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct Recruitment.</p> <p>75% by Promotion amongst Laboratory Assistant out of which 25% by Limited Departmental Examination amongst employees having Graduation and two years' experience in the University as Laboratory Assistant and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 3 years regular service as Laboratory Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,000.00 / Pay Level-3 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>3 years' experience as Laboratory Assistant in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,000.00 / Pay Level-3 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Laboratory Assistant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-3
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. B.Sc. from a recognized University.</p> <p align="center"><b>OR</b></p> <p>Diploma of three years in relevant field.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>75% by Direct Recruitment</p> <p>25% by Promotion amongst Laboratory Attendant</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 5 years regular service as Laboratory Attendant in the pay band of ` 5200-20200 (PB - 1) + Grade Pay ` 1,800.00 / Pay Level-1 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 years' experience as Laboratory Attendant in the pay band of ` 5200-20200 (PB - 1) + Grade Pay ` 1,800.00 / Pay Level-1 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Laboratory Attendant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Matriculation from a recognised Board / University with science subjects.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Executive Engineer (Civil)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-11
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Civil Engineering from a recognised University / Institution;</li> <li>ii. 10 years of experience in design, systems and construction of building, roads, sanitary and water supply systems including maintenance of the same, of which 5 years' experience as Assistant Engineer(Civil) or comparable post.</li> </ul> <p><b>Desirable Qualifications:</b></p> <p>PG Degree in Structures / Structural / Civil Engineering</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by Promotion amongst Assistant Engineer (Civil)
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 8 years regular service as Assistant Engineer (Civil) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b>8 Years' experience as Assistant Engineer (Civil) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Selection	As per Appendix - 1 and Appendix - 2 to the Schedule

	Committee	
1.	Name of Post	<b>Assistant Engineer (Civil)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Civil Engineering from a recognized University / Institution.</li> <li>ii. Five years of experience of supervising Civil Works in any Govt. / Govt. approved A Class Contractor, of which at least three years' experience should be as Junior Engineer (Civil).</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct Recruitment</p> <p>75% by Promotion amongst Junior Engineer (Civil) out of which 25% by Limited Departmental Examination amongst employees having Graduation in Civil Engineering and three years' experience in the University as Junior Engineer (Civil) and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as Junior Engineer (Civil) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 Years' experience as Junior Engineer (Civil) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Junior Engineer (Civil)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Civil Engineering from a recognized University / Institution with at least three years' experience in supervision of erection / maintenance of Civil works.</p> <p align="center"><b>OR</b></p> <p>Three years Diploma in Civil Engineering from a recognized University / Institution with at least five years' experience in supervision of erection / maintenance of Civil works.</p> <p>ii. Good working knowledge of computer applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Executive Engineer (Electrical)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-11
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Electrical Engineering from a recognised University / Institution;</li> <li>ii. 10 years of experience in Electrical systems including maintenance of the same, of which 5 years' experience as Assistant Engineer (Electrical) or comparable post.</li> </ul> <p><b>Desirable Qualifications:</b></p> <p>PG Degree in Electrical Engineering</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>50% by Direct Recruitment</p> <p>50% by Promotion amongst Assistant Engineer (Electrical)</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 8 years regular service as Assistant Engineer (Electrical) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>8 Years' experience as Assistant Engineer (Electrical) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>

12.	Composition of DPC or Selection Committee	As per Appendix – 1 and Appendix – 2 to the Schedule
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1.	Name of Post	<b>Assistant Engineer (Electrical)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Electrical Engineering from a recognized University / Institution.</li> <li>ii. Five years of experience of supervising Electric works in any Govt. / Govt. approved A Class Contractor, of which at least three years' experience should be as Junior Engineer (Electrical)</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct Recruitment</p> <p>75% by promotion amongst Junior Engineer (Electrical) out of which 25% by Limited Departmental Examination amongst employees having Graduation in Electrical Engineering and three years' experience in the University as Junior Engineer (Electrical) and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b></p> <p>Persons holding analogous post on regular basis or with 5 years regular service as Junior Engineer (Electrical) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b></p> <p>5 Years' experience as Junior Engineer (Electrical) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>

12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule
1.	Name of Post	<b>Junior Engineer (Electrical)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Electrical Engineering from a recognized University / Institution with at least three years' experience in supervision of erection / maintenance of Electrical Work.</p> <p align="center"><b>OR</b></p> <p>Three year Diploma in Electrical Engineering with at least five years' experience in supervision of erection / maintenance of Electrical works.</p> <p>ii. Good working knowledge of computer applications.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Electrician</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-4
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Matriculate or equivalent from recognized Board with ITI certificate in Electrician Trade.</p> <p>ii. Two year experience as Electrician in reputed organization.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>X-Ray Technician</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-4
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Diploma in Radiology from recognized University / Institution.</p> <p>ii. Two year experience in handling X-Ray equipment of 300 M.A. or above and in doing radiological reading in a hospital or clinic of repute.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Tubewell Operator</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Matriculate or equivalent from recognized Board with ITI certificate in relevant trade from a recognized Institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Telephone Operator</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Intermediate or +2 or its equivalent from a recognized Board.</p> <p>Preference will be given to candidate have diploma in telephone operation.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Plumber</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Matriculate or equivalent from recognized Board with ITI certificate in relevant trade from a recognized Institution.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Medical Officer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Medical Graduate (Allopathic), i.e. M.B.B.S registered with the Medical Council of India (MCI)</li> <li>ii. Five years of experience as General Duty Officer in a residential teaching institution or a hospital of repute.</li> </ul> <p><b>Note:</b> For the post of Female Medical Officer at least two year hospital experience in Obstetrics and Gynaecology ward.</p> <p><b>Desirable Qualifications:</b></p> <p>Candidates with Post Graduate qualifications in Medicine / Surgery will be preferred.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment, failing which by Deputation
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Selection Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Nurse</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. B.Sc. Nursing Degree or two years Diploma in Nursing from a recognized Institution/Authority.</li> <li>ii. 2 years' experience for B.Sc Degree holders and 3 years' experience for Diploma holders in Nursing in a reputed Hospital or Clinics.</li> <li>iii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment,
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Pharmacist</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-5
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> <ul style="list-style-type: none"> <li>i. 10+2 in Science stream from a recognised Board / University.</li> <li>ii. A minimum of two-year Diploma in Pharmacy.</li> <li>iii. Registered with Pharmacy Council of India / State</li> <li>iv. 5 years' experience as a Compounder / Pharmacist in a reputed dispensary or hospital.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Medical Attendant / Dresser</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> i. Matriculate or equivalent ii. 3 years' experience of working in a reputed Hospital / Dispensary.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Assistant Director (Official Language)*</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>न्यूनतम अर्हताएं / योग्यताएं</b></p> <p><b>अनिवार्य :</b></p> <p>i. किसी मान्यता प्राप्त विश्वविद्यालय से हिंदी में स्नातकोत्तर की उपाधि / समतुल्य कम से कम 55 प्रतिशत अंकों के साथ, इसके अतिरिक्ति डिग्री स्तर पर अंग्रेजी एक विषय के रूप में ली हो।</p> <p>ii. हिंदी में पारिभाषिक कार्य और / अथवा अंग्रेजी से हिंदी में और हिंदी से अंग्रेजी में अनुवाद करने का 5 वर्ष का अनुभव जिसमें तकनीकी अथवा वैज्ञानिक साहित्या कार्य को तरजीह दी जाएगी अथवा हिंदी के शिक्षण अनुसंधान, लेखन अथवा पत्रकारिता का 5 वर्ष का अनुभव।</p> <p><b>वांछनीय :</b> संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by Promotion amongst Junior Translator
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	हिंदी अनुवादक के रूप में 8 वर्ष का अनुभव । पदोन्नति समिति द्वारा योग्यता एवं वरिष्ठता के आधार पर ।
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

\*Please refer Model Recruitment Rules for the various posts in Official Language Cadre for Subordinate Offices issued by DOPT vide OM No. AB. 14017/46/2011-Estt. (RR) dated 19<sup>th</sup> September, 2013 is placed at **ANNEXURE - 14(REFERENCE No. - 10)**.

1.	Name of Post	<b>Junior Translator*</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>न्यूनतमअर्हताएं / योग्यताएं</b>  <b>अनिवार्य :</b></p> <p>i. किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी / हिंदी में स्नातकोत्तर की उपाधि और स्नातकस्तर पर अंग्रेजी / हिंदी अनिवार्य / वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो।</p> <p>ii. हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद में मान्यता प्राप्त डिप्लोमा / प्रमाण पत्र पाठ्यक्रम किया हो या केन्द्रीय / राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद कार्य का 2 वर्ष का अनुभव हो।</p> <p><b>वांछनीय :</b>संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix – 1 to the Schedule

\*Please refer Model Recruitment Rules for the various posts in Official Language Cadre for Subordinate Offices issued by DOPT vide OM No. AB. 14017/46/2011-Estt. (RR) dated 19<sup>th</sup> September, 2013 is placed at **ANNEXURE – 14(REFERENCE No. - 10)**.

1.	Name of Post	<b>Hindi Typist</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> <ol style="list-style-type: none"> <li>i. 10+2 or equivalent qualification from a recognized Board or University.</li> <li>ii. Hindi Typing speed of 25 WPM.</li> </ol>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>System Administrator</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-12
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 50years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Electronic Engineering / Computer Engineering with 5 years' experience in computing  <b>OR</b>  M.Sc. with PGDCA with 7 years' experience in computing.  <b>OR</b>  MCA with 7 years' experience in computing.</p> <p>ii. 3 years' experience as System Analyst in the pay band of Rs. 5600-39100 (PB - 3) + Grade Pay Rs. 5,400.00 / Pay Level-10 or equivalent position in Central / State Government Institutes / Organisations.  All degrees / diplomas shall be from recognized university / institution with minimum 55% marks.</p> <p><b>Desirable Qualification with anyone of the following:</b> Adequate experience in Computer software &amp; other comparable experience in office automation / e-governance / ERP / Networking.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	75% by Direct Recruitment 25% by promotion amongst System Analyst
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as System Analyst in the pay band of `15600-39100 (PB - 3) + Grade Pay `5,400.00 / Pay Level-10 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 Years of working experience as System Analyst in the pay band of `15600-39100 (PB - 3) + Grade Pay `5,400.00 / Pay Level-10 in Central / State Government Institutes / Organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum seniority.</p>
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>System Analyst</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Electronic Engineering / Computer Engineering with 5 years' experience in computing  <b>OR</b>  M.Sc. with PGDCA with 7 years' experience in computing.  <b>OR</b>  MCA with 7 years' experience in computing.</p> <p>ii. 3 years' experience as programmer or equivalent position in Central / State Government Institutes / Organisations.  All degrees / diplomas shall be from recognized university / institution with minimum 55% marks</p> <p><b>Desirable Qualifications:</b> Adequate experience in Computer software &amp; other comparable experience in office automation / e-governance / ERP / Networking.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by promotion amongst Programmer
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 3 years regular service as Programmer in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 3 Years of working experience as Programmer in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,600.00 / Pay Level-7 in Central / State Government Institutes / Organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum seniority.</p>
12.	Composition of DPC or Selection Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Programmer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Bachelor's Degree in Electronic Engineering / Computer Engineering with 5 years' experience in computing  <b>OR</b>  M.Sc. with PGDCA with 7 years' experience in computing.  <b>OR</b>  MCA with 7 years' experience in computing.</p> <p>ii. 3 years' experience as Senior Technical Assistant (Computer) in the pay band of Rs. 9300-34800 (PB - 2) + Grade Pay Rs. 4,200.00 / Pay Level-6 or equivalent position in Central / State Government Institutes / Organisations.</p> <p>All degrees / diplomas shall be from recognized university / institution with minimum 55% marks</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	25% by Direct Recruitment 75% by Promotion amongst Senior Technical Assistant (Computer) out of which 25% by Limited Departmental Examination amongst employees having Graduation and three years' experience in the University as Senior Technical Assistant (Computer) and 'Good' record of work.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as Senior Technical Assistant (Computer) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 Years of working experience as Senior Technical Assistant (Computer) in the pay band of `9300-34800 (PB - 2) + Grade Pay `4,200.00 / Pay Level-6 in Central / State Government Institutes / Organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum seniority.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Senior Technical Assistant (Computer)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. B.E / B.Tech in Computer Science / Electronics &amp; Communication Engineering / Information Technology.</p> <p>ii. 3 years' experience as Technical Assistant (Computer) or equivalent in the pay band of `5200-20200 (PB - 1) + Grade Pay Rs. 2,800.00 / Pay Level-5 in the Central / State Governments, Universities or autonomous organisations.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>25% by Direct Recruitment</p> <p>75% by Promotion amongst Technical Assistant (Computer) out of which 25% by Limited Departmental Examination amongst employees having B.E / B.Tech and three years' experience in the University as Technical Assistant (Computer) and 'Good' record of work.</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as Technical Assistant (Computer) in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 5 years' experience as Technical Assistant (Computer) in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay level-5 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of the Departmental Promotion Committee on the basis of merit cum inter-se seniority of the feeding categories.</p>
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule

1.	Name of Post	<b>Technical Assistant (Computer)</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-5
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor's Degree in Computer Application from a recognized University / Institution.</li> <li>ii. 3 years' experience of handling and maintenance of computer lab.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Security Officer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-7
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. A Graduate or an equivalent qualification from a recognized University.</li> <li>ii. At least 20 years' experience in Police / Para-Military Forces / Armed Forces of the Union and not below the rank of Sub-Inspector (Exe) / Subedar or an equivalent position with Exemplary Service.</li> <li>iii. Holding a Valid Driving License to ride Jeep / Motor Cycle.</li> </ul> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Completion of a course in Fire Fighting from a recognized Institute or Unarmed Combat Course in Army or Para-Military Force.</li> <li>ii. Gallantry award winners / those wounded in Combat will be preferred.</li> <li>iii. Should be able to speak English and Hindi</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	One year for direct recruits and two years for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	50% by Direct Recruitment 50% by Promotion amongst Security Inspector out of which 25% by Limited Departmental Examination amongst employees having Graduation and Eight (08) years' experience in the University as Security Inspector and 'Good' record of work.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 10 years regular service as Security Inspector in the pay band of `5200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b> 10 years' experience as Security Inspector in the pay band of `5,200-20200 (PB - 1) + Grade Pay `2,800.00 / Pay Level-5 in the Central / State Governments, Universities or autonomous organisations.</p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>
12.	Composition of DPC or Recruitment	As per Appendix - 1 and Appendix - 2 to the Schedule

	Committee	
1.	Name of Post	<b>Security Inspector</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-5
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. 10+2 or equivalent from a recognized Board or University.</li> <li>ii. At least 10 years' experience in Police / Para-Military Forces / Armed Forces of the Union and not below the rank of sepoy or an equivalent position with Exemplary Service.</li> <li>iii. Holding a Valid Driving License to ride Jeep / Motor Cycle.</li> </ul> <p><b>Desirable Qualifications with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Completion of a course in Fire Fighting from a recognized Institute or Unarmed Combat Course in Army or Para-Military Force.</li> <li>ii. Gallantry award winners / those wounded in Combat will be preferred.</li> <li>iii. Should be able to speak English and Hindi</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Guest House Manager</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group B
4.	Pay Matrix Level	Level-6
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. 10+2 with 3 years Diploma in Hospitality Management / Hotel Management or Equivalent or Bachelor Degree in Hospitality Management / Hotel Management or Equivalent.</li> <li>ii. 3 years of experience of managing a Canteen or a Mess attached to a Students Hostel or Guest House of a University or Institute of Higher Learning.</li> </ul> <p><b>Desirable Qualification with anyone of the following:</b></p> <ul style="list-style-type: none"> <li>i. Bachelor Degree in Hotel Management</li> <li>ii. 3 years' experience with reputed Hotel Chain</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	One Year
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Cook</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-2
5.	Whether Selection Post or Non-Selection Post	Non-Selection in case of Promotion
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <ul style="list-style-type: none"> <li>i. Matriculation or equivalent from recognized Board.</li> <li>ii. Certificate Course in Hotel Management and Catering Services</li> <li>iii. 2 year experience of working as a Cook in some Restaurant, Hotel or Hostel. Should be able to cook western as well as Indian Dishes.</li> </ul>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
9.	Period of Probation, if any	Two years for direct recruits and NIL for promotees
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>50% by Direct Recruitment</p> <p>50% by promotion amongst Hostel / Kitchen Attendant</p>
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p><b>For Deputation:</b> Persons holding analogous post on regular basis or with 5 years regular service as Hostel / Kitchen Attendant in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,800.00 / Pay Level-1 or equivalent in the Central / State Governments, Universities or autonomous organisations and possessing the qualifications as prescribed for direct recruits under Row 7.</p> <p><b>For Promotion:</b>5 years' experience as Kitchen / Hostel Attendant in the pay band of `5200-20200 (PB - 1) + Grade Pay `1,800.00 / Pay Level-1 in the Central / State Governments, Universities or autonomous organisations.</p> <p><i>(The ratio for Kitchen Attendant and Hostel Attendant shall be 1:1 for promotion against post under promotion quota)</i></p> <p>The promotion shall be made on the recommendation of Departmental Promotion Committee on the basis of inter-se seniority of the feeding categories cum merit. Subject to suitability and fitness.</p>

12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 and Appendix - 2 to the Schedule
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1.	Name of Post	<b>Kitchen Attendant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Matriculate or equivalent.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Hostel Attendant</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group C
4.	Pay Matrix Level	Level-1
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<b>Essential Qualifications:</b> Matriculate or equivalent.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of Probation, if any	Two Years
10.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
12.	Composition of DPC or Recruitment Committee	As per Appendix - 1 to the Schedule

1.	Name of Post	<b>Public Relation Officer</b>
2.	Number of Post	As approved by UGC from time to time
3.	Classification	Group A
4.	Pay Matrix Level	Level-10
5.	Whether Selection Post or Non-Selection Post	Not Applicable
6.	Age limit for direct recruits	Not exceeding 45 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential Qualifications:</b></p> <p>i. Master's Degree in Communication and Journalism from a recognised University / Institution.</p> <p align="center"><b>OR</b></p> <p>Master's degree in any discipline and P.G. Diploma in Communication and Journalism.</p> <p>ii. 5 Years of experience as editor / sub-editor / deputy editor / correspondent / Assistant Public Relations Officer in a reputed National level Media Organisation or in an equivalent post in Central/ State University / similar institution / Government Department.</p> <p><b>Desirable Qualifications with anyone of the following:</b></p> <p>i. Experience in the news desk / editorial Department of any established English / Hindi Newspapers accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies; and</p> <p>ii. Knowledge of two or more Indian Languages with proficiency in English &amp; Hindi with good working knowledge of computer applications.</p>
III.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
IV.	Period of Probation, if any	One Year
V.	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	100% by Direct Recruitment
VI.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	No
VII.	Composition of DPC or Selection Committee	As per Appendix - 1 to the Schedule

**COMPOSITION OF SELECTION COMMITTEE / RECRUITMENT COMMITTEE FOR APPOINTMENT TO NON-TEACHING POSITIONS BY DIRECT RECRUITMENT**

<b>SELECTION COMMITTEE - For Group 'A' (other than Statutory Positions)</b>			
1.	The Vice-Chancellor	....	Chairperson
2.	Two members of the Executive Council nominated by the Vice-Chancellor	....	Members
3.	Two Experts not in the service of the University to be nominated by the Vice-Chancellor	....	Members
4.	Head of the Office / Dean of the School concerned	....	Member
5.	One person to be nominated by the Vice-Chancellor, who is a woman, a SC / ST Category and one minority community member, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	....	Member
6.	Registrar	....	Member

<b>RECRUITMENT COMMITTEE - For Group 'B' &amp; 'C' Posts</b>			
1.	Registrar	...	Chairperson
2.	Two Members of the Executive Council to be nominated by the Vice-Chancellor	...	Members
3.	One person to be nominated by the Vice-Chancellor, who is a woman, a SC / ST Category and one minority community member, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	...	Member
4.	Deputy Registrar (Recruitment)	...	Member

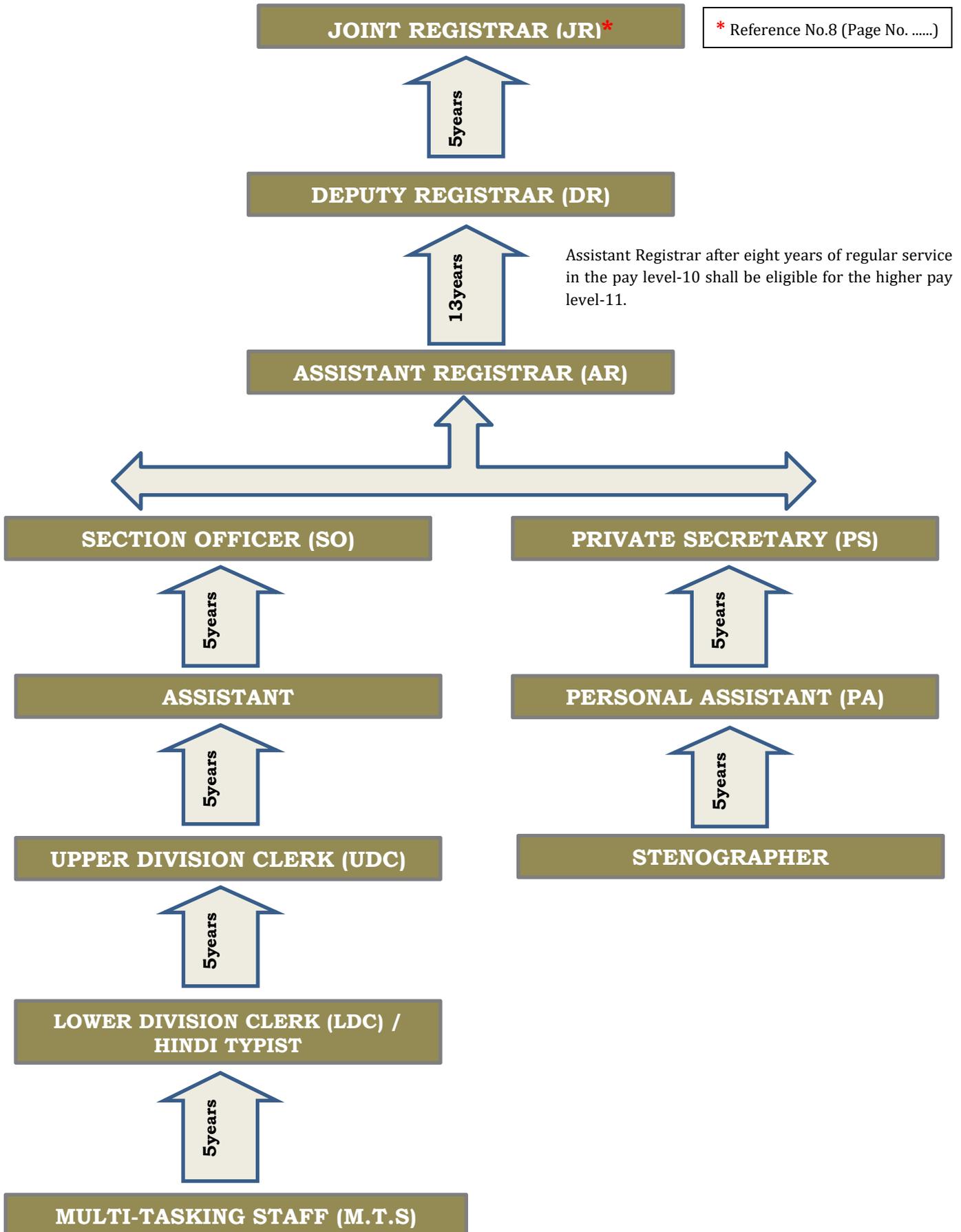
**COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE FOR APPOINTMENT TO NON-TEACHING POSITIONS BY PROMOTION**

<b>Promotion of Non-Teaching posts having Grade Pay of less than `5400/- (or equivalent slab in the revised scale)</b>			
1.	Registrar	...	Chairperson
2.	Dean of School or Head of the Section concerned	...	Member
3.	Two persons not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	...	Members
4.	Deputy Registrar (Recruitment)	...	Member

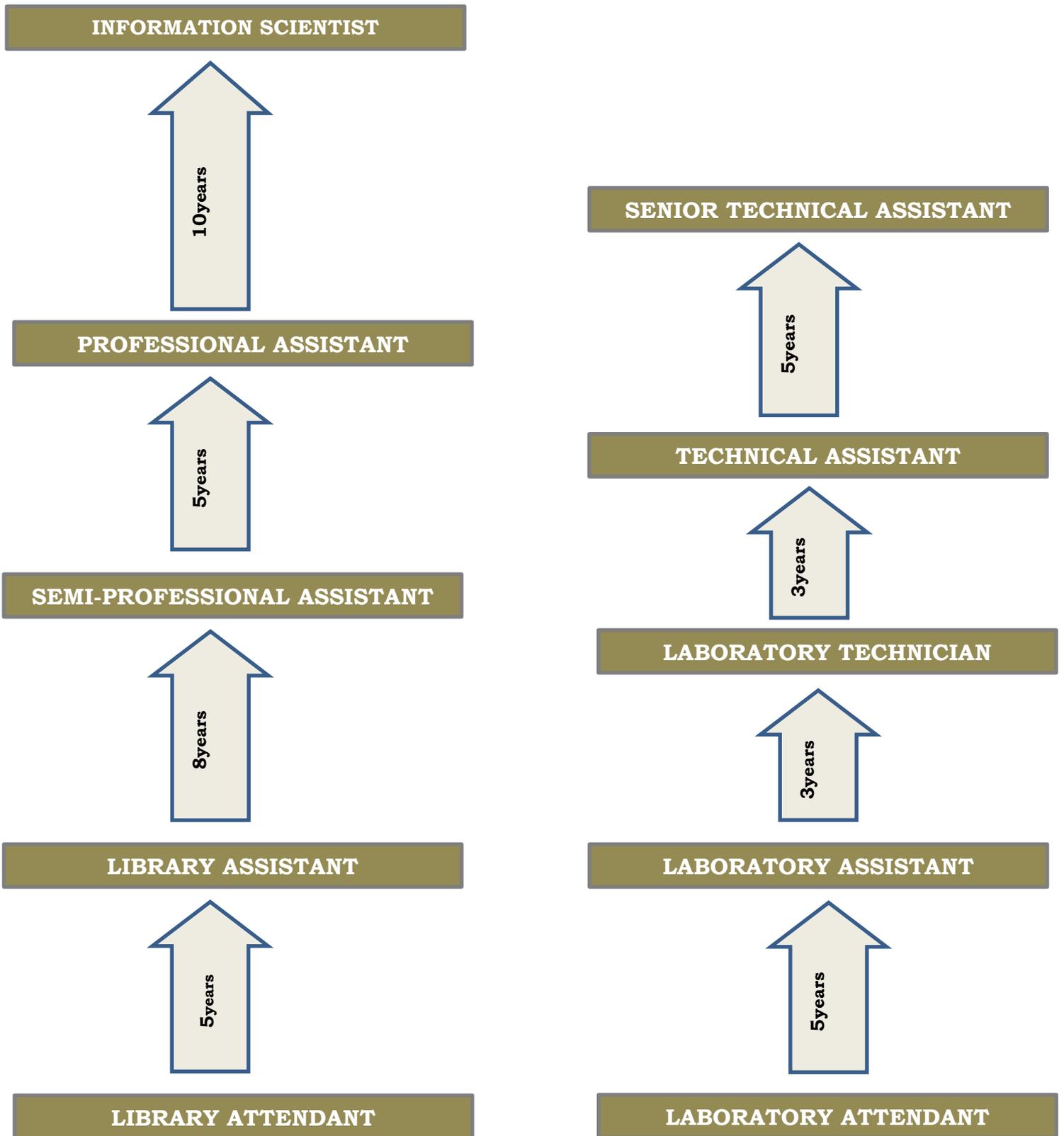
<b>Promotion of Non-Teaching posts with Grade Pay of `5400/- or above (or the equivalent slab in the revised scale)</b>			
1.	Vice-Chancellor	...	Chairperson
2.	Registrar	...	Member
3.	Two members of the Executive Council to be nominated by the Vice-Chancellor	...	Member
4.	Dean of the School or Head of the Section concerned	...	Member
5.	Two persons not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC / ST category, a woman and a minority community person, in case any of the candidates appearing for the post belong to these categories and if none of the other members belong to these categories	...	Members

**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE**

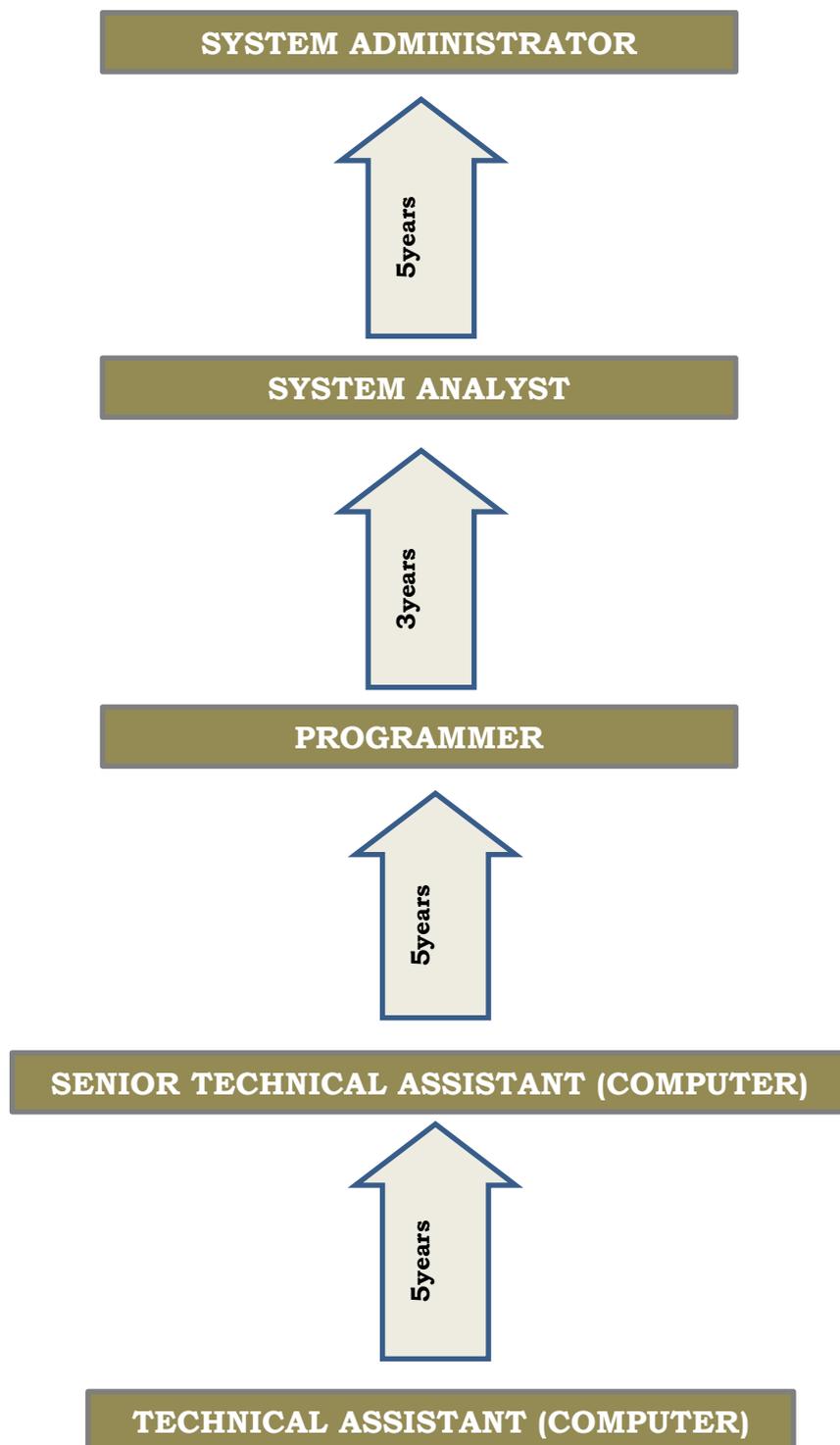
**MINISTERIAL AND SECRETARIAL**



**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE  
LIBRARY AND LABORATORY**



**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE  
**IT / ICT****



**ELIGIBILITY FLOW CHART FOR PROMOTION IN THE  
ENGINEERING AND HOSTEL / GUEST HOUSE**

**EXECUTIVE ENGINEER (ELECTRICAL / CIVIL)**

8years

**ASSISTANT ENGINEER (ELECTRICAL / CIVIL)**

**COOK**

5years

5years

**JUNIOR ENGINEER (ELECTRICAL / CIVIL)**

**HOSTEL / KITCHEN ATTENDANT**

## REFERENCES

REFERENCE NO.	CLAUSE NO. OF THE ORDINANCE	PAGE NO.	REFERENCE
1.	5.1 (v)	4	Frequently Asked Questions (FAQs) on the Policy of Reservation to SCs, STs and OBCs issued by DOPT( <b>ANNEXURE - 3</b> ).
2.	5.2.3	8	Orders of Government of India on Adhoc Appointment / Promotion issued by DOPT vide Office Memorandum No. 28036/1/2012-Estt (D) dated 3 <sup>rd</sup> April, 2013 (as amended from time to time) is placed at <b>ANNEXURE – 4</b> .
3.	5.7	11	The consolidated instructions on compassionate appointment issued by DOPT vide Office Memorandum No. 14014/02/2012-Estt.(D) dated 7 <sup>th</sup> October, 2014 is placed at <b>ANNEXURE – 5</b> .
4.	5.9	11	Instructions issued by UGC vide letter No. 4-5/2009(JCRC) dated 9 <sup>th</sup> July, 2010 on Extension of MACPs to the Non-Teaching Employees of the Central Universities is placed at <b>ANNEXURE – 6</b> .
5.	11.1	16	The consolidated orders on relaxation in upper age limit allowed to various categories of government servants issued by DOPT vide OM No. 15012/2/2010-Estt.(D) dated 27 <sup>th</sup> March, 2012 (as amended from time to time) is placed at <b>ANNEXURE – 7</b> .
6.	12	16	Instructions on Reservations for the SCs, STs and OBCs in services under Government of India issued by DOPT vide OM No. 36011/6/2010-Estt.(Res.) dated 25 <sup>th</sup> June, 2010 is placed at <b>ANNEXURE – 8</b> . Compendium of Instructions on reservations for Ex-servicemen issued by DOPT vide OM No. 36034/3/2013-Estt.(Res.) dated 25 <sup>th</sup> February, 2014 is placed at <b>ANNEXURE – 9</b> . Instructions on Reservations for the Persons with Disabilities issued by DOPT vide OM No. 36035/3/2004-Estt.(Res) dated 29 <sup>th</sup> December, 2005 is placed at <b>ANNEXURE – 10</b> .
7.	15.5	18	Step guide for processing of the proposal for framing / amendment of Recruitment Rules issued by DOPT vide OM No. AB. 14017/ 13/2013-Estt. (RR) dated 31 <sup>st</sup> March, 2015 is placed at <b>ANNEXURE – 11</b> .
8.	Schedule to Ordinance	33	UGC letter No. 6-7/97(JCRC) Vol. IV dated 4 <sup>th</sup> October, 2014 regarding Report of the Joint Cadre Review Committee (JCRC) on reforms in Cadre Recruitment Rules for various categories of posts in respect of 24 identified services / cadre structures on uniform staffing pattern of the non-teaching staff of the Central Universities, UGC maintained deemed to be Universities and Delhi Colleges, is placed at <b>ANNEXURE - 12</b> .
9.	Schedule to Ordinance	48	Office Memorandum No. AB-14017/6/2009-Estt. (RR) dated 30 <sup>th</sup> April, 2010 issued by Ministry of Personnel, Public Grievances & Pensions, DoP&T, Government of India wherein Annexure – II indicates the categories of erstwhile Group 'D' posts which may be given designation of Multi-Tasking Staff and illustrative list of duties attached to these posts, is placed at <b>ANNEXURE - 13</b> .
10.	Schedule to Ordinance	80	Model Recruitment Rules for the various posts in Official Language Cadre for Subordinate Offices issued by DOPT vide OM No. AB. 14017/46/2011-Estt. (RR) dated 19 <sup>th</sup> September, 2013 is placed at <b>ANNEXURE – 14</b> .
11.	-	-	The University Grants Commission vide their following letters has sanctioned various Non-Teaching Positions (copies of letters are placed at <b>ANNEXURE - 15</b> ): a. No. 63-1/2010 (CU) dated 12 <sup>th</sup> November, 2010; b. No.16-1/2008 (Rajbhasha) dated December, 2010; and c. No.63-1/2010 (CU) dated 7 <sup>th</sup> June, 2013
12.	-	-	Copy of the Central Universities Act 2009 is placed at <b>ANNEXURE – 16</b> .

**ORDINANCE NO: 25**

**THE ALUMNI ASSOCIATION**

*(Under Clause 35(2) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 13<sup>th</sup> February, 2011 and 11<sup>th</sup> February, 2011 respectively)*

1. There shall be an Alumni Association of the University.
2. The objective of the Association shall be to promote the objectives of the University, to maintain contacts and solidarity among the graduates of the University, and to raise funds for the development of the University.
3. The membership of the Association shall be open to all degree holders of the University, including the holders of diplomas and certificates.
4. The membership fee for the Association, shall be `500/- per year and `10,000/- for life or as decided by the Executive Council of the University from time to time.
5. There shall also be an Alumni Association Admission fee of `100/- which shall be collected at the time of admission of students in the university.
6. The application for membership shall be in a form prescribed by the University.
7. The Executive Committee of the Association shall consist of the (a) President ; (b) Vice President; (c) General Secretary; (d) Joint Secretary; and (e) 10 other Members.
8. The Vice-Chancellor shall be the ex-officio Patron. All other office -bearers and members of the Association shall be elected for a term of three years.
9. No member of the Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least five years' standing.
10. Provided that the condition relating to the completion of one year membership shall not apply in case of the first election.
11. The funds of the Association shall be managed by the Finance Officer of the University who will maintain a separate Account for the purpose.
12. The elections of the Association and all its meetings shall be conducted in the manner to be prescribed by Regulations.
13. In case of any difficulty in operating any clause of the Ordinance the matter shall be referred to the Vice-Chancellor whose decision thereon shall be final.

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**ORDINANCE NO: 26**

**GAMES AND SPORTS COMMITTEE**

*(Under Section 28 (1) (o) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 13<sup>th</sup> February, 2011 and 11<sup>th</sup> February, 2011 respectively)*

1. There shall be a Games and Sports Committee consisting of the following members, namely:
  - a. The Dean of Students' Welfare, who shall be the Chairperson;
  - b. Two prominent sportspersons to be nominated by the Vice-Chancellor;
  - c. Presidents of various Games and Sports Clubs;
  - d. One Outstanding Sportsman / Sportswoman from among the students on rolls, nominated by the Chairman for a period of one year; and
  - e. The Director of Physical Education, who shall be the Ex-Officio Member-Secretary of the Games and Sports Committee.
  
2. The Committee shall :
  - a. take measures to attract the sports talent available in the University;
  - b. make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
  - c. Propose the budgetary requirements for games and sports;
  - d. allocate finances to the various Clubs;
  - e. maintain the play-grounds, gymnasias, swimming pools and other sports facilities of the University;
  - f. hold / organise contests, competitions, tournaments, athletic meets etc.;
  - g. recommend to the Vice-Chancellor the names of outstanding players / sportspersons to be nominated for admission under sports quota, if any;
  - h. recommend to the Vice-Chancellor names of the Outstanding player / Sportspersons for training / coaching facilities / stipend, if any; and
  - i. perform such other functions, as may be assigned to it by the Executive Council / Academic Council / Vice-Chancellor from time to time.
  
3. The Director, Physical Education will operate the budget under the supervision of the Dean of Students' Welfare.
  
4. The Committee shall hold its meetings at least once in two months under the supervision of the DSW.
  
5. One-third of the total members shall form the quorum for a meeting of the Committee.

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**ORDINANCE NO: 27**

**PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES,  
INSTITUTIONS AND OTHER AGENCIES INCLUDING LEARNED BODIES OR ASSOCIATIONS**

*(Under Section 28(1)(k) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 13<sup>th</sup> February, 2011 and 11<sup>th</sup> February, 2011 respectively)*

1. In consonance with the provision under section 5, 6(x) (xiv) of the Central Universities Act 2009, the University envisages to network and collaborate with other institutions of repute from India and abroad.
2. The University may network and collaborate with Institutions of higher Education, research institutions, industry, and/or NGOs of National and International repute.
3. The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students.
4. With the above in view, the University may enter into Memorandum of Understanding (MOU) with other institutions of national and international repute.
5. Any proposal received and/or initiated by the University to enter into an MOU with other institutions shall be examined by a Committee comprising the following:
  - a. The Pro-Vice-Chancellor (PVC) or One of Deans, to be nominated by the Vice-Chancellor, who shall be the chairperson
  - b. Two faculty members not below the rank of Professor, to be nominated by the Vice-Chancellor
  - c. Coordinator, External Relations
  - d. The Deans of the Schools concerned
  - e. The Finance Officer
  - f. The Registrar, who shall be the Member Secretary
6. The Committee, referred as above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into the MOU.
7. Recommendations of the Committee together with the draft of the MOU shall be placed for the consideration and approval of the Academic Council and Executive Council of the University.
8. All MOUs are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation.

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**ORDINANCE NO: 28**

**EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEES**

*(Section 28(n) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 13<sup>th</sup> February, 2011 and 11<sup>th</sup> February, 2011 respectively)*

1. The University shall constitute a mechanism for the redressal of the grievances of Employees and Students of the University. To this effect the University shall constitute the following three Grievance Redressal Committees:
  - a) Students' Grievance Redressal Committee
  - b) Teachers' Grievance Redressal Committee
  - c) Non-Teaching Staff Grievance Redressal Committee

**2. Students' Grievance Redressal Committee:**

- a) The Students' Grievance Redressal Committee shall comprise the following:
  - i) The Dean of Students' Welfare or such other person to be nominated by the Vice-Chancellor, who shall be the Chairman & Convener;
  - ii) Dean of the School concerned;
  - iii) Three persons nominated by the Vice-Chancellor; and
  - iv) Three Representatives of the Students' Council.
- b) Powers and Functions of the Students' Grievance Redressal Committee shall be:
  - i) to entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
  - ii) to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and
  - iii) to recommend appropriate action against complainant(s), if allegations made are found to be baseless.

**3. Teachers' Grievance Redressal Committee:**

- a) The Teachers' Grievance Redressal Committee shall comprise the following:
  - i) Pro-Vice-Chancellor (PVC) or one of the Deans to be nominated by the Vice-Chancellor, who shall be the Chairman & Convener;
  - ii) Three faculty members, not below the rank of Professor to be nominated by the Vice-Chancellor;
  - iii) Five teachers representing women, minority, SC, ST, OBC, to be nominated by the Vice-Chancellor; and
  - iv) Dean of the School concerned.
- b) The Powers and Functions of the Teachers' Grievance Redressal Committee shall be:
  - i) to accept and consider written and signed complaints and petitions of teachers and other academic staff in respect of matters directly affecting them individually or as a group;
  - ii) to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and

- iii) to recommend appropriate action against complainant(s), if allegations made are found to be baseless.

**4. Non-Teaching Staff Grievance Redressal Committee:**

- a) The Non-Teaching Staff Grievance Redressal Committee shall comprise the following:
    - i) Registrar, who shall be the Chairman & Convener;
    - ii) Five persons from the non-teaching staff representing women, minority, SC, ST, OBC, to be nominated by the Vice-Chancellor; and
    - iii) Head of the Section concerned
  - b) Powers and Functions of the Non-Teaching Staff Grievance Redressal Committee shall be:
    - i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group;
    - ii) to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and
    - iii) to recommend appropriate action against complainant(s), if allegations made are found to be baseless.
5. Grievances pertaining to the Students shall be received in the office of the Dean of Students' Welfare and shall be referred to the Students' Grievance Redressal Committee.
6. Grievances pertaining to the teachers, and other academic staff shall be received in the office of the Pro-Vice-Chancellor / Chairman & Convener of the Teachers' Grievance Redressal Committee and shall be referred to the Teachers' Grievance Redressal Committee.
7. Grievances pertaining to the non-teaching and other non-academic staff shall be received in the office of the Registrar and shall be referred to the Non-Teaching Staff Grievance Redressal Committees.
8. The Grievance Redressal Committees, in their respective areas of jurisdiction, shall observe the following general principles:
- a) Create awareness among the students, staff and teachers about the grievance redressal mechanism;
  - b) Register and acknowledge grievances received and referred to them;
  - c) To the extent possible, all grievances received shall be settled within a fortnight by arriving at a final decision;
  - d) If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
  - e) As a matter of general rule, no grievances should remain pending beyond the limit of three months;
  - f) The Chairman & Convener of the respective Grievance Redressal Committees should make himself/herself freely available to hear the grievances personally; and
9. Aggrieved parties who are not satisfied with redressal by the Grievance Redressal Committee, may appeal to the Vice-Chancellor for a reconsideration and review.

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**ORDINANCE NO: 29**

**STANDING COMMITTEE ON EQUIVALENCE FOR RECOGNITION OF EXAMINATIONS / DEGREES**

*(Section 28 (1) (o) of the Central Universities Act 2009)*

*(Approved by the Executive Council and the Academic Council in their meetings held on 13<sup>th</sup> February, 2011 and 11<sup>th</sup> February, 2011 respectively)*

1. All proposals and requests for equivalence shall be examined by the Dean of the School concerned with regards to the courses of study and the standard of the Courses. report of the Dean shall be placed before the Standing Committee on Equivalence of Examinations/Degrees.

**Composition of the Standing Committee on Equivalence of Examinations / Degrees:**

2. The Standing Committee on Equivalence of Examinations / Degrees shall consist of the following members:
  - i) Pro-Vice-Chancellor or One of the Deans to be nominated by the Vice-Chancellor who shall be the Chairman
  - ii) Deans of the Schools;
  - iii) One person nominated by the Academic Council from amongst its members for a period of three years;
  - iv) Registrar; and
  - v) Controller of Examinations ..... Member Secretary

**2) The functions of the Committee shall be:**

- a) to consider the proposal for the recognition of new courses / examinations / degrees of other Universities/Boards / Institutions ;
- b) to consider requests for recognition of Examinations/degrees received from other Universities / Institutions / individual(s) and submit its recommendations to the Academic Council;
- c) to report to the Academic Council on all matters, which are referred to it; and
- d) to prepare a case of moving application for seeking recognition of Degrees / Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country.

**Rules of Business:**

- 3) One third of the members of the Committee shall constitute the quorum for a meeting of the Committee.
- 4) The Committee shall frame the Rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee.

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**ORDINANCE NO: 30**

**MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING SYSTEM FOR PROGRAMMES OF STUDIES OTHER THAN THE RESEARCH DEGREE PROGRAMME**

*(Under Section 28(1)(b), 28 (1)(c) and 28(1)(g) of the Central Universities Act 2009)*

**(Approved by the 26<sup>th</sup> Academic Council and 46<sup>th</sup> Executive Council both held on 20<sup>th</sup> March, 2020)**

**Medium of Instruction & Examination:**

1. The medium of instruction in respect of all Programmes of Study offered by the Schools, Departments and Centres of Studies shall be English/*Hindi*, except in cases of studies/research in Languages.
2. Question Papers of all examinations shall be set in Hindi & English and answered in Hindi/English, except in case of examinations in languages / literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.
3. Project Work / Project Report / Dissertation / Field Work Report / Training Report/Term Paper/Seminar, etc., if any, shall have to be written in English/Hindi, except in case of the Programmes of Study in languages / literature, where the same may be required to be written in the respective language.

**Examination System:**

4. All Programmes of Studies of the University shall be offered under Semester System. Assessment and evaluation of students shall be done through Comprehensive Continuous Internal Assessment (CCA).
5. As a general principle, the Comprehensive Continuous Internal Assessment shall comprise the following components:
  - 5.1. Continuous Internal Assessment..... 25%  
(15 to 20% for assignments /quizzes /presentation / live projects, etc. 5 to 10 %for attendance)
  - 5.2. Mid Term Examination.....25%
  - 5.3. End-Semester Examination.....50%

The breakup of marks shall be as under:

Component	2 credits course	4 credits course
Internal Assessment	25 Marks	50 Marks
Mid-term Examination	25 Marks	50 Marks
End-term Examination	50 Marks	100 Marks
<b>Total</b>	<b>100 Marks</b>	<b>200 Marks</b>

Marks for attendance may be given based on the attendance record. The teacher will clearly mention the criteria for allotment of marks for attendance in the course contents. For attendance below 75%, zero mark shall be given. However, when a student represents state/country in sports, cultural and academic activities and requests condoning of lecture, he/she may be given marks fixed for attendance level of 75%

Provided further that the components of CCA may be set up as per the requirements of the course

6. Depending upon the nature and requirements of a particular course, individual Departments /Centres shall, within the overall framework of Comprehensive Continuous Internal Assessment (CCA) have freedom to prescribe additional/different components and weightages for different components of Internal Assessment.
7. Detailed distribution and break-up of the Comprehensive Continuous Internal Assessment (CCA) shall be specified by the teacher concerned in the detailed course outline for each course taught by him/her during a semester.
8. Except in exceptional cases, the question papers for the Mid-Term Examinations shall be of one hour duration for a 2 credit course with total of 25 marks and two hours duration for a 4 credit course with a total of 50 marks. The question paper shall consist of three sections as given below:
  - 8.1 **Section A:** shall comprise of objective type questions such as MCQs, Fill in the Blanks, True/False, Match the Following, Assertion and Reason, One or two line answers, etc. All the questions shall be of 1 or 2 Marks only. All questions shall be compulsory and there will be no choice. The total weightage to be given for this section in the question paper shall be 20%.
  - 8.2 **Section B:** shall comprise of Short Answer Questions (SAQs) which shall be of 5 marks each. The global choice shall be in such a way that the examinee has to attempt 66% of the total number of questions. The total weightage to be given for this section in the question paper shall be 40%.
  - 8.3 **Section C:** shall comprise of Long Answer Questions (LAQs) which shall be of 10 Marks each. There shall be an internal choice for each question and all the questions shall be compulsory. The weightage to be given for this section in the question paper shall be 40%.

**Guidelines for Mid-Semester Examinations:**

2 Credit Course				4 Credit Course			
Section	No. of Questions	Marks of each Question	Total Marks	Section	No. of Questions	Marks of each Question	Total Marks
A	5	1 M	5M	A	10 or 5	1 M- 2M	10 M
B	2(3)	5 M	10 M	B	4(6)	5 M	20 M
C	1 (2)	10 M	10 M	C	2 (4)	10	20 M
Grand Total:			25 M	Grand Total:			50 M

9. Except in exceptional cases, the question paper for the End-Term Examination shall be of one and half hour duration for a 2 Credit Course with a total of 50 marks and 3 hours duration for a 4 credit course with a total of 100 marks. The question paper shall consist of three sections as given below:
  - 9.1 **Section A:** shall comprise of objective type questions such as MCQs, Fill in the Blanks, True/False, Match the Following, Assertion and Reason, One or two line answers, etc. All

the questions shall be of 1 or 2 Marks only. All the questions shall be compulsory and there shall be no choice. The total weightage to be given for this section in the question paper shall be 20%.

- 9.2 **Section B:** shall comprise of Short Answer Questions (SAQs) which shall be of 5 marks each. The global choice shall be in such a way that the examinee has to attempt 66% of the total number of questions. The total weightage to be given for this section in the question paper shall be 40%.
- 9.3 **Section C:** shall comprise of Long Answer Questions (LAQs) which shall be of 10 Marks each. In this section, all the questions shall have internal choice and all the questions shall be compulsory. The weightage to be given for this section in the question paper shall be 40%.

Guidelines for End-Semester Examinations:

2 Credit Course				4 Credit Course			
Section	No. of Questions	Marks of each Question	Total Marks	Section	No. of Questions	Marks of each Question	Total Marks
A	5/10	2 M/ 1 M	10M	A	10/20	2 M / 1M	20 M
B	4(6)	5 M	20 M	B	8(12)	5 M	40 M
C	2 (4)	10 M	20 M	C	4 (8)	10	40 M
Grand Total:			50 M	Grand Total:			100 M

**Note:** The question paper setter will ensure that each unit of the course is given proportionate weightage in the question paper (including the global and internal choices) as per its contact hours. There should not be more than 5 MCQs in Section A of the Question Paper of 2 credit course and 10 MCQs in Section A of the Question Paper of 4 credit course. The question paper pattern given in ordinance nos. 30(8) and 30(9) are applicable only for the theory courses and not for practicals /dissertation/project/ field work/ training/term paper/training report, live projects, etc.

**Paper Setting & Evaluation:**

10. The overall framework of the Continuous Internal Assessment (CCA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as per the Ordinances.
11. Within the overall framework of examination and evaluation as per the Ordinances, the content, format, duration of various components of the CCA shall be proposed by the concerned faculty members and approved by the Board of Studies. Faculty member shall notify the detailed course outline at the commencement of each course.
12. Since the University follows Choice Based Credit System (CBCS) and CCA.
  - a) The question paper for Mid-term examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator.
  - b) The question paper for End-term examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator.

- c) The Vice Chancellor may appoint the external examiners for setting the question paper and evaluation of the answer scripts for the End Term Examination
13. (a) In case of PG examination involving practicals, etc. in a course offered by a Department/Centre, the evaluation shall be done by a panel comprising of the concerned faculty/mentor (internal examiner) and an external examiner, preferably a Professor but not below the level of Associate Professor to be appointed by the Vice Chancellor on the recommendation of the Head/Director. Practical examination must be conducted not later than two days after the completion of End-Semester examination.

Provided further, pattern of question paper for practical examination shall be devised by the concerned teacher as per the nature of the course. The total marks for the course shall be same as for the theory courses.

b) In case of UG examination involving practicals, etc. in a course offered by a Department/Centre, the evaluation shall be done by a panel comprising of the concerned faculty/mentor (internal examiner) and an external examiner, not below the level of Associate Professor to be appointed by the Vice Chancellor on the recommendation of the Head/Director. Practical examination must be conducted not later than two days after the completion of End-Semester examination.

Provided further, pattern of question paper for practical examination will be devised by the concerned teacher as per the nature of the course. The total marks for the course shall be same as for the theory courses

14. (a) Project Work / Project Report / Dissertation / Field Work Report / Training Report of PG Programmes of Study/ Viva Voce examination, etc. shall be evaluated by an external evaluator preferably a Professor but not below the level of Associate Professor to be appointed by the Vice Chancellor on the recommendation of the Head/Director.
- (b) Project Work / Project Report / Dissertation / Field Work Report / Training Report of UG Programmes of Study etc, shall be evaluated by an external evaluator to be appointed by the Vice Chancellor on the recommendation of the Head/Director.

#### **Guidelines for Paper Setting:**

15. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester.
16. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester.
17. The question papers for the Mid-Term Examinations shall be set such as to encompass total course content covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.
18. The question papers for the End- Semester Examinations shall be set such as to encompass total course content covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.
19. The paper setter shall set the question paper for the Mid-Term Examination in the prescribed format. The responsibility of setting the question paper and conducting the Mid Term examination shall be of the concerned faculty member only.

20. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her;
21. (a) For selecting the paper setters for the End-Semester examinations, the Controller of Examinations shall seek a panel of at least five paper setters/evaluators for each course from the Head /Director of the department/centre as approved by the Board of Studies.

Provided further that the concerned faculty members shall submit a list of examiners (who are not members of Board of Studies and School Board) to the Head/Director of Department /Centre who in turn will get the examiners approved from the Board of Studies.

(b) No one shall be appointed as paper setter/ examiner for theory/practical examination unless he/she is a permanent teacher.

(c) The Controller of Examination may, on valid reason (s), cancel, withheld or suspend the appointment of any paper setter/ examiner and make alternate arrangements with intimation to the Vice Chancellor.

22. The Paper setters for End-Semester examination shall also be required to submit the question paper, key to the objective type questions and synoptic answers to SAQs and LAQs to the Controller of Examinations at least one month before the date of commencement of Examinations.
23. The question papers set by the paper setters shall be reviewed in the meeting of the Board of Studies of the Department / Centre concerned held immediately after the examination is over and the comments and feedback for further improvement in future shall be recorded and furnished to the paper setter through the Head of the Department/Director of the Centre.
24. Provided further that for settling any issue relating to paper setting, the Vice Chancellor may constitute a committee of Head/Director, concerned teacher and any other senior faculty of the concerned department to resolve the matter.

#### **Guidelines for Evaluation:**

25. It shall be the bounden duty of the concerned faculty members to:
  - (a) evaluate all assignments, quizzes and mid- term examination answer scripts and return the same to the students within ten days of the date of such examination;
  - (b) address questions of students, explain and satisfy them about the marks/grades awarded to them;
  - (c) display the marks/grades awarded to each student on the notice board of the Department/ Centre;
  - (d) submit the marks/grades awarded to the students to the Head of the Department/Director of the Centre concerned and a copy to Controller of Examinations within 20 days.
26. Head of the Department / Director of the Centre concerned, shall forward to the Controller of Examination, the consolidated award list of marks / grades awarded to the students in the Continuous Internal Assessment and Mid-Term Examination of each course offered by the Department.
27. In case of End-Semester examination, the examiners (both internal and external) shall evaluate the answer-scripts and submit the award lists along with the evaluated answer-scripts to office of the Controller of Examinations (COE) within two weeks of the receipt of answer scripts.

Provided further that the Vice Chancellor may permit on the spot/internal evaluation, if so required.

28. A student may apply on the prescribed application form along with the prescribed fees, for revaluation of his/her answer script(s) of only End-semester examination of a course(s) to the Controller of Examinations within fifteen working days from the date of declaration of the results.
29. Revaluation of the answer scripts shall be done by an examiner of the subject to be appointed by the Controller of Examinations. Answer scripts shall be revaluated with reference to the key of MCQs and the synoptic answers of SAQs & LAQs submitted by the paper setter. Out of the marks / grades awarded in first evaluation and revaluation, whichever is higher will be considered final. However, if the difference between first evaluation and re-evaluation is more than 20% of the total marks, the scripts will be got evaluated by the third examiner and the score/grade awarded by him/her will be taken as final.

Provided further that there shall be no re-evaluation in the Skill Development and Human Making courses whose examinations are being conducted internally and evaluated by the concerned teacher. However, if the student is not satisfied with his/her marks, he may discuss the matter with the teacher concerned and get himself/herself satisfied. If the student still is not satisfied, the matter may be referred to HoD who will constitute a two member Committee to resolve the issue to the satisfaction of the student concerned

#### **Improvement in Marks/Grades:**

30. A student who has been declared pass in a course(s) shall be allowed to repeat End Semester Examination in theory only, in order to improve his/her grade/marks along with regular students in corresponding semesters. However no second chance to improve grade/marks in a course shall be given and no separate examination shall be arranged for such students.
31. A student who has been declared pass in a Programme of study shall be allowed to appear in End-Semester Examination in theory only in order to improve the score for more than 55% / Division along with the regular students in corresponding semesters. No separate examination will be arranged for such students.
32. For the improvement of the score for more than 55% / Division, the student will be given only two chances to take examination in a course/courses. However, such student shall be allowed to take examination of course(s) in which he/she has not taken examination in order to improve the score for more than 55% / Division.
33. A student seeking to improve grade/marks and CGPA/OPM/Division shall have to apply on prescribed application form and pay the fee as prescribed for taking examination by students having 'F' grade from time to time.
34. If a student improves his/her marks then the improved marks shall be taken into account for working out revised awards and a revised marks sheet shall be issued to him/her on the surrender of mark sheet issued earlier. Such improved marks/grades shall not be counted for award of Prizes/Medals, Rank and Distinction.
35. If a student does not show improvement in grade/marks in a course, his/her previous grade/marks will continue to be taken into account.
36. If a student does not show improvement in making the score more than 55% or improvement in division, his/her previous overall grade/marks and Division will continue to be taken into account.
37. No candidate shall be allowed to improve grade/marks in practical, project work, term paper, viva voce examination, seminar and field work.

38. A student can improve his/her CGPA/OPM/Division within two years after the completion of his/her degree. Provided further that the students who have passed their degree in 2012 or thereafter shall also be given one chance for improvement.

**Conduct of Examination:**

39. All the examinees shall fill-up the examination form in format available on the University Website and submit the same to the concerned Head/Director before the notified date. The Head/Director shall issue Admit Card permitting him to sit in examination after obtaining no dues certificate and ensuring that the examinee fulfils lecture condition as per University rules.
40. Head/Director shall forward the examination forms of admitted students to the Controller of Examinations before the completion of examination.
41. The Mid Term Examination will be conducted by the concerned teacher as per the time schedule notified in the Prospectus
42. The Mid-Term Examinations shall be conducted under the general supervision of the Head/Director of Department/Centre.

The Head of Department shall submit the dates of conducting the Mid Term Examination by the concerned teachers to the office of Controller of Examination at least fifteen days prior to the date of conduct of Mid Term Examination

43. The End-semester examinations shall be conducted by the Controller of Examinations. All the teachers shall be involved in the conduct of external examination in the capacity of Superintendent, Deputy Superintendents and Invigilators. Provided further that in case of non-availability on valid reasons at a particular level, the engagement may be made from other teachers.

**Indiscipline and Unfair Means in Examination:**

44. There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non adherence to such instructions shall attract disciplinary action. For End-term examination, a flying squad will be constituted by the VC/Pro Vice Chancellor on the recommendation of the COE including at least one women member to ensure fairness and discipline in the examination. In case of any case(s) of unfair means, indiscipline and disturbance during the examination, the flying squad/Centre Superintendent will submit a report with full details of the evidence in support thereof and the statement of the candidate to the COE.
45. Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Unfair practices and unfair means relating to examination shall mean and include:
- 45.1 Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination
  - 45.2 Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator / Centre Superintendent.
  - 45.3 Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.
  - 45.4 Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination

- 45.5 Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile / cell phones / electronic aids, unless otherwise permitted as a component of examination and/or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall,
  - 45.6 Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.
  - 45.7 Attempts of impersonation including writing some other candidate's registration number / roll number in the answer paper and/or Exchanging or attempting to exchange answer sheets or other materials during the course of examination.
  - 45.8 Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator.
  - 45.9 Boycott / walkout of the examination and or causing disturbances of any kind during the conduct of examination.
  - 45.10 Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations.
46. Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing.
  47. The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
  48. In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.
  49. The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report.
  50. All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee. Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor shall have powers to cancel the examination of all the candidates appearing from the centre concerned and order re-examination and initiate further disciplinary action against all concerned.

#### **Examination Discipline Committee:**

51. The Examination Discipline Committee shall consist of the following members:
  - 51.1 Dean Students Welfare who shall be the Chairperson
  - 51.2 The Proctor
  - 51.3 Two faculty members (Including one women member) to be nominated by the Vice-Chancellor
  - 51.4 The Controller of Examination, who shall be the Member-Secretary

52. The Terms of office of the Members of the Examination Discipline Committee, other than the Ex-Officio Members, shall be three years from the date of appointment and that four Members of the Committee shall constitute the quorum.
53. Centre Superintendent concerned shall be special invitees to the meeting of the Examination Discipline Committee while considering the reported cases of Unfair Means.
54. Depending upon the extent and severity, the punishment for the use of Unfair Means may include:
  - 54.1 Obtaining written apology and undertaking for good behaviour and conduct
  - 54.2 Lowering the Marks / Grade in the examination in which the Unfair Means was used
  - 54.3 Lowering the Marks / Grade in all examination of the Semester
  - 54.4 Awarding "I" Grade / "F" Grade to the candidate in the particular examination in which the Unfair Means was used
  - 54.5 Awarding "I" Grade / "F" Grade in all Examinations taken by the candidate during the semester
  - 54.6 Debarring for certain specified number of semesters from appearing in examination of the University
  - 54.7 Cancellation of admission from the University
  - 54.8 Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university for certain specified period of time;
  - 54.9 Rustication from the University and debarring the student from taking admission in any Programme of Study of the university for ever;
55. The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice;
56. All decisions taken by the Committee will be placed before the Vice-Chancellor for approval.
57. A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice-Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

#### **Grading System:**

58. The student shall be evaluated using grading system based on a Ten (10) point scale in terms of marks, grade points, letter grade and Description of Letter Grades.
59. The Overall performance of a student within a semester shall be indicated by (a) Semester Grade Point Average (SGPA); (b) Semester Percentage Marks (SPM); (c) Cumulative Grade Point Average (CGPA); and (d) Overall Percentage Marks (OPM), with the CGPA and OPM being the real indicators of a student's performance. These shall be calculated as under.

Where

--number of the credits of the ith course

--Grade point obtained in the ith course

-- Marks Obtained in the ith course

--number of the credits of the ith course of jth Semester

-- Grade point obtained in the ith course of jth Semester

-- Marks Obtained in the ith course of jth Semester

**Course-Wise Letter Grade & Grade Point:**

60. Accordingly, the percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade on a Ten (10) point scale as under :

**For UG Programme of Study**

PERCENTAGE OF MARKS	GRADE POINT	LETTER GRADE
90-100	10	O <sup>+</sup>
80-<90	9	O
70-<80	8	A <sup>+</sup>
60 - < 70	7	A
55-<60	6	B <sup>+</sup>
45 -< 55	5	B
00-<45	-	F

<b>Absent</b>	-	<b>Ab</b>
<b>Incomplete</b>	-	<b>I</b>

**For PG Programme of Study**

<b>PERCENTAGE OF MARKS</b>	<b>GRADE POINT</b>	<b>LETTER GRADE</b>
<b>90 -100</b>	<b>10</b>	<b>O<sup>+</sup></b>
<b>80 - &lt;90</b>	<b>9</b>	<b>O</b>
<b>70 - &lt;80</b>	<b>8</b>	<b>A<sup>+</sup></b>
<b>60 -&lt;70</b>	<b>7</b>	<b>A</b>
<b>55- &lt;60</b>	<b>6</b>	<b>B<sup>+</sup></b>
<b>50 - &lt;55</b>	<b>5</b>	<b>B</b>
<b>00 - &lt;50</b>	-	<b>F</b>
<b>Absent</b>	-	<b>Ab</b>
<b>Incomplete</b>	-	<b>I</b>

**CGPA, Overall Letter Grade and Class:**

- The overall cumulative performance of a student shall be indicated by the Cumulative Grade Point Average (CGPA).
- The marks and grades obtained in the courses corresponding to the requisite number of credits specified for the completion of a programme of Study will be taken into consideration in arriving at the OPM with Overall Letter Grade and Description of Letter Grades, as under:

<b>CGPA</b>	<b>LETTER GRADE</b>	<b>DESCRIPTION OF THE LETTER GRADE</b>
<b>9.50 - 10.00</b>	<b>O<sup>+</sup></b>	<b>Outstanding</b>
<b>8.50 - &lt;9.50</b>	<b>O</b>	<b>Excellent</b>
<b>7.50 - &lt;8.50</b>	<b>A<sup>+</sup></b>	<b>Very Good</b>
<b>6.50 - &lt;7.50</b>	<b>A</b>	<b>Good</b>
<b>5.50 - &lt;6.50</b>	<b>B<sup>+</sup></b>	<b>Average</b>
<b>5.00 - &lt;5.50</b>	<b>B</b>	<b>Pass</b>
<b>0 - &lt;5.00</b>	<b>F</b>	<b>Fail</b>

- A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System shall be deemed to have completed the Programme of Studies.

An example of Calculating Percent Marks, Cumulative Grade Point Average and Letter Grade:

<b>Semester I</b>							
	(1)	(2)	(3)		(4)	(5)	(6)= (1)x(4)
Sr. No.	Course Credit	Maximum Marks	Marks Obtained	Percentage	Grade Point	Letter Grade	Weighted Grade Point
1	2	100	53	53	5	B	10
2	2	100	62	62	7	A	14
3	4	200	130	65	7	A	28
4	4	200	165	82.5	9	O	36
5	2	100	92	92	10	O <sup>+</sup>	20
6	4	200	145	72.5	8	A <sup>+</sup>	32
7	2	100	58	58	6	B <sup>+</sup>	12
<b>Total</b>	<b>20</b>	<b>1000</b>	<b>705</b>	<b>70.5</b>			<b>152</b>
SPM=(705/20)*2			70.5	SGPA=152/20			7.6

			<b>Semester II</b>				
Total	20	1000	<b>657</b>	65.7			<b>138</b>
SPM=(657/20)*2			65.7	SGPA=138/20			6.9
			<b>Semester III</b>				
Total	20	1000	<b>680</b>	68			<b>142</b>
SPM=(680/20)*2			68	SGPA=142/20			7.1
			<b>Semester IV</b>				
Total	20	1000	<b>610</b>	61			<b>124</b>
SPM=(610/20)*2			61	SGPA=124/20			6.2
<b>OPM</b> =((705+657+680+610)/(20+20+20+20))*2			<b>66.3</b>	<b>CGPA</b> =(152+138+142+124)/(20+20+20+20)			<b>6.95</b>
<b>Overall Letter Grade</b>						<b>Overall Letter Grade</b>	

#### **Ranking of Students:**

64. The first two ranks in every Programme of Study shall be decided on the basis of OPM. One Student in each Programme of Study shall be awarded the Gold Medal and Certificate of Merit, subject to fulfillment of the following criteria:
- Should have first position with more than 60 percent marks (OPM);
  - Should have passed all the Semesters of a Programme of Study without any break;
  - Should have passed all the Courses in a Programme of Study without any back log meaning thereby that he/she has not been awarded 'F' or 'I' grade in any course;
  - Should have exhibited good conduct and character during the period of a Programme of Study.

#### **Attendance:**

65. No student shall be permitted to sit for the End-semester examination in the course in which he/she has secured less than 75% attendance.
66. The teacher handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course and shall display on the Notice Board of the Department the monthly attendance record of each student.
67. All teachers shall intimate the Head of the Department/Director of the Centre concerned, at least fifteen calendar days before the last instruction day in the semester, particulars of all students who have secured less than 75% attendance in one or more courses.
68. The Head of the Department / Director of the Centre shall display on the Notice Board of the Department names of all students who will not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Controller of Examination concerned at least ten calendar days before the last instruction day in the semester.
69. Dean of the School concerned may grant exemption to a candidate who has failed to obtain the minimum prescribed seventy five per cent attendances for valid reasons provided that such exemption shall not be granted for attendance below 65 per cent.

**Promotion & Progression:**

70. Provided further that if a student is hospitalized she/he may make a written request to the HoD with medical certificate stating that on the date of examination she/he was hospitalized. The HoD after discussing the matter with the concerned teacher will fix the date examination.
- Provided further that if any untoward incident happens with the blood relation of the students, she/he may submit a written request to the HoD giving details of the incident. The HoD after discussing the matter with the concerned teacher will fix the date of examination.
- Provided further that if a student misses the mid-term examination due to reasons beyond her/his control (force majeure), she/he may make a written request the HoD stating the details of the circumstance/reasons. The HoD after discussing the matter with the concerned teacher will fix the date examination.
71. A student who has been awarded "I" Grade shall be required to re-register for the same course, when it is offered in the next semester(s), or shall have to register for another course under the overall framework of credit accumulation under the Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Study.
- Provided further that the credits earned by the detained student after passing that particular course in which she/he has been detained will be in addition to the maximum limit of 20 credits in semester and will be counted in the same semester in which 'I' grade has been awarded.
72. A student shall be deemed to have successfully completed a course except in case where he/she has been awarded the "I" Grade or "F" Grade.
73. A student who has successfully completed a course shall be permitted to repeat the course to improve his/her grade;
74. A student shall be required to secure a minimum of 40% Marks in each course in End-Semester examination. However, for successful completion of a course, a Student shall have to secure minimum 45% marks in UG / 50% marks in PG in aggregate including the marks secured in internal assessment, mid-term and end-semester examination, failing which he/she shall be deemed to have failed in the course and shall be awarded the "F" Grade. Provided further that this condition will also be applicable to the candidates of first batch of UG courses commencing from 2016.
75. Students who fail to get 40 per cent marks in the End Term Examination and minimum of 45% marks in UG/50% marks in PG in aggregate shall be awarded "F" grade. All such students shall have to register in the course(s) in which they have been awarded "F" grade in the semester in which these course(s) are offered.
76. 'F' grade shall be deleted from the grade card if the candidate successfully passes that particular course. Provided further that the students who have passed their degree in 2012 or thereafter shall also be covered under this provision.
77. A student with "F" Grade in a course shall also be permitted to repeat / reappear in the Examination of the Course along with the subsequent semester examination within two years after the completion of the degree.
78. If a student secures "**F**" Grade in a Project Work / Project Report / Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report / Dissertation / Field Work Report / Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report / Training Report etc for a maximum of three times (including the first submission).

79. Maximum one percent of aggregate marks shall be given as grace marks to a student who is short of one percent marks for getting 55% or 60% in the aggregate, after completion of degree. Provided further that grace marks shall not be given to a student who was awarded 'F' / 'I' grade in any course.

**Grade Card:**

80. The grade card issued at the end of the semester to each student will contain the following :
- 80.1 Marks obtained for each course registered in the semester
  - 80.2 Credits earned for each course registered for that semester
  - 80.3 Performance in each course indicated by the letter grade
  - 80.4 Semester Grade Point Average (SGPA) of all the courses registered for that semester
  - 80.5 Semester Percentage Marks of all the courses registered for that semester
  - 80.6 Cumulative Grade Point Average (CGPA),
  - 80.7 Overall Percentage of Marks (OPM)
  - 80.8. Letter Grade and its description for all the courses, and for the whole Programme of Study, after completing the programme

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