

BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA

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UNIVERSITY CALENDAR

VOLUME-III

2013

Rules & Regulations and Ordinances other than Examinations

KHANPUR KALAN (SONIPAT) - 131305
HARYANA (INDIA)

FOREWORD

Dr. (Mrs.) Pankaj Mittal
Vice-Chancellor



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Dated

Foreword by Vice Chancellor

I am happy to know that BPS Mahila Vishwavidyalaya is going to publish the University Calendar Volume-III for the first time. The Calendar under publication shall enumerate & elaborate various ordinances and rules pertaining to service conditions and other such regulation applicable to the staff and students. So far, BPS Mahila Vishwavidyalaya has been using Calendar –III of MD University, Rohtak; publication of its own University Calendar is certainly a matter of great satisfaction and elation for me. Since BPSMV is in its formative years and is a unique university for women, the rules & regulations listed in the Calendar have been framed accordingly. However, need to revisit any of the listed rules or any instance of addition or deletion shall be brought to the notice of the University for required modification.

I applaud & extend my appreciation to the Registrar and other associated members in compiling this important document of the University.


(Pankaj Mittal)



Preface

It gives me immense pleasure in writing this preface and acknowledging the relentless efforts of the members of Administrative Rules Framing Committee and all University functionaries associated with it. It is after much deliberations and thinking that we have been able to finally prepare our own set of rules for the University.

University Calendar for Administrative Rules is an indispensable book of reference and information governing issues related to service conditions, appointments, welfare, discipline and numerous other service matters of the University employees. It not only helps the users to dispose of various administrative matters but also provides detailed knowledge on the important service matters. It is hoped that the Calendar shall serve as a valuable book of reference to the faculty, administrative staff and other prospective users and make them conversant with the applicability of rules and regulations in processing and resolving day to day official business without feeling dependent on anybody else to explain.

I would like to extend my thanks to Hon'ble Vice-Chancellor for reposing faith in me to assign and complete this herculean task. I would also like to place on record the efforts and cooperation of all employees associated with the committee without whose contribution the book in your hands would not have seen light of the day. Intention of the committee in preparing this book has been to make the Ordinances, Rules & Regulations as transparent, relevant and correct as they could be, however, any mistake brought to the notice of the Undersigned shall be welcomed and rectified immediately.

Dr.(Mrs.) Balbir Kaur
Pro-Vice-Chancellor

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PART-A

ORDINANCES

Chapter-I

HONORARY PROFESSOR

1. Any distinguished scholar, whose association with the University would help furtherance of the academic life and activities of the University, may, with the approval of the Executive Council, be invited by the Vice-Chancellor to function as honorary professor in the University for such Period as may be determined by it.
2. An honorary professor is expected to be associated with Scholarly Work including academic activities of the department to which he is attached for which adequate facilities shall be provided by the department concerned.
3. Persons invited to join the University as honorary Professor may be paid Honorarium @ Rs. 1200/- per lecture, traveling expenses as per university rules, accorded hospitality etc. in the manner as may be decided by the Vice-Chancellor.

Chapter-II

PROFESSOR EMERITUS

Objective and Purpose:

To utilize the services of eminent academicians/technocrats who have distinguished themselves and excelled in their respective fields. In order to contribute to the success and growth of BPS Mahila Vishwavidyalaya, these persons shall be engaged for taking teaching load and also to guide research, consultancy, etc.

Procedure of Recruitment and Appointment:

1)-Persons who have retired as Professors from eminent institutions, top universities and have distinguished themselves in their respective fields.

-The Professor should have been constantly engaged in the research throughout his career up to the year of his superannuation as apparent by research and review publications in National and International journals of repute, research projects guided, thesis supervised and/or books, monographs etc. favorably reviewed by competent authority in the field.

2)In the event the person is from Public Sector Undertakings/Corporate houses/Industries, the following shall constitute as **Essential Qualifications:**

- Should have consistent good academic record with first class Master Degree in appropriate branch of the course/subject.
- Should have professional work in handling projects with proven record of educational innovation and scholastic contributions equivalent to Ph.D. in an appropriate branch.
- Should have 20 years managerial experience in PSUs/Corporate houses/Industries and the profession of which at least 5 years as General Manager or 5 years should be at the level comparable to that of a Professor of the University.

Desirable:

1. Teaching, industrial research and/or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed/obtained, books and/or technical reports;
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry.
4. Demonstrated leadership in planning and organizing academic, research industrial and/or professional activities; and
5. Capacity to undertake/lead sponsored R&D, consultancy and related activities.

- Appointment shall be made by the Executive Council on the recommendations of the committee constituted by the Vice-Chancellor consisting of the following:-

1. Vice-Chancellor In Chair

2. Pro Vice Chancellor

3. Three Eminent Experts

4. Registrar

Appointment shall be made initially for a period of one year, to be subsequently renewed mutually.

A Professor Emeritus-

- Shall have to teach a minimum of one course per Semester and guide research, Consultancy, etc.

- Shall be free to do academic work in the Department to which he/she may be attached and supervise research scholars along with a regular faculty member. He shall be entitled for office space, internet and lab facilities, if required, in the department.

- Shall not be a member of any administrative body of the University such as Board of Studies, Faculty, Executive Council, Court etc. though he shall be the ex-officio member of the Academic Council without voting right as Professor Emeritus'.

- Shall have freedom of House to determine his own schedule.

-Remuneration: A professor Emeritus shall be paid a consolidated monthly amount of Rs. 35,000/- for 15 days in a month & Rs. 65,000/- if he/she prefers to stay for full time along with free accommodation.

- However, such persons shall not be entitled to any Provident Fund, Gratuity or Mediclaim or any other service benefits of the University.

Note: Payments shall be made subject to the deduction of taxes at source.

Chapter-III

VISITING PROFESSORS

1. Eminent scholars, having special competence in one or the other field of study covered by the University, may, with the approval of the Executive Council, be invited by the Vice-Chancellor for a period not exceeding one year but not less than three months to function as visiting Professors, in the University. These visiting Professors can be drawn either from within India or abroad. A Professor should not be appointed as a visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
2. The University may appoint a person up to the age of 70 years as a Visiting Professor.
3. Such Visiting Professor shall, according to the agreement entered into in each individual case, deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in teaching and research work of the University.
4. A Visiting Professor will be paid as under:
 - a. Rs. 35,000/- p.m. +free accommodation in the University Guest House or HRA on the maximum of Professors scale in case the appointment is from outside the country.
 - b. Salary+ 20% of the basic pay + other allowances except conveyance allowances (if any) subject to not exceeding the emoluments at the maximum of the scale of Professor, in case appointment is from within the country. If possible, free University accommodation or HRA will be provided.
 - c. Rs. 35,000/- + free accommodation in the University or HRA on the maximum of Professor's scale excluding the retirement benefits in the case of retired person.
5. Visiting Professors invited from outside the country may be paid economy class airfare both ways by direct route.
6. To the extent possible, University shall make arrangements for accommodating such Visiting Professors within the Campus so that they can participate in the academic life of the University.
7. Till a regular accommodation is arranged, Guest House accommodation is expected to be provided free of charge by the Host University, but food charges would be paid for by the Visiting Professor.
8. Subject to the above, the Vice-Chancellor shall determine at his discretion such other terms and conditions as may be required in the case of any visiting Professor, including the duration of the appointment.

Chapter-IV

LIBRARY COMMITTEE

1. Subject to the control of the Academic Council, the general management of the University Library shall be the responsibility of the Library Committee. The Library Committee shall consist of the following:-

(1) Vice-Chancellor	Chairperson
(2) Pro-Vice-Chancellor	Member
(3) Deans of Faculties.	Members
(4) Registrar	Member
(5) Heads of Departments	Members
(6) Principals of Maintained/Affiliated Colleges	Members
(7) One Associate Professor and One Assistant Professor on seniority basis by rotation to be nominated by the Vice-Chancellor.	Members
(8) Librarian	Member Secretary

2. The nominated members of the Committee shall hold office for two years.

3. The Library Committee shall:-

- (a) Frame rules for the management of the Library, subject to the approval of the Academic Council.
 - (b) Arrange for the stock taking of the Library;
 - (c) Prepare an Annual Report on the working of the Library for submission to the Academic Council by the end of December every year;
 - (d) Prepare the annual budget estimates of the Library for submission to the authorities concerned;
 - (e) Allocate annual grants for purchase of books and periodicals (both recurring and non-recurring) among the subjects of study and research in the University.
- (4) It shall be the duty of the Librarian to carry out the directions of the Library Committee.

QUORUM: - Two fifth of the members shall form the quorum.

Chapter- V

QUALIFICATIONS FOR THE TEACHERS OF THE UNIVERSITY

Minimum qualifications for appointment and promotion of teachers and equivalent cadres in Universities and Colleges under CAS of UGC and Measures for the maintenance of standards in Higher Education, as per State Govt. Notification dated 21.07.2011

1. Qualifications for the post of Assistant Professor (Universities and Colleges)

i) National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been laid down by the UGC through its regulations, and so adopted by the State Government vide letter no. 7/66-2003 C IV (3) dated 17.7.2009 (Appendix III).

ii) The minimum requirement of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level.

iii) A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) shall be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professor, Assistant Librarians, Assistant Directors of Physical Education and Sports.

iv) A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-able (Physically and visually differently- able) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

v) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.

vi) Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.

2. Qualifications for the direct recruitment of Associate Professor and Professor in Universities.

Associate Professor

- i) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- ii) The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.
- iii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iv) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D research with evidence of published work and a minimum of 5 publications as books and/or research papers in refereed journals only/policy papers.
- v) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- vi) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in this Notification in table I to IX of Appendix-IV.

Professor

- i) An eminent scholar with Ph.D. Qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books/ research papers in refereed journals.
- ii) The Ph.D. Degree shall be a mandatory qualification for the appointment of Professor and for promotion as Professor.
- iii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- iv) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process.
- v) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out in this Notification in table I to IX of Appendix-IV.

OR

An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

3. Qualifications for Music and Dance Disciplines

Assistant Professor (Universities and Colleges):

- i) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- ii) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in this notification candidates, who are, or have been awarded Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- iii) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

Associate Professor (Direct Recruitment for Universities only)

- i) Good academic record with doctoral degree, with performing ability of high professional standard.
- ii) Eight years of experience of teaching at the University, College level and/or research in University/National level institutions excluding the period spent for obtaining the research degree. Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- iii) Contribution to educational innovation such as designing of new courses, curricula and/or outstanding performing achievement in the field of specialization.

Professor (For Universities):

- i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching in University/College and/or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.
- ii) The PhD Degree shall be a mandatory qualification for the appointment of Professor and for promotion as Professor.

- iii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- iv) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process.
- v) A minimum score, as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) set out in this Notification in table I to IX of Appendix-IV.

OR

An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

4. Qualifications for Drama Discipline (Universities):

Assistant Professor

- i) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- ii) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC. However, candidates, who are, or have been awarded Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in universities/ Colleges/Institutions.
- iii) Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in discipline for which NET/SLET/SET is not conducted.

Associate Professor

- i) Good academic record with doctoral degree with performing ability of high professional standard as recommended by an expert committee constituted by the University concerned for the said purpose.
- ii) Eight years of experience of teaching in a University/College and/or research in university/national level institutions excluding the period spent for obtaining the research degree.
- iii) Has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.
- iv) Contribution to educational innovation such as designing new courses and/or curricula and/or outstanding performing achievements in the field of specializations.

Professor

- i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and/or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.
- ii) The Ph.D. Degree shall be a mandatory qualification for the appointment of Professor and for promotion as Professor.
- iii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- iv) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process.
- v) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) set out in this notification in Tables I to IX of Appendix IV.

OR

An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

5. Qualifications for Visual (Fine) Arts Disciplines (UNIVERSITIES)**Assistant Professor**

- i) Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.
- ii) Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC. Notwithstanding anything contained in this notification, candidates, who are, or have been awarded a Ph.D. Degree, in accordance with the University Grants Commission (minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/Institutions.
- iii) Without prejudice to the above, NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

Associate Professor

- i) Good academic record with doctoral degree, with performing ability of high professional standard.
- ii) Eight years of experience of teaching in a University/College and/or research in University/National level institutions excluding the period spent for the research degree of M.Phil/Ph.D.
- iii) Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.
- iv) Contributions to educational innovation such as designing new courses and/or curricula and/or outstanding performing achievements in the field of specializations.

Professor

- i) An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and/or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.
- ii) The Ph.D. Degree shall be a mandatory qualification for the appointment of Professor and for promotion as Professor.
- iii) A minimum of ten years of teaching experience in University/Colleges, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- iv) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching learning process.
- v) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out in this notification in Tables I to IX of Appendix IV.

OR

An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

6. QUALIFICATIONS FOR ENGINEERING AND TECHNOLOGY DISCIPLINES:**ASSISTANT PROFESSOR****i. Essential**

First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech.)

ii. Without prejudice to the above, the following conditions may be considered desirable:

- 1. Teaching, research and industrial and/or professional experience in a reputed organization.
- 2. Papers presented at Conferences and/or published in refereed journals.

ASSOCIATE PROFESSOR

i. Essential

A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg. & Tech., and experience of eight years in teaching, research and/or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial/ professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional experience shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and/or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed/ obtained, books and/ or technical reports;
3. Experience of guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry.

PROFESSOR

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg. & Tech. and experience of ten years in teaching, research and/or industry, out of which at least five years at the level of Associate Professor/ Reader or equivalent grade.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg. & Tech.;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg. & Tech. and industrial/ professional experience of ten years, out of which at least five years at a senior level of Associate Professor/ Reader,

Provided that the recognition for significant professional experience shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and/or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed/ obtained, books, and/or technical reports;
3. Experience of guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and /or professional activities; and
5. Capacity to undertake/ lead sponsored R&D, consultancy and related activities.

7. Bio-Technology (Engg. & Tech.) Discipline:

Assistant Professor

i. Essential:

1. First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech.);
OR
2. A Ph.D. Degree in Applied Biological Sciences such as, Micro-Biology, Bio-Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics;
OR
3. Good academic record with at least 55% marks (or an equivalent grade) and at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian/ Foreign University.

ii. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

iii. Desirable:

1. Teaching, research industrial and /or professional experience in a reputed organization;
2. Papers presented at Conference and/or in refereed journals;

Associate Professor

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech./ Applied Biological sciences, and experience of eight years in teaching, research and/ or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree;

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential;

1. First Class Master's Degree in the appropriate branch of Engg. & Tech./ Applied Biological Sciences;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg. & Tech., and Industrial / professional experience of eight years in position equivalent to the level of Lecturer,

Provided that the recognition for significant professional experience shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, research industrial and/or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed/ obtained, books, and/or technical reports; and
3. Experience of guiding the project work/dissertation of PG/Research Students or supervising R&D projects in industry.

Professor

i. Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's degree in the appropriate branch or Engg. & Tech./ Applied Biological Sciences, and experience of ten years in teaching, research and/ or industry, out of which at least five years at the level of Associate Professor/ Reader or equivalent grade.

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg. & Tech./ Applied Biological Sciences;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg. & Tech./ Applied Biological Sciences, and industrial/Professional experience of ten years, out of which at least five years at a senior level of Associate Professor/ Reader,

Provided that the recognition for significant professional experience shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, industrial research and /or professional experience in a reputed organization.

2. Published work, such as research papers, patents filed/ obtained, books, and /or technical reports;
3. Experience of guiding the project work, dissertation of post graduate of research students or supervising R&D projects in industry.
4. Demonstrated leadership in planning and organizing academic, research, industrial and /or professional activities; and
5. Capacity to undertake/ lead sponsored R&D, consultancy and related activities.

8. QUALIFICATIONS FOR MANAGEMENT/ BUSINESS ADMINISTRATION DISCIPLINES
(As notified vide FCPS letter No. 666-668/ Engg dated 02.03.12 in terms of UGC Regulations dated 30.06.2010)

ASSISTANT PROFESSOR

i. Essential:

1. First Class Masters Degree in Business Management/Administration/ in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU/accredited by the AICTE/UGC.

OR

2. First Class graduate and professionally qualified Chartered Accountant/cost and Works Accountant/Company Secretary of the concerned statutory bodies.

ii Desirable:

1. Teaching, research, industrial and/ or professional experience in a reputed organization;
2. Papers presented at Conference and/or published in refereed journals.

ASSOCIATE PROFESSOR

- i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management/ Administration/ in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU/ recognized by the AICTE/ UGC;

OR

First Class graduate and professionally qualified chartered Accountant/ Cost and works Accountant/ Company Secretary of the concerned statutory body.

- ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.
- iii. A minimum of eight years' experience of teaching/ industry/ research/ professional at managerial level excluding the period spent for obtaining the research degree.

iv. In the event the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:

1. Consistently good academic record with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed) in Masters' Degree in Business Management/ Administration/ in a relevant management related discipline or first class in two years full time PGDM declared equivalent by AIU/ recognized by AICTE/ UGC.

OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and Works Accountant/ Company Secretary of the concerned statutory body.

2. A minimum of ten years experience of teaching industry/ research/ profession, out of which five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national/ international level as equivalent to Ph.D. and ten years managerial experience in industry/ profession of which at least five years should be at the level comparable to that of lecture/ assistant professor.

v. Without prejudice to the above, the following conditions may be considered desirable:

- a) Teaching, research industrial and /or professional experience in a reputed organization;
- b) Published work, such as research papers, patents filed/ obtained books and/or technical reports; and
- c) Experience of guiding the project work/dissertation of PG/ Research Students or supervising R&D projects in industry.

3. PROFESSOR

i. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Masters' Degree in Business Management/ Administration/ in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full time PGDM declared equivalent by AIU/ recognized by the AICTE/ UGC;

OR

First Class graduate and professionally qualified Chartered Accountant /Cost and works Accountant/ Company Secretary of the concerned statutory body.

ii. Ph.D. or Fellow of Indian Institute of Management or of an Institute recognized by AICTE and declared equivalent by the AIU.

iii. A minimum of ten years' experience of teaching/industry/ research/ professional out of which five years must be at the level of Reader or equivalent excluding the period spent for obtaining the research degree.

OR

iv. In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Masters' Degree in Business Management/ Administration/ in a relevant management related discipline or consistently good academic record with at least 55% marks or an equivalent grade in a point scale wherever grading system is followed) in two years full time PGDM declared equivalent by AIU/ recognized by the AICTE/UGC.

OR

First Class graduate and professionally qualified Chartered Accountant/ Cost and works Accountant/ Company Secretary of the concerned statutory body.

2. The candidate should have professional work experience which is significant and can be recognized at national/ international level as equivalent to Ph.D. and twelve years' managerial experience in industry/ profession of which at least eight years should be at least at a level comparable to that to Reader/ Assistant Professor.

v. Without prejudice to the above, the following conditions may be considered desirable:

- i) Teaching, research, and/or professional experience in a reputed organization;
- ii) Published work, such as research papers, patents filed/ obtained, books and/or technical reports;
- iii) Experience of guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry;
- iv) Demonstrated leadership in planning and organizing academic, research, industrial and/or professional activities; and
- v) Capacity of undertake/ lead sponsored R&D consultancy and related activities.

PRINCIPAL/DIRECTOR/HEAD OF INSTITUTION

i. Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of fifteen years' experience of postgraduate/ industry/ research.

OR

ii. For candidates from Industry/ Profession:

1. Qualification same as those prescribed for the post of Professor from industry/profession stream with fifteen years' experience of postgraduate teaching/ research out of which five years must be at the level or Professor in the relevant discipline.

iii. Without prejudice to the above, the following conditions may be considered desirable:

1. Administration experience in senior level responsible in the Industry/ Professional Institution.

PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE:

It is hereby clarified that where the University/College/Institution declares results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

Grade	Grade point	Percentage Equivalent
'O' Outstanding	5.50-6.00	75-100
'A' – Very good	4.50-5.49	65-74
'B' - Good	3.50-4.49	55-64
'C' - Average	2.50-3.49	45-54
'D' - Below Average	1.50-2.49	35-44
'E' Poor	0.50-1.49	25-34
'F' - Fail	0-0.49	0-24

SELECTION COMMITTEE:

The Selection Committee should be as the same notified by the UGC in the Regulations.

9. QUALIFICATIONS FOR PHARMACY DISCIPLINE:

ASSISTANT PROFESSOR

i. Essential:

1. A basic degree in pharmacy (B.Pharma)
2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. First Class Master's Degree in appropriate branch of specialization in pharmacy.

ii. Desirable:

1. Teaching, research industrial and/or professional experience in a reputed organization; and
2. Papers presented at Conferences and/or in refereed journals.

ASSOCIATE PROFESSOR

i. Essential:

1. A basic degree in pharmacy (B.Pharm).
2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of eight years in teaching, research, industry and/ or profession at the level of Lecturer or equivalent grade; excluding period spent on obtaining the research degree.

OR

ii. In the event the candidate if from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy;
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial/ professional experience of eight years in a position equivalent to the level of Lecturer,

Provided that the recognition for significant professional experience shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, research industrial and/or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed/ obtained, books and/or technical reports; and
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry.

PROFESSOR

i. Essential:

1. A basic degree in pharmacy (B.Pharm.)
2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.
3. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of ten years in teaching, research, industry and/or profession at the level of Lecturer or equivalent grade;

OR

ii. In the event the candidate is from industry and the profession, the following shall constitute as essential;

1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy; and
2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial/ professional experience of five years at a senior level comparable to Assistant Professor/ Reader,

Provided that the recognition for significant professional experience shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

iii. Desirable:

1. Teaching, industrial research and/or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed/ obtained, books, and /or technical reports;
3. Experience of guiding the project work, dissertation of post graduate or research students or supervising R&D projects in industry.
4. Demonstrated leadership in planning and organizing academic, research industrial and/or professional activities; and
5. Capacity to undertake/ lead sponsored R&D, consultancy and related activities.

For avoidance of doubt, it is hereby clarified that:

1. If Class or Division is not declared at the Bachelor's or Master's Degree levels, an aggregate of $\geq 60\%$ or equivalent Cumulative Grade Point Average (CGPA) is to be considered as equivalent to First Class.
2. In respect of CGPA awarded to the candidates on a 10-Point Scale, the Table of equivalence shall be provided by the University concerned followed for determining the Class obtained by them as per (1) cited above.

10. QUALIFICATIONS PRESCRIBED FOR FACULTY POSITIONS IN THE DISCIPLINE OF EDUCATION AS PER THE REGULATIONS OF NCTE.

A. QUALIFICATIONS FOR B.Ed. COURSE:

ASSISTANT PROFESSOR:

a. Foundation Courses

1. A Master's Degree in Science/ Humanities/ Arts with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. M.Ed. with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC/ any such affiliating body/ State Government, from time to time for the positions of Principal and Lecturers, shall be mandatory.

b. Methodology Courses

1. A Master's Degree in subject with 50% marks (or an equivalent grade in a point scale wherever grading system is followed);
2. M.Ed. Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
3. Any other stipulation prescribed by the UGC/ any such affiliating body/ State Government, from time to time for the position of principal and lecturers, shall be mandatory.

Provided that at least one lecturer should have specializations in ICT and another in the special education.

PRINCIPAL/ HEAD (in a multi-faculty institution):

- a. Academic and professional qualification shall be as prescribed for the post of lecturer;
- b. Ph.D. in education; and
- c. Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Educational Institution.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Principal/ Heads as per above eligibility criteria, it would be permissible to appoint retired Professor/Head in Education on contract basis for a period not exceeding one year at a time, till such time the candidates complete sixty five years of age.

B. QUALIFICATIONS FOR M.ED. COURSE:

ASSISTANT PROFESSOR:

- a. A Master's Degree in Arts/ Humanities/ Sciences/ Commerce and M.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed)

OR

M.A. (Education) and B.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and

b. Any other stipulation prescribed by the UGC/ such other affiliating body/ State Government from time to time for the positions of Principal and lecturers, shall be mandatory.

Provided that it is desirable that one faculty member possesses a Master's degree in Psychology and another member in Philosophy/ Sociology besides M.Ed.

ASSOCIATE PROFESSOR

a. A Master's Degree in Arts/ Humanities/ Sciences/ Commerce and M.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M.A. (Education) and B.Ed. each with a minimum of 55% of marks (or an equivalent grade in a point scale wherever grading system is followed);

b. Ph.D. in Education; and

d. At least eight years of teaching experience in University department of education or College of Education, with a minimum of three years at the M.Ed. level and has published work in the relevant area of specialization.

PROFESSOR/ HEAD:

a. A Master's Degree in Arts/ Humanities/Sciences/ Commerce and M.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed),

OR

M.A. (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and B.Ed. each with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

b. Ph.D. in Education; and

c. At least ten years of teaching experience in University department of education or College of Education of which a minimum of five years at the M.Ed. level with published work in the area of his specialization.

Provided that, in the event of non-availability of eligible and suitable candidates for appointment as Professor/ HOD/Reader as per above eligibility criteria, it would be permissible to appoint retire Professor/HOD/ Reader in Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty years of age.

11. QUALIFICATIONS & EXPERIENCE FOR TEACHING STAFF FOR UG TEACHERS IN AYURVEDIC DISCIPLINES

(Applicable for direct recruitment but age will be relaxed in case of promotion)

(Applicable for recruitments made after 1st July, 1989).

ASSISTANT PROFESSOR (Age not exceeding 40 years)

i) Essential:

- a) A degree in Ayurved from a University established by law or a statutory Board/ Faculty/Examination Body of Indian Medicine or its equivalent as recognized under Indian Medicine Central Council Act, 1970 (48 of 1970).
- b) A Post-graduate degree in the subject/specialty concerned included in the schedule to Indian Medicine Central Act, 1970 (48 of 1970).
- c) Adequate knowledge of Sanskrit.

ii) Experience: No teaching experience is required.

iii) Desirable: Original published papers/ books on the subject.

ASSOCIATE PROFESSOR

(a) Direct Recruitment

i) Essential:

- a) A degree in Ayurved from a University established by law or a statutory Board/ Faculty/Examination Body of Indian Medicine or its equivalent as recognized under Indian Medicine Central Council Act, 1970 (48 of 1970).
- b) A Post-graduate degree in the subject/specialty concerned included in the schedule to Indian Medicine Central Act, 1970 (48 of 1970).
- c) Adequate knowledge of Sanskrit.

ii) Experience: Teaching experience of five years in the concerned subject.

iii) Desirable: Original published papers/ books on the subject.

(b) By Promotion

Five years experience as Lecturer in the subject/specialty concerned included in the schedule to Indian Medical Council Act, 1970 (48 of 1970).

PROFESSOR

(a) Direct Recruitment

i) Essential:

a) A degree in Ayurved from a University established by law or a statutory Board/ Faculty/Examination Body of Indian Medicine or its equivalent as recognized under Indian Medicine Central Council Act, 1970 (48 of 1970).

b) A Post-graduate degree in the subject/speciality concerned included in the schedule to Indian Medicine Central Act, 1970 (48 of 1970).

c) Adequate knowledge of Sanskrit.

ii) Experience: Total teaching experience of ten years in the concerned subject is necessary out of which there should be five years teaching experience as Associate Professor/ Reader in the concerned subject.

iii) Desirable: Original published papers/ books on the subject.

(b) By Promotion

Five years experience as Reader in the subject/speciality concerned included in the schedule to Indian Medical Council Act, 1970 (48 of 1970).

PRINCIPAL/ DEAN/ DIRECTOR

The qualification and experience prescribed for the Post of Professor shall be essential for these posts.

NOTE:

In the absence of the candidates of post graduate qualification in the concerned subject, the candidate of the following subjects as mentioned against them shall be eligible for the post of Lecturer/ Assistant Professors:-

Speciality Required	Name of the Allied Subject
1. Swastha Vritta	1. Kayachikitsa
2. Agad Tantra	1. Dravyaguna/Rasashastra
3. Rog Vigyan	1. Kaya Chikitsa
4. Rachana Sharir	1. Shalya
5. Kriya Sharir	1. Samhita Sidhanta
6. Shalakya	1. Shalya
7. Panchkarma	1. Kayachikitsa
8. Balroga	1. Prasuti & Striroga/ Kayachikitsa
9. Kayachikitsa	1. Manasroga
10. Shalya	1. Nischetana evam Ksha-Kirana

a. The above provisions of allied subjects will be allowed for five years.

b. The teacher(s) who had been considered eligible in the past on the basis of previous regulations shall not be considered ineligible on the basis of amendments.

12. MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND UNIVERSITY ASSISTANT LIBRARIAN/COLLEGE LIBRARIAN.

UNIVERSITY LIBRARIAN

- i) A Master's Degree in Library Science/Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- ii) At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii) Evidence of innovative library service and organization of published work.
- iv) Desirable: An M.Phil/Ph.D. Degree in library science/information science/documentation/ achieves and manuscript-keeping.

DEPUTY LIBRARIAN

- i) A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii) Five years experience as an Assistant University Librarian/Colleges Librarian.
- iii) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- iv) Desirable: An M.Phil/Ph.D. Degree in library science/information science/Documentation/Archives and manuscript-keeping/computerization of library.

UNIVERSITY ASSISTANT LIBRARIAN/COLLEGE LIBRARIAN

- i) A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

13. MINIMUM QUALIFICATIONS FOR THE POSTS OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- i) A Ph.D. in Physical Education.

- ii) Experience of at least ten years as University Deputy Director of Physical Education and Sports or fifteen years as University Assistant DPEs/College (Selection grade).
- iii) Participation in at least two national/international seminars/conferences.
- iv) Consistently good appraisal reports.
- v) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.

University Deputy Director of Physical Education and Sports/College Director of Physical Education And Sports.

- i) A Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- ii) Eight years experience as University Assistant DPES/College DPES, with a benefit of two years and one year for Ph.D. and M.Phil. Degree holders.
- iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- iv) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.
- v) Passed the physical fitness test in accordance with this notification.
- vi) Consistently good appraisal reports.

University Assistant Director of Physical Education/College Director of Physical Education and Sports

- i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- ii) Record of having represented the University/College at the inter-university/ intercollegiate competitions or the State and/or national championships.
- iii) Qualifying in the national level test conducted for the purpose by the UGC or any agency approved by the UGC.
- iv) Passed the physical fitness test conducted in accordance with the provisions of this notification.

PHYSICAL FITNESS TEST NORMS

- a. Subject to the provisions of this notifications, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such test.
- b. On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Up to 30 years	Up to 40 years	Up to 45 years	Up to 50 years
1000 metres	800 metres	600 metres	400 metres

14. QUALIFICATIONS FOR THE POST OF COLLEGE PRINCIPAL

- i) Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) from a recognized University.
- ii) A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
- iii) Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
- iv) The period of time taken by candidates to acquire M.Phil and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the post of Principal.
- v) A minimum score, as stipulated in the Academic Performance indicator (API) based Performance Based Appraisal System (PBAS), set out in this notification in Tables I to IX of Appendix IV.

15. PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A SEVEN POINTS SCALE:

It is hereby clarified that where the University/College/Institution declare results in grade points which is on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

Grade	Grade Point	Percentage Equipment
‘O’ – Outstanding	5.50-6.00	75-100
‘A’ – Very Good	4.50-5.49	65-74
‘B’ - Good	3.50-4.40	55-64
‘C’- Average	2.50-3.49	45-54
‘D’ - Below Average	1.50-2.49	35-44
A- Poor	0.50-1.49	25-34
B- Fail	0-0.49	0-24

Criteria for Determining Good Academic Record

For determining good academic record, a candidate should either have average of 55% marks in two of the three examinations (not below Matric or equivalent) prior to Master’s Degree or 50% marks in each of these two examinations separately.

The following relaxation shall however operate:-

i) Candidate having 55% or above marks in MA/M.Sc in relevant subject and possessing Ph.D degree	The criteria of good academic record shall not apply at all.
ii) Candidates having 55% or above marks in MA/M.Sc. in relevant subject and possessing M.Phil degree	Should have 50% marks in one of the lower examinations i.e. BA Final/Prep/Plus2/Matric
OR	
Candidates obtaining first Class First in the University in the relevant subject in MA/M.Sc.	-do-

SELECTION PROCEDURE:

Assistant Professor

1. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system Performa, based on the Academic Performance Indicators (API) as provided in these Regulations in Tables I to IX of Appendix IV and prescribed by the State Government from time to time.

In order to make the system more credible, the selection committees may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions.

2. The University shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies incorporating the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) at the institutional level for University Departments.

3. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician representing ScheduledCaste/ScheduledTribe/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice-Chancellor or Acting Vice-Chancellor of the University, and in case of a college Vice-Chancellor or Acting Vice Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

4. i) Besides the indexed publications documented by various discipline-specific databases, the university concerned shall draw through committee(s) of subject experts and ISBN/ISSN experts:

- (a) a comprehensive list of National/Regional level journals of quality in the concerned subject(s); and
- (b) a comprehensive list of Indian language journals/periodicals/official publication volumes of language bodies and upload them on the University website which are to be updated periodically.

ii) In respect of Indian language publications, equivalence in quality shall be prescribed for universities located in a State by a Co-ordination Committee of experts to be constituted by the Chancellor of the State Universities.

iii) At the time of assessing the quality of publications of the candidates during their appointments/promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.

Associate Professor

The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective universities based on the API criteria and template provided in these Regulations. Without prejudice, and in addition, to the requirements provided for selection of Associate Professor under these Regulations, the prescription of

research publications for promotion from the post of Assistant Professor to Associate Professor in colleges shall be, during the period of service as Assistant Professor, on a graded scale is as follows:

- a. for those who possess a Ph.D. Degree, one publication made during the period of service as Assistant Professor, in addition to the Ph.D. thesis;
- b. For those with an M.Phil. Degree, two publications made during the period of service as Assistant Professor, in addition to the M.Phil thesis; and
- c. for those without Ph.D.or M.Phil. Qualification , at least 3 publications during the period of service as Assistant Professor.

Provided that in so far as teachers in Universities are concerned, three publications shall be required to be submitted for all the three categories mentioned above for consideration of promotion from Assistant Professor to Associate Professor.

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the Selection Committee.

Professor

The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective universities based on the API criteria based on PBAS set out in this notification and reprints of five major publications of the candidates.

Provided that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage-II

Provided further that such publications shall be provided to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the weightage scores while finalizing the outcome of selection.

The Academic Performance Indicator (API) scoring system in the process of selection of Principal shall also involve the following:

- a. Assessment of aptitude for teaching, research and administration;
- b. Ability to communicate clearly and effectively;
- c. Ability to plan, analyze and discuss curriculum development, research problems and college development/administration;
- d. Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture; and
- e. Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma given under this notification.

In the selection process for posts involving different nature of responsibilities in certain discipline/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in this notification which need to be taken up by the concerned institution as per API based PBAS proforma for both direct recruitment and CAS promotions.

The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of universities), and Principal, as Chairperson (in the case of colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution including assistance in the development of the API criteria based PBAS proforma laid down in this notification. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of student's assessment of individual teachers.

16. REVISED PAY SCALES, SERVICE CONDITIONS AND CAREER ADVANCEMENT SCHEME FOR TEACHERS AND EQUIVALENT POSITIONS:

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:-

16.1 Assistant Professor/Associate Professor/Professor in Universities

- i) Persons entering the teaching profession in Universities and Colleges shall be designated as Assistant Professor and shall be placed in the Pay Band of Rs. 15,600- Rs. 39,100 with AGP of Rs. 6,000. Lecturers already in service in the pre-revised scale of Rs. 8000-Rs. 13,500, shall be re-designated as Assistant Professor with the said AGP of Rs. 6,000.
- ii) An Assistant Professor with completed service of four years, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs. 7,000.
- iii) Assistant Professor possessing M.Phil Degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LLM/M.Tech. etc. shall be eligible for the AGP of Rs. 7,000 after completion of five years service as Assistant Professor.
- iv) Assistant Professor who do not have Ph.D. or M.Phil or a Master's Degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of six years service as Assistant Professor.
- v) The upward movement from AGP of Rs. 6,000 to AGP of Rs. 7,000 for all Assistant Professor shall be subject to their **satisfying other conditions as laid down in Annexure II.**

- vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000- Rs. 15,200) shall be re- Designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs. 15,600 – Rs. 39,100 based on their present pay, with AGP of RS. 7,000.
- (vii) Assistants Professor with completed service of five years at the AGP of Rs. 7,000 shall be eligible, subject to other requirements laid down in Annexure II, to move up to the AGP of Rs. 8000.
- (viii). Posts of Associate Professor shall be in the Pay Band of Rs. 37,400 – Rs. 67,000, with AGP of Rs. 9,000. Directly recruited Associate Professor shall be placed in the Pay Band of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (ix) Incumbent Readers and Lecturers (Selection Grade) who have completed three years in the current pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed in Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and shall be re-designated as Associate Professor.
- (x) Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000 till they complete three years of service in the grade of Lecturer (Selection Grade)/Reader, and there after shall be placed in the higher Pay Band of Rs. 37,400 – Rs. 67,000 and accordingly re-designated as Associate Professor.
- (xi) Readers/Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be until they are placed in the Pay Band of Rs. 37,400 - Rs. 67,000 and re-designated as Associate Professor in the manner described in (X) above.
- (xii). Assistant Professor completing three years of teaching in the AGP of Rs. 8,000 shall be eligible subject to other conditions, as laid down in Annexure II to move to the Pay band of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.
- (xiii) Associate Professor completing three years of service in the AGP of Rs. 9,000 and possessing a Ph.D Degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down in Annexure II. No teacher other than those with a Ph.D shall be promoted appointed or designated as Professor. The Pay Band for the post of Professor shall be Rs. 37,400 – Rs. 67,000 with AGP of Rs. 10,000.
- (xiv) For initial direct recruitment at the level of Associate Professor and Professor, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the UGC through Regulations and as may be laid down by the university.
- (xv) Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned

university or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired Ph.D, M.Phil, M. Tech., etc. However, those entering service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports with post-doctoral teaching/research experience after Ph.D and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its meeting.

16.2 Assistant Professor/Associate Professor in Colleges

- (i) Persons entering the teaching profession in colleges shall be designated as Assistant Professor and shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 6,000. Lecturer already in service in the pre-revised scale of Rs. 8,000 – Rs. 13,500, shall be re-designated as Assistant Professor with the said AGP of Rs. 6,000.
- (ii) An Assistant Professor with completed service of four years, possessing Ph.D Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs. 7,000.
- (iii) Assistant Professor possessing M. Phil Degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M/M. Tech., etc. shall be eligible for the AGP of Rs. 7,000 after completion of five years service as Assistant Professor.
- (iv) Assistant Professor who do not have Ph. D or M.Phil or a Master's Degree in the relevant professional course shall be eligible for the AGP of Rs. 7,000 only after completion of six years service as Assistant Professor.
- (v) The upward movement from AGP of Rs. 6,000 to AGP of Rs. 7,000 for all Assistant Professor shall be subject to their satisfying other conditions as laid down in annexure II.
- (vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the unrevised scale of Rs. 10,000 – Rs. 15,200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs. 15,600 – Rs. 39,100 based on their present pay, with AGP of Rs. 7,000.
- (vii) Assistant Professor with completed service of five years at the AGP of Rs. 7,000 shall be eligible, subject to other requirements laid down in annexure II, to move up to the AGP of Rs. 8,000.
- (viii) Posts of Associate Professor shall be in the Pay Band of Rs. 37,400 – Rs. 67,000, with AGP of Rs. 9,000.
- (ix) Incumbent Readers and Lecturers (Selection Grade) who have completed three years in the current pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed in Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and shall be re-designated as Associate Professor.

(x) Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000 till they complete three years of service in the grade of Lecturer (Selection Grade) /Reader, and thereafter shall be placed in the higher Pay Band of Rs. 37,400 – Rs. 67,000 and accordingly re-designated as Associate Professor.

(xi) Readers/Lecturers (selection grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400 – Rs. 67,000 and re-designated as Associate Professor in the manner described in (x) above.

(xii) Assistant Professor completing three years of teaching in the AGP of Rs. 8,000 shall be eligible, subject to other conditions, as laid down in Annexure II to move to the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.

16.3 Pay Scales and Career Advancement Scheme for Librarians etc:

(a) Assistant Librarian / College Librarian:

i. Assistant Librarian / College Librarian in the pre-revised scale of pay of Rs. 8,000 – Rs. 13,500 shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 6,000.

ii. All existing conditions of eligibility and academic qualifications laid down by the UGC and the state Government shall continue to be applicable for direct recruitment of Assistant Librarian / College Librarian.

(b) Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale)

i. The Posts of Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10,000 – Rs. 15,200 shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 7,000.

ii. Assistant Librarian / College Librarian possessing Ph. D in Library Science at the entry level, after completing service of four years in the AGP of Rs. 6,000 and if otherwise eligible as per guidelines laid down by the UGC shall be eligible for the higher AGP of Rs. 7,000 within the Pay Band of Rs. 15,600 – Rs. 39,100.

iii. Assistant Librarian / College Librarian not possessing Ph. D but only M. Phil. In Library Science at the entry level, after completing service of five years in the AGP of Rs. 6,000, if otherwise eligible as per guidelines laid down by the UGC shall become eligible for the higher AGP of Rs. 7,000.

iv. After completing service of six years in the AGP of Rs. 6,000 Assistant Librarian/College Librarian without the relevant Ph. D and M. Phil. shall, if otherwise eligible as per guidelines laid down by the UGC and if any by the University, move to the higher AGP of Rs. 7,000.

(v) The Pay of the existing Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10,000 – Rs. 15,200 shall be fixed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 7,000 at an appropriate stage based on their present pay.

(c) Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade)

i. Deputy Librarians who are directly recruited at present shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000 initially at the time of recruitment .

ii. On completion of service of five years, Assistant Librarian (Sr. Scale) / college Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian / equivalent posts in Pay Band of Rs. 15,600 – Rs. 39,100, with Academic Grade pay of Rs. 8,000, subject to their fulfilling other conditions of eligibility (such as Ph. D Degree or equivalent published work etc. for Deputy Librarian) as Laid down in Annexure II. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.

iii. The existing process of selection by a Selection Committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.

iv. After completing three years in the Pay Band of Rs. 15,600 – Rs. 39,100 with an AGP of Rs. 8,000 Deputy Librarians / Equivalent positions shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 and AGP of Rs. 9,000, subject to fulfilling other conditions of eligibility laid down in annexure II.

v. Assistant Librarians (Senior Scale) in Universities / College Librarians (Senior Scale) in the AGP of Rs. 7,000 not possessing Ph. D. in Library Science or equivalent published work but who fulfill other criteria prescribed by the UGC and if any by the university, shall also be eligible for being placed in the AGP of Rs. 8,000.

vi. Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs 12,000 – Rs. 18,300 on 1 January, 2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade).

vii. Incumbents to the posts of Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs 12,000 – Rs. 18,300, for being eligible to be placed in the higher Pay Band of Rs. 37,400 – Rs. 67,000, shall be placed at an appropriate stage with Academic Grade pay of Rs. 8,000 till they complete three years of service as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade)

d) Librarian (University)

- i) The post of Librarian shall be in the pay band of Rs. 37,400- Rs. 67,000 with the Academic Grade Pay of Rs. 10,000.
- ii) The existing conditions of eligibility and academic qualifications prescribed by the UGC shall continue to be applicable for appointment to the post of Librarian (University).
- iii) Deputy Librarian completing service of three years in the AGP of Rs. 9,000 and otherwise eligible as per conditions prescribed by the UGC and if any by the University, shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the fixation formula of the 6th Central Pay Commission (CPC) in the Pay Band of Rs. 37,400-Rs. 67,000 with AGP of Rs. 10,000.

16.4 Pay Scales and Career Advancement Scheme for Physical Education Personnel:

a) Assistant Director of Physical Education (Assistant DPE) College Director of Physical Education (College DPE)

- i) The Assistant Director of Physical Education/College DPE in the pre-revised pays scale of Rs. 8,000-Rs. 13,500 shall be placed in the Pay Band of Rs. 15,600- Rs. 39,100 with AGP of Rs. 6,000.
- ii) Pay of incumbent Assistant Directors of Physical Education/College DPE shall be fixed at an appropriate stage in the Pay Band of Rs. 15,600- Rs. 39,100 with an AGP of Rs. 6,000, in accordance with the fixation formula of the 6th CPC.
- iii) All existing conditions of eligibility and academic qualifications laid down by the UGC and the state government shall continue to be applicable for direct recruitment of Assistant Director of Physical Education/College DPE.

b) Assistant Director of Physical Education (Senior Scale) College DPE (Senior Scale).

- i) Assistant Directors of Physical Education (Senior Scale)/College DPE (Senior Scale) in the pre-revised pay scale of Rs. 10,000- Rs. 15,200 shall be placed in the Pay Band of Rs. 15,600-Rs. 39,100 with AGP of Rs. 7,000.
- ii) Assistant Directors of Physical Education (Senior Scale)/College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE/College DPE in the AGP of Rs. 6,000 shall, after completing service of four years in the AGP of Rs. 6,000, and if otherwise eligible as per guidelines prescribed by the UGC and if any by the University, move to higher AGP of Rs. 7000 in the Pay Band of Rs. 15600 – Rs. 39100.
- (iii) Assistant Directors of Physical Education (Senior Scale)/ College DPE (senior Scale) possessing M.Phil. in Physical Education at the entry level of Assistant DPE/ College DPE in the AGP of Rs. 6000 shall, after completing service of five years in the AGP of Rs. 6000, be eligible for the higher AGP of Rs. 7,000.

iv) Assistant Directors of Physical Education/College DPEs without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant Director of Physical Education/College DPE in the AGP of Rs. 6,000, and if otherwise eligible as per guidelines prescribed by the UGC and if any by the university, be eligible for being placed in the AGP of Rs. 7,000.

(v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) shall be fixed in Pay Band of Rs. 15600 – 39100 at an appropriate stage in the AGP of Rs. 7000.

c) Deputy Director of Physical Education/Assistant Director of Physical Education (Selection Grade)/College Director of Physical Education (Selection Grade).

After completing service of five years in the Pay Band of Rs. 15,600- Rs. 39,100 with the AGP of Rs. 7,000 and subject to satisfying other eligibility conditions laid down by the UGC and if any by the university, Assistant Director of Physical Education (Senior Scale)/College DPE (Senior Scale) shall move to AGP of Rs. 8,000 in the pay Band of Rs. 15,600- Rs. 39,100. They shall be designated as Deputy Director of Physical Education/Assistant DPE (Selection Grade)/College DPE (Selection Grade), as the case may be.

i) After completing service of three years in the pay Band of Rs. 15,600-Rs. 39,100 and the AGP of Rs. 8,000 and subject to eligibility laid down in Annexure II, Deputy DPE/Assistant DPE(Selection Grade)/College DPE (Selection Grade) shall move to the Pay Band of Rs. 37,400 –Rs. 67,000 with the AGP of Rs. 9,000. They shall continue to be designated as Deputy DPE/Assistant DPE (Selection Grade)/College DPE (Selection Grade).

ii) All Incumbents to the post of Deputy DPE/Assistant DPE (Selection Grade)/College DPE (Selection Grade) who have completed service of at least three years in the un-revised Pay Scale of Rs. 12,000-Rs. 18,300 as on 1 January, 2006 shall be eligible to be fixed in the Pay Band of Rs. 37,400-Rs. 67,000 with AGP of Rs. 9,000.

iii) All incumbents to the post of Deputy DPE/Assistant DPE (Selection Grade)/College DPE (Selection Grade) whose services in the un-revised Pay Scale of Rs. 12,000- Rs. 18,300 fall short of three years which would have made them eligible to move to the higher Pay Band, shall be placed at an appropriate stage at the AGP of Rs. 8,000 in the Pay Band of Rs. 15,600-Rs. 39,100 till they complete the required service of three years as Deputy DPE/Assistant DPE (Selection Grade)/College DPE (Selection Grade) in the un-revised Pay Scale.

v) Pay of the directly recruited Deputy DPE in universities shall be initially fixed with the AGP of Rs. 8,000 in the Pay Band of Rs. 15,600-Rs. 39,100 and after completing three years of service directly recruited Deputy DPE and equivalents shall move to Pay Band Rs. 37,400-Rs. 67,000 with AGP of Rs. 9,000

d) Director of Physical Education (University):

- i) Post of Director, Physical Education in universities shall be in the Pay Band of Rs. 37,400-Rs. 67,000 with AGP of Rs. 10,000.
- ii) Post of Director Physical Education (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility, i.e. the minimum qualification number of years of relevant experience and other conditions prescribed by the UGC shall continue to be the eligibility for recruitment.
- iii) Pay of the incumbents shall be fixed at the appropriate stage in the Pay Band of Rs. 37,400-Rs. 67000.

17. CAREER ADVANCEMENT SCHEME REGULATIONS:

The new Career Advancement Scheme shall be effective prospectively i.e. from the date of notification. Provided that in the event of any candidate becomes eligible for promotion under Career advancement Scheme in terms of these regulations on or after date of notification, the promotion of such candidate shall be governed by the provisions of these regulations. Provided further that the candidates, becoming eligible for promotion under Career Advancement Scheme during the period from 01.09.2009 to the date of notification, shall be governed by the provisions of the existing scheme as per Notification dated 08.12.2000 and their pay shall be fixed in accordance with FD notification dated 20.08.2009, 27.08.2009 and 02.09.2009.

17.1 The minimum norms of Selection Committee and Selection Procedure as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II(c) of Appendix IV provides norms for direct recruitment of teachers to different cadres, while Tables II (a) and Tables II (b) provide for CAS promotions of teachers in universities and colleges respectively, which accommodate these differences.

17.2 The API based system through the PBAS proforma for CAS promotions shall be implemented in a prospective manner from the date of notification, which for API scores under categories I and II shall be initially based on the annualized API scores earned by the teachers as depicted in Tables II (a) and II (b), or by Librarian/Physical Education and Sports cadres as depicted in Tables V (a) and V (b), Tables VIII(a) and VIII(b). This annual API scores for categories I and II can be compounded prospectively as and when the teachers (or Librarian/Physical Education and Sports cadres, as the case may be) become eligible for CAS promotion to the next cadre with the multiplication factor of years of service required to apply for CAS promotion.

Illustration: If a teacher is considered for CAS promotion in 2011, one year API score of 2010-11 for categories I and II only is required; if a teacher is eligible for CAS promotion in 2012, then two years API scores of categories I and II for 2010-11 and 2011-12 cumulatively would be required and so on.

17.3 A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the performance Based Appraisal System proforma as evolved in this notification duly supported by all credentials as per the API guidelines set-out in these Regulations. In order to avoid delays in holding Selection Committees meetings in various positions under CAS, the university/college should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in this notification, as on 31 December, 2008 and till the date on which this Regulation is notified, can be considered for promotion from the date, on or after 31 December, 2008, on which they fulfill these eligibility conditions, provided as mentioned above.

17.4 Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in this notification as per Tables II (a and b) of Appendix III or those who obtain less than 50% in the expert assessment of the selection process shall have to be re-assessed only after a minimum period of one year. The date of promotion shall be date on which he/she has successfully got re-assessed.

CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a “Screening cum Evaluation Committee” adhering to the criteria laid out as API score in PBAS in the Tables of Appendix-III.

SCREENING CUM EVALUATION COMMITTEE

17.5 The “Screening cum Evaluation Committee” for CAS promotion of Assistant Professor/Equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of:

17.5.1 For University Teachers:

- a. The Vice-Chancellor or Acting Vice-Chancellor, as the Chairperson of the Selection Committee;
- b. Pro-Vice-Chancellor
- c. The Dean of the concerned Faculty;
- d. The Head of the Department/Chairperson of the School;
- e. One subject expert in the concerned subject nominated by the Vice-Chancellor or Acting Vice-Chancellor from the University panel of experts.

17.5.2. For College teachers:

A. For Private Colleges:

- i. Dean of Colleges of the concerned university
- ii. Higher Education Commission's nominee
- iii. VC's nominee
- iv. Subject Expert
- v. The Principal of the college concerned;

B. For Government Colleges:

- i. Financial Commissioner and Principal Secretary to Government of Haryana, Higher Education Department
- ii. Higher Education Commissioner
- iii. Joint/ Deputy Secretary to Government Haryana, Higher Education Department
- iv. Subject Expert.

17.5.3 The quorum for these committees in both categories mentioned above shall be three including the one subject expert/university nominee need to be present.

17.5.4 The Screening cum Evaluation Committee in case of universities on verification/evaluation of API score secured by the candidate through the 'PBAS' methodology given under this notification as per the minimum requirement specified: (a) in Tables II and III for each of the cadre of Assistant Professor; (b) in Tables V and VI for each of the cadre of Physical Education and Sports, and (c) in Tables VIII and IX for each of the cadre of Librarians shall recommend to the Syndicate/Executive Council/Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

17.5.5. All the selection procedures outlines above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendations made on the basis of merit and duly signed by all members of the selection committee in the minutes.

17.5.6. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.

17.5.7. The incumbent teacher must be on the roll and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/CAS Promotion.

17.5.8. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the

university shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

17.5.9. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates shall be reassessed only after a minimum period of one year.

17.5.10. a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful his/her promotion shall be effected from that date of application fulfilling the criteria.

c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment his/her promotion shall be deemed to be from the later date of successful assessment.

18. Stages of Promotion Under Career Advancement Scheme of Incumbent and Newly Appointed Assistant Professor/Associate Professor/Professor.

18.1 Entry level Assistant Professor (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and 3 stage), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 9.2. of this notification.

18.2 An entry level Assistant Professor, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.

18.3 An entry level Assistant Professor possessing M.Phil Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M/M.Tech, etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.

18.4 An entry level Assistant Professor who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.

18.5. The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professor shall be subject to their satisfying the API based PBAS conditions laid down in notification.

18.6. Assistant Professor who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade (stage 3).

18.7. Assistant Professor completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the next higher grade (stage 4) and to be designated as Associate Professor.

18.8. Associate Professor in case of universities completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to (a) satisfying the required credit points as per API based PBAS methodology provided in Tables I-III of Appendix IV stipulated in these Regulations, and (b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. Provided that no teacher, other than those with a Ph.D. shall be promoted or appointed as Professor.

18.9. Ten percent of the positions of Professor in a University, with a minimum of ten years of teaching and research experience as professor either in the pre-revised scale of Professor's pay or the revised scale pay shall be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in this notification through a duly constituted Expert Committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor. As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by:

- a. post-doctoral research outputs of high standard;
- b. awards/honours/ and recognitions;
- c. Additional research degrees like D.Sc., D.Lit, LID, etc. patents and IPR on products and processes developed/ technology transfer achieved in the case of teachers in science and technology. The selection is to be conducted by the university by receiving duly filled PBAS proformas from eligible Professor based on seniority, three times in number of candidates available is less than three times the number of vacancies, the zone of consideration shall be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II (A) of Appendix III for teachers in University Departments. No separate interview need to be conducted for this category.

19. STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME FOR ASSISTANT LIBRARIANS, ETC.

19.1 Assistant University Librarian/College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology shall be eligible for the higher grade (stage 2)

19.2 Assistant University Librarian/College Librarian in the entry level grade, not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of four years in the lowest

grade, if otherwise eligible as per API scoring system and PBAS methodology shall become eligible for the next higher grade (stage 2).

19.3. Assistant University Librarian/College Librarian in the entry level grade, without the relevant Ph.D.or M.Phil shall, after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology, move to the next higher grade (stage 2).

19.4. On completion of service of five years, Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian/Equivalent posts and being placed in the next higher grade (stage 3), subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology. They shall be designated as Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (Selection Grade), as the case may be.

19.5. After completing three years in the above grade, Deputy Librarians/Equivalent positions shall move to the next higher grade (stage 4), subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology.

20. STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR PHYSICAL EDUCATION AND SPORTS PERSONNEL.

20.1. Assistant DPE&S in the entry level grade/College DPE&S, at the entry level grade, possessing Ph.D. in Physical Education shall, after completing service of four years in the entry level stage (stage 1), and if otherwise eligible as per API scoring system and PBAS methodology prescribed in this notification, shall move to the next higher grade (stage 2).

20.2. Assistant DPE&S/College DPE&S in the entry level grade possessing M.Phil in Physical Education shall, after completing service of five years in the entry level stage (stage 1), be eligible for the next higher grade (stage 2) on satisfying the API scoring system and PBAS methodology.

20.3. Assistant DPE&S/College DPE&S in the entry level grade, without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant DPE&S/College DPE&S in the entry level stage, and if otherwise eligible as per API scoring system and PBAS methodology shall be placed in the next higher grade (stage 2).

20.4. After completing service of five years in the second stage and subject to satisfying API scoring system and PBAS methodology prescribed, Assistant DPE&S (Senior Scale)/ College DPE&S (Senior Scale) shall be promoted to the next higher grade (stage 3). They shall be designated as Deputy DPE&S/Assistant DPE&S (Selection Grade)/College DPE&S (Selection Grade), as the case may be.

20.5. After completing service of three years in stage 3 and subject to satisfying API/Scoring system and PBAS methodology prescribed in this notification, Deputy DPE&S/Assistant DPE&S (Selection Grade) College DPE&S (Selection Grade) shall move to the next higher grade (stage 4). They shall continue to

be designated as Deputy DPE&S/Assistant DPE&S (Selection Grade)/College DPE&S (Selection Grade).

21. INCENTIVES FOR Ph.D./M.Phil AND OTHER HIGHER QUALIFICATION:

- i.** Four non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, coursework and external evaluation as prescribed by the UGC if such person joins service after qualifying NET. Those who have not done Ph.D. in accordance with the regulations of UGC 2009 shall not be entitled for these increments. Further, if a person enters service on the basis of Ph.D. as eligibility qualification as prescribed in this notification, he shall not be entitled for any advance increments.
- ii.** Teachers who complete their Ph.D. Degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment, course-work and evaluation, etc.
- iii.** However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of two non compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- iv.** In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- v.** Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- vi.** Five non compounded advance increments shall be diminishable to Assistant Librarian/ College Librarian who are recruited at entry level with Ph.D. Degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in library science.
- vii.** Assistant Librarian /College Librarian and other Library personnel acquiring the degree of Ph.D., at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.

viii. However, persons in posts of Assistant Librarian /College Librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into force of this Scheme or having been enrolled for Ph.D. in library science have already undergone course-work, if any, as well as evaluation, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

ix. In respect of every other case of persons in the posts of Assistant Librarian /College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.

x. Assistant Librarian / College Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of three non-compounded increments on award of Ph. D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

xi. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education / College Director of Physical Education who are recruited at entry level with Ph. D. Degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph. D. in Physical Education.

xii. Persons in posts of Assistant Director of Physical Education / College DPE or higher positions acquiring the degree of Ph. D. in the discipline of Physical Education, at any time while in service from a university complying with the process prescribed by the UGC in respect of enrolment course-work and evaluation shall be entitled to three non compounded advance increments.

xiii. However, Persons in posts of Assistant Director of Physical Education / College DPE or higher positions who have been awarded Ph. D. in Physical Education at the time of coming into force of this Scheme or having been enrolled for Ph. D. in Physical Education have already undergone course-work, if any, as well as evaluation and only notification in regard to the award of Ph. D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph. D. has not yet been notified by the UGC as having complied with the process prescribed by the commission.

xiv. In respect of every other case of persons in the posts of Assistant Director of Physical Education / College DPE or higher positions who are already enrolled for Ph. D. in Physical Education shall avail the benefit of three non-compounded increments only if the university awarding the Ph. D. has been

notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D., in respect of either course work or evaluation or both, as the case may be.

xv. Assistant Director of Physical Education / College DPE and other in higher Physical Education positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit or three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

xvi. Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M.Phil. at the entry level under the earlier scheme shall not be entitled to the benefit of advance increments under this Scheme.

xvii. Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per existing policy for acquiring Ph. D. / M. Phil. While in service, would not be entitled to benefits under this Scheme.

xviii. Two non-compounded advance increments for M.Phil at entry level and one for M.Phil in service would be granted.

Note: The provision for grant of incentives for Ph.D. and M. Phil. shall be effective from 01.09.2009. This is on the condition that NET would be essential qualification at entry level.

22. MINIMUM QUALIFICATIONS FOR THE DIRECT RECRUITMENT TO THE POSTS OF REGISTRAR, DEPUTY REGISTRAR AND ASSISTANT REGISTRAR

I) REGISTRAR AND EQUIVALENT POSTS

i) A Master's degree with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale.

ii) At least 15 years of experience as lecturer (Senior Scale/lecturer with eight years in Reader's grade along with experience in educational administration.

OR

Comparable experience in research establishment and /or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

a) An officer of the Haryana Government not below the rank of Deputy Secretary.

II) DEPUTY REGISTRAR AND EQUIVALENT POSTS

i) A master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

ii) Five years of experience as a lecturer in a College or a University with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post.

III) ASSISTANT REGISTRAR AND EQUIVALENT POSTS

(i) Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

(ii) Five years of administrative experience as Superintendent or in an equivalent post.



Bhagat Phool Singh Mahila Vishwavidyalaya
Khanpur Kalan (Sonepat), Haryana-131305

Office No. 01263-283001,283002, Fax No. 01263-283779, www.bpswomenuniversity.ac.in

**Application Form for promotion of teachers under Career Advancement Scheme
(CAS)/ Direct Recruitment**

Paste a latest
passport size
photograph

**IMPORTANT NOTE: The candidate is required to fill in this form along with
PBAS proforma (Ten copies)**

1. Post applied for _____
Department _____
2. Name of the Candidate (in Capital Letters) _____
3. Father's Name _____
4. Gender (M/F) _____ Married/Unmarried _____ Nationality _____
5. Whether differently abled Yes / No
6. Whether you belong to SC/ST/BC/ESM _____
7. Date of birth and place _____
8. Date of Joining (In case of CAS) _____
9. Present Designation _____
10. Date of Placement in the Reader/Selection Grade _____
11. Date of Placement of Assistant Professor Stage II/Stage III _____
12. Date of Placement as Associate Professor/ Professor _____
13. API Score Earned under various categories:

Category I:

Average of the sessions under consideration=

Category II:

Average of the sessions under consideration=

Category III:

14. Educational Qualifications: (Strike off which is not applicable):

Exam Passed	University/ Board	Year of Passing	%age of Marks	Subjects studied Including options	Awards/ Medals Prize/Merit, if any
Matric or Equivalent					
Hr. Sec./Pre. Uni./					

10+2/Inter					
B.A. / B.Sc. /B.Com.					
M.A./M.Sc./or any other Master's Degree (Name the subject)					
NET					
M. Phil					
Ph.D.			Subject..... Title of the Thesis		
Any other Exam.					

15. Total teaching experience (full time) in College/University:

Under-Graduate Post-Graduate

16. Total Research Experience

17. Field(s) of Specialization

18. Employment Details (in Chronological Order):

Sr. No.	Name of Institution	Designation	From	To	Pay Scale/ Consolidated salary
(i)					
(ii)					
(iii)					
(iv)					

19. Guidance/Supervision of Ph.D. Theses:

(A) Number of Candidates registered at present

(B) Number of Candidates who have completed Ph.D.

20. Language (s) known Read Write Speak

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.....

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21. Present Basic Pay AGP..... in the Pay
 Band of Rs. Total Emoluments
22. Publications:

Publications	Total (Attach the list with details)	During the period under consideration for promotion (Attach ten copies of the list with details)	Major Publications as per requirement (Attach ten copies of the publications)
Books			
Papers in Journals			
Chapters in Books			
Papers in the Proceedings of the Conferences			
Patents			
Additional Information, if any			

20. List of Enclosures (Give supportive documents of the claims made in the application):
1. 2.
3. 4.
5. 6.

I certify that the foregoing information given by me is correct, complete to the best of my knowledge and belief and no material information has been concealed. I am not aware of any circumstances which may impair my fitness or employment

Date:

Signature of the candidate

Permanent Address:

Correspondence Address

(in Capital Letters)

(in Capital Letters)

.....

.....

.....

.....

.....

.....

.....Pin

.....Pin

Email:

Mobile No.:

Forwarded by
 Head/Dean

ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of the PBAS proforma before filling out this section)

Period: _____

Category I: Teaching, Learning and Evaluation Related Activities**Maximum Scores Allocated: 125****Minimum API Score Required: 75**

1. **Lectures, Seminars, Tutorials, Practicals, Contact Hours** (give semester-wise details, where necessary)

Sr. No.	Course/Paper	Mode of Teaching*	Hours per week allotted	% of classes taken as per documented record	Average of the percentages	API Score

*Lecturer (L), Seminars (S), Tutorials (T), Practical (P), Contact Hours (C)

2. **Lectures or other teaching duties in excess of the UGC norms**

Sr. No.	Course/Paper	Mode of Teaching	Hours per week	API Score
Total				

3. **Preparation and Imparting of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students**

Sr. No.	Course/Paper	Reading/Instructional material consulted & prescribed (a)	API Score (Max. 15) of (a)	Additional Resource provided (b)	API Score of (b)	Total API Score Average (a) + Total (b)
Average API (a)				Total API (b)		

4. Use of participatory and innovating teaching-learning methodologies, updating of subject content, course improvement etc.

Sr. No.	Short Description	API Score
	Total Score (Max. Score: 20)	

5. Examination duties as per allotment

Sr. No.	Type of Examination Duties	Duties Assigned	Duties Performed	API Score
	Total Score			

Total API Score Earned:

Category II: Co-Curricular, Extension and Professional Development Related Activities**Maximum Scores Allocated: 50****Minimum API Score Required: 15**

Sr. No.	Nature of Activity	Score Earned
1.	Extension, Co-curricular and Related Activities	
	Total Score (Max. Limit: 20 points)	
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	
	Total Score (Max. Limit: 15 points)	
3.	Professional Development Related Activities	
	Total Score (Max. Limit: 15 points)	

Total API Score Earned:

Category III: Research and Academic Standards**III A: Research Papers Published in Journals or Conference Proceedings**

Sr. No.	Title with name of author(s) as appearing in the publication	Journal, Volume, Year, Page Numbers	Whether indexed/ refereed/ Non-refereed or Conference Proceedings	Impact factor, if any	ISSN / ISBN No., if any	Whether you are first/Principal/corresponding author or supervisor/mentor or other author	API Score
1							
2							
3							
4							
5							
6							
7							

III B (i): Books published

Sr. No.	Whether Text of Reference Book, published by International publishers/ Subject books by National level publishers or State and Central Govt. Publications with ISSN/ ISBN /Subject Books by other local publishers with ISSN/ISBN	Title with name of authors as appearing in the publication	Book Title, Editor, Publisher Year, Page Numbers	ISSN/ ISBN No, if any	Total No. of authors	API Scores (To be shared equally by all methods)
1						
2						
3						
4						

III B (ii): Research Publications (Chapter in Books/Monograph other than refereed journal articles)

Sr. No.	Chapter in a Book/ Monograph	Title with name of authors as appearing in the publication	Book Title, Editor, Publisher Year, Page Numbers	Whether contributed to edited knowledge based volume published by International Publishers or in knowledge based volume of Indian/National Level Publishers with ISSN/ISBBN Numbers and with numbers of National and International Directories	ISSN/ ISBN No, if any	Total No. of authors	API Scores (To be shared equally by all methods)
1							
2							

3							
4							

III C (i) & (ii): Research Projects

Sr. No.	Title & Type of Projects(Sponsored/Consultancy) (Major/Minor)	Carried out / On Going	Funding Agency	Period	Grant/Amount Mobilized (Rs in lakhs)	API Score
1						
2						
3						
4						

III C (iii): Completed Projects Quality Evaluation

Sr. No.	Title & Type of Project (Major/Minor)	Funding Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether accepted from Funding Agency	API Score
1						
2						

III C (iv): Projects Outcome/Outputs

Sr. No.	Title & Type of Project (Major/Minor)	Funding Agency	Period	Grant/Amount Mobilized (Rs. Lakhs)	Whether Patent/ Technology Transfer/Product/ Process/Major Policy of Govt. (Bodies at Central and State Level)	API Score
1						
2						

III D: Research Guidance

Class	No. of Students	Thesis/Dissertation Submitted	Degree Awarded	API Score
PG Courses (Dissertation less than 1 semester)				
PG Courses (Dissertation more than 1 semester)				
M. Phil.				
Ph. D.				

III E (i): Refresher Course, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes

Sr. No.	Programme	Duration	Organized by	API Score

Total Score (Max. Limit: 30 points)				

III E (ii): Participation and Papers presented in Conferences/Seminars/Workshops/Symposia etc.

Sr. No.	Title of the paper presented	Presented by	Title of the Conference/ Seminar etc & Organizer	Date (s) of the event	Whether International/ National/ State/ Regional/ University or College level	Whether published in the proceedings	API Score

III E (iii): Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions

Sr. No.	Whether Lecture delivered / Academic Session Chaired	Title of the Lecture delivered	Title of Conference/ Seminar etc.	Date(s) of the event	Organizer	Whether International/ National/ State/ Regional/ University or College level	API Score
1							
2							
3							
4							

OTHER RELEVANT INFORMATION

Please give details of any other credential/ significant achievement not mentioned earlier:

Sr. No.	Details (Mention Year, Venue etc. where relevant)

Total API Score Earned:

APPENDIX-II TABLE-I
SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENT AND CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS

Category I: Teaching, Learning and Evaluation Related Activities

Maximum Scores Allocated: 125

Minimum API Score Required: 75

Sr. No.	Nature of Activity	Max. Score
1.	Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated	
	Lectures, seminars, tutorials, practicals, contact classes should be based on verifiable records. Maximum 50 for 100% performance & proportionate score up to 80%. No score will be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to i) students not turning up or bunking classes, ii) sanctioned leave of the teacher of any kind, iii) any other reason beyond the control of the teacher. <i>(To be calculated out of the total possible classes to be held or number of classes mentioned in the syllabus)</i>	50
2.	Lectures or other teaching duties in excess of the UGC norms	
	If a teacher has taken classes exceeding UGC norms, then 0.25 scores to be assigned for each extra hour of unpaid class.	10
3.	Preparation and Imparting of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students	
	a) Preparation and Imparting of knowledge/instructions as per curriculum with the prescribed material (Text book/Manual etc.): 15 points b) Syllabus enrichment by providing additional resources to students such as lab manuals, lecture notes, etc.: 5 points for each paper or manual	20
4.	Use of participatory and innovative teacher-learning methodologies; updating of subject content, course improvement etc.	
	Updating of courses, design of curriculum: 5 points per paper per course	10
	Participatory & Innovative Teaching-Learning process with material for problem based learning, case studies, Group discussions, project work, product development, assignment, ICT based teaching material etc. (5 points each)	10
	Use of ICT in Teaching-Learning process with computer-aided methods like power-point/multimedia/simulation/software etc. on regular basis. (Use of any one of these in addition to Chalk & Board: 10 points)	20
	Developing and imparting Remedial/Bridge Courses (each activity: 5 points)	10
	Developing and imparting soft skills/communications skills/personality development courses/modules, etc. (each activity 5 points)	10
	Developing and imparting specialized teaching-learning programmes in Physical Education, Library; innovative compositions and creations in Music, Performing and Visual Arts and other traditional areas (each activity: 5 points)	10
	Organizing and conduction of popularization programmes/training courses in computer assisted teaching/web-based learning, e-library skills to students, etc. a) Workshop/Training course: 10 points each b) Popularization programmes: 5 points each	10
	Developing of laboratories, initiatives for purchase of equipment, maintenance of existing infrastructure, development of class rooms, development of software (each activity: 5 points)	10
	Maximum Aggregate Limit for Sr. No.4	20
5.	Examination Related Work	
	College/University semester/Annual Examination work as per duties allotted (Supdt.-in-Chief/Supdt./Deputy Supdt. – 10 points per semester, Invigilation – 5 points per semester for at least five duties, Evaluation of answer scripts-5 points up to 100 answer scripts and one point for each subsequent block of 100 answer books subject of maximum of 15 points, Question paper setting-5 points per paper subject to maximum of 15) (100 % compliance = 20 points)	20
	College/University examination/Evaluation responsibilities for internal assessment/sessionals/seminars/assignment/continuous assessment work as allotted. (100 % compliance = 15 points)	15
	Examination work such as coordination, or flying squad duties etc. (2 points per week per duty)	10
	Maximum Aggregate Limit for Sr. No.5	25

Note: If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.

Category II: Co-Curricular, Extension and Professional Development Related Activities
Maximum Scores Allocated: 50
Minimum API Score Required: 15

Sr. No.	Nature of Activity	Maximum Score
1.	Extension, Co-curricular and Related Activities	
	Institutional Co-curricular activities for students such as field studies/ educational tours/industrial tour/field training/quiz contest/declamation contest/debate/industry implant training etc. (5 points each for teacher incharge/ one additional member)	10
	Positions held/Leadership role played in organization linked with Extension Work and National services like NSS, NCC, Red Cross, Eco-Club, Woman Cell or any other similar organizational activity (10 points each as teacher incharge for complete year and proportionate score for less period)	10
	Donating blood, commitment to donate eyes or body or organs, contribution of at least one day salary to Prime Minister's relief fund or Chief Minister's relief fund or University corpus fund, instituting a scholarship as contributor or motivator having endowment of not less than Rs 1 lakh for the education of the poor/need/meritorious student, organizing a blood donation camp (5 points each)	10
	Students and Staff Related Socio, Cultural and Sports Programmes (Organizing such programme (s) or contributing by participating or accompanying a team in any of the programme (s) at intra/interdepartmental or intercollegiate or interuniversity level). a) Intradepartmental/college level: 5* points each b) Interdepartmental: 10* points each c) Intercollegiate: 10* points each d) Interuniversity: 15* points each * Teacher incharge/convener will get full points and member will get half points for the event	15
	Community work such as values of National Integration, Environment democracy, social work, Human Rights, peace, scientific temper, flood or drought relief, small family norms, tree plantation, energy conservation, Library literacy programme, etc. through lectures/awareness programmes or through TV/Satellite/ EDUSAT/Radio etc. (5 points each)	10
	Maximum Aggregate Limit for Sr. No.1	20
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities	
	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programmes, invited lectures on subject related/scientific/legal etc. issues, or articles in college magazine and University volumes (5 points each)	10
	Institutional Governance responsibilities: DAA, DR&D, Dean of Colleges, DSW, Proctor, Chief Warden (Boys/Girls): 15 points each Deans of faculties, Director UIET, Director Distance Education, Principal, Chairperson/Head/Director, Librarian, NAAC Coordinator, Director IQAC, Coordinator SAP: 10 points each Vice-Principal, Faculty-in-charge, Warden, Bursar, School Vice-Chairperson, Director Public Relations, , Deputy Coordinator SAP, Coordinator University Website, Coordinator Campus Networking, Member of University Court/Executive Council/Academic Council/IQAC/IAEC/Human Ethics Committee/High Powered Purchase Committee, GSCASH, House Allotment Committee, to coordinate the activities at departmental/college level related to various committees constituted at the University level, NAAC Committee, Health Advisory Committee, membership of UG/PG Board of Studies, membership of Governing Bodies of Colleges/Institutions, Secretary of the Departmental Committee, etc.: 7 points each (Full points for completed year)	15
	Participation in committees concerned with any aspect of departmental or institutional activity such as admission (including online admission), budget/purchase, time-table, campus development, inspection, library, students welfare, guidance & counseling, placement, help desk, anti-ragging, UMC, Proctorial duty, UGC or any such committee/sub-	15

	committee appointed by Vice-Chancellor/Chairperson/Director/Principal/Head/University Court/Executive Council/Academic Council/Staff Council etc. (Convener: 7 points each, Member: 5 points each)	
	Organization of Conferences/Seminars/Symposia/Workshops/Training as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/Joint-Secretary/Treasurer etc: a) Conferences/Seminars/Symposia: i) International level (10 points each) ii) National /Regional (7 points each) b) Workshop/Training (1 point each day subject to maximum of 7 points) As member of the organizing committee of a) (i) above (5 points each) As member of the organizing committee of a) (ii) or b) above (3 points each) Member of the Advisory Committee of a) (i) above (3 points each) Member of the Advisory Committee of a) (ii) above (2 points each)	10
	Organization of Faculty Development Programmes/Technology Based Entrepreneurship Development Programme as Coordinator/Chairman/Co-Chairman/Convener/Co-convener/Secretary/Joint Secretary/Treasurer etc. (5 points each)	15
	Maximum Aggregate Limit for Sr. No.2	15
3.	Professional Development Activities	
	Participation in subject associations, conferences, seminars, symposia, workshop without paper presentation (2 points each): Visits abroad (excluding for conference/seminar/symposia/workshop) for research collaborations or delivering lectures or attending academic meetings (5 points each), Co-Chair/ Rapporteur (5 points each).	10
	Invited Lectures in orientation courses/refresher courses (5 points each)	10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/subjects/technologies (5 points each)	10
	Membership/participation in State/Central Bodies/Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR, etc. (5 points each)	10
	Membership of professional associations/bodies/academic societies, membership of committees like Board of Studies (UG and PG), Ph.D. Committee, Research Committee, course design committee, expert committee of any University/Institute, editorial committees/boards of journals; referring of research papers of Journals (5 point each) Evaluation of Ph.D Thesis (5 points each), M.Phil Dissertation (3 points each) Conducting Viva-Voce of Ph.D. (5 points each); M.Phil (3 points each)	10
	Office bearers of professional bodies including Teachers' association, Teachers' club, Alumni Association, Academic Societies etc. (5 points each)	10
	Publication of articles in newspapers, magazines or other publications (not covered in category III), radio talks, television programmes (2 points each)	10
	Maximum Aggregate Limit for Sr. No.3	15

Note: *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

Category III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Sr. No.	APIs	Engineering/ Agriculture/ Veterinary Science/ Sciences/Medical Sciences	Faculties of Arts & Languages/Social Sciences/Life Sciences/Science/ Education/Indic Studies/Law/Comm. & Mgt.	Max. points for University and College teacher position		
				API Score allotted	Self Apprai sal Score+	Verifi ed API Score #
IIIA	Research Papers* published in:	Refereed Journals with impact factor 5 and above	Refereed Journal with impact factor 5 and above	45/publication		
		Refereed Journal with impact factor between 2 and 5	Refereed Journal with impact factor between 2 and 5	35/publication		
		Refereed Journal with impact factor between 1 and 2	Refereed Journal with impact factor between 1 and 2	30/publication		
		Refereed and Indexed	Refereed and Indexed	20/publication		
		Refereed	Refereed Journals (Fine Arts: participation in international exhibition/Workshop with one's own work-15 points each)	15/publication		
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers (Fine Arts: participation in international exhibition/Workshop with one's own work-10 points each; state level-5 points each)	10/publication		
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication		
III B	Research Publications* (books, chapters in books, other than refereed journal articles)	Text or Reference Books published by International Publishers with an established peer review system with ISBN	Text or Reference Books published by International Publishers with an established peer review system with ISBN	50/sole author (book) and 10 each chapter in an edited book		
		Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subject Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers (Fine Arts: Solo	25/sole author (book) and 5 each chapter in an edited book		

			exhibition of one's work-25 points each)			
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15/sole author (book) and 3 each chapter in an edited book		
		Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN	10/Chapter		
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/Chapter		
III C	RRESEARC H PROJECTS					
(i)	Sponsored Projects carried out/ ongoing	(a) Major Project (Amount mobilized with grant above Rs.30.00 lakhs)	(a) Major Project (Amount mobilized with grant above Rs.5.00 lakhs)	20/Project		
		(b) Major Projects (Amount mobilized with grants above Rs.5.00 lakhs upto Rs.30.00 lakhs)	(b) Major Projects (Amount mobilized with grants above Rs.3.00 lakhs upto Rs.5.00 lakhs)	15/Project		
		(c) Minor Projects (Amount mobilized with grants above Rs.50,000 upto Rs.5.00 lakhs)	(c) Minor Projects (Amount mobilized with grants above Rs.25,000 upto Rs.3.00 lakhs)	10/Project		
(ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs.10.00 lakhs	Amount mobilized with minimum of Rs.2.00 lakhs	10 per every Rs.10 lakhs and Rs. 2 Lakhs, respectively		
		Amount mobilized between Rs.20,000/- and Rs.10.00 lakhs	Amount mobilized between Rs.10,000/- and Rs.2.00 lakhs	5 for<Rs.10 lakhs and <Rs.2 lakhs, respectively		
(iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	Completed project report (Accepted by Funding Agency)	20/each major project and 10/each minor project		
(iv)	Projects outcome/ outputs	Patent/Technology transfer/ Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/ each national level output; 50 /each for international level		
III D	Research Guidance					
(i)	PG Courses	Dissertation work involving one semester / 6 months	Dissertation work involving one semester / 6 months	1/each candidate		
(ii)	PG Courses	Dissertation work	Dissertation work	1/each		

		involving more than one semester / more than 6 months	involving more than one semester / more than 6 months	candidate		
(iii)	M.Phil	Degree awarded only	Degree awarded only	3/each candidate		
(iv)	Ph.D.	Degree awarded	Degree awarded	10/each candidate		
		i) Thesis submitted	i) Thesis submitted	7/each candidate		
III E Training Courses and Conferences /Seminar/Symposium/Workshop Papers						
(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max. 30 points)	a) Not less than two weeks duration	a) Not less than two weeks duration	20/each		
		b) One week duration	b) One week duration	10/each		
(ii)	Papers in Conferences/ Seminars/ Symposia/ Workshops etc.**	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional/State level d) Local-University/ College level	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional/State level d) Local-University/ College level	10/ each 7.5/each 5/each 3/each		
(iii)	Invited for conferences/ seminars/ workshops/ symposia to deliver lectures/ Chair sessions	a) International b) National c) Regional/State level d) Local-University/ College level	a) International b) National c) Regional/State level d) Local-University/ College level	10/ each 7.5/each 5/each 5/each		

+ To be filled by the candidate

For office use only.

* The API for joint publications will have to be calculated in the following manner. Of the total score for the relevant category of publication by the concerned teacher the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors. For example, if the total score for a publication is 10 (say), then the First / Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.

** API Score for III E (ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a) and not under presentation III (e) (ii).

Note: Date of publication of research paper will be 1st January in case journals published annually, 1st day of the half year in case of journals published half yearly, 1st day of the quarter in case of journals published quarterly, 1st day of the month in case of journals published monthly and likewise.

APPENDIX – II: TABLE – II (A)
MINIMUM APIS AS PROVIDED IN APPENDIX – III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Sr. No.		Assistant Professor/ equivalent cadres (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
I	Teaching–Learning Evaluation Related Activities (Category I)	75/year	75/year	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category II)	15/year	15/year	15/year	15/year	15/year
III	Minimum total average annual Score under Categories I & II*	100/year	100/year	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)	10/year (40/assessment period)	20/year (100/assessment period)	30/year (90/assessment period)	40/year (120/assessment period)	50/year (500/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Contribution to Research. 50%- Assessment of domain knowledge and teaching practices. 20%- Interview performance	50%- Contribution to Research. 30%- Assessment of domain knowledge and teaching practices. 20%- Interview performance.	50%- Research 50%-Performance evaluation and other credential by referral procedure

* Teachers may score 10 points either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000, 10000 and 12000, respectively.

APPENDIX – II: TABLE – II (B)
MINIMUM POINT NORMS OF THE AIPs AS PROVIDED IN TABLE I AND WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

Sr. No.		Assistant Professor/ equivalent cadres (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadre (Stage 4)	Associate Professor to Professor Promotion in Colleges (Stage 5) as per assigned posts
I	Teaching–Learning Evaluation Related Activities (Category I)	75/year	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category II)	15/year	15/year	15/year	15/year
III	Minimum total average annual Score under Categories I & II*	100/year	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)	5/year (20/assessment period)	10/year (50/assessment period)	15/year (45/assessment period)	20/year (60/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	20%- Contribution to Research. 60%- Assessment of domain knowledge and teaching practices. 20%- Interview performance	30%- Contribution to Research. 50%- Assessment of domain knowledge and teaching practices. 20%- Interview performance

* Teachers may score 10 points either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1, 2, 3, 4, and 5 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000, and 10000, respectively.

Explanatory Note for Tables II (A) and II (B)

1. All universities/colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment Cells (IQACs) of the universities/colleges for follow up by the universities/colleges authorities in order to facilitate this process. All teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective information and to facilitate implementation of these regulations from 31.12.2008 in the CAS promotion the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities/colleges for one year only with the minimum average scores as depicted in Table II (A) and (B) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2011, one year API scores for 2010-11 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.
5. For Category III (research and academic contributions) maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category an aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor the publication requirement shall be met over the two previous stages.
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.
7. If, however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II (A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8.
 - (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility
 - (b) If, however, the candidate finds that he / she fulfils the eligibility conditions at a late date and applies on that date and is successful, his/her promotion will be deemed to be from the date of application.
 - (c) If the candidate does not succeed in the first assessment but succeeds in an eventual assessment, his/her promotion will be deemed to be from the later date.

APPENDIX – II TABLE – II (C)

Minimum Scores for APIs for direct recruitment of teachers in University Departments/Colleges, Librarian/ Physical Education cadres in Universities/Colleges, and weightages in Selection Committee to be considered along with other specified eligibility qualifications stipulated in the Regulation.

	Assistant Professor/ equivalent cadres (Stage 1)	Associate Professor/ equivalent cadres (Stage 4)	Professor/ equivalent cadres (Stage 5)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated API score requirement of 400 points from category III of APIs
Selection Committee criteria / weightages (Total Weightages=100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Teaching Skills (30%) c) Interview Performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview Performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching Skills (20%) d) Interview Performance (20%)

Note: For Universities/ Colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs.6000, 9000 and 10000, respectively.

APPENDIX-II TABLE: III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES

Sr. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria
1.	Assistant Professor/ equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D <u>or</u> five years of service who are with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech., M.V.Sc., M.D, <u>or</u> six years of service who are without Ph.D./M.Phil/ PG Degree in Professional Courses	(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table II (A)/II (B) of Appendix II. (ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor/ equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A)/II (B) of Appendix II. (ii) One Course/Programme from among the categories of Refresher Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A)/II (B) of Appendix II. (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M. Phil holders and an exemption of two publications will be given to Ph.D. holders. (iii) One Course/Programme from among the categories of Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A Selection Committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.
4.	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Associate Professor with three year of complete service in Stage 4.	(i) Minimum yearly/cumulative API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A)/II (B) of Appendix II. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. (ii) A minimum of five publications since the period that the teacher is placed in Stage 3.

			(iv) A Selection Committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.
5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (Universities only)	(i) Minimum yearly/cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix II. (ii) Additional credentials are to be evidenced by: (a) post-doctoral research outputs of high standard; (b) awards/ honours/ recognitions/ patents and IPR on products and processes developed/ technology transfer achieved; and (c) Additional research degree like D.Sc., D.Lit, LL.B, etc. (iii) A review process by an Expert Committee as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professor in Stage 2, the requirement of publications may be adjusted pro rata. For all others who enter Stage 2, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.

Note: Stage 1, 2 3, 4, 5 and 6 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000, 10000 and 12000, respectively.

APPENDIX-II: TABLE- IV**ACADEMIC PERFORMANCE INDICATORS (APIs) AND SCORES FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY DIRECTOR/ DEPUTY DIRECTOR/ ASSISTANT DIRECTOR OF PHYSICAL EDUCATION / COLLEGE DIRECTOR OF PHYSICAL EDUCATION****Category-1: Teaching, Training, Coaching, Sports Person Development and Sports Management Activities****Max. Score Allocated : 125****Min. API Score Required : 75**

Sr. No.	Nature of Activity	Max. Score
1.	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 points) Lecture cum practice based athlete / sports classes, seminars undertaken as percentage of allotted hours. (20 points)	40
2	Extending services, sports facilities and training on holidays to the institutions and organisations	10
3	Organizing and conducting sports and games competitions at the international / National/State / Inter University / Inter Zonal Levels. (25 points) Organizing and conducting Coaching camps / sports person development / training programmes. (15 points)	40
4	Up gradation of scientific and technological knowledge in Physical Education and Sports. (10 points) Identifying sports talents and mentoring sports excellence among students. (10 points)	20
5.	Development and maintenance of play fields, purchase and maintenance of the other sports facilities	15

Note: If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES*Please see Category-II given in Appendix II: Table I***CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS***Please see Category-III given in Appendix II: Table I*

APPENDIX – II TABLE – V (A)
MINIMUM NORMS OF APIS AS PROVIDED IN APPENDIX – II TABLE IV TO BE APPLIED FOR THE
CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF UNIVERSITY DIRECTOR / DEPUTY
DIRECTOR / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION, AND WEIGHTAGES OF EXPERT
ASSESSMENT IN SELECTION COMMITTEES

Sr. No.		Assistant Director of Physical Education (Stage 1 to Stage 2) (Senior Scale)	Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education / Assistant Director Physical Education (Selection Grade) (Stage 3)	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), Stage 3 to Stage 4	Deputy Director Physical Education / Assistant Director Physical Education (Selection Grade), (Stage 4) to Director of Physical Education (Stage 5) (University Only)
I	Teaching, training coaching, sports person development and sports management activities (Category I)	75/year	75/year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/year	15/year	15/year	15/year
III	Minimum total average API annual Score under Categories I & II*	100/year	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)- Minimum annual score required-to be assessed cumulatively	10/year (40/assessment period)	20/year (100/assessment period)	30/year (90/assessment period)	40/year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Research Evaluation. 50%- Assessment of domain knowledge and skills in sports. 20%- Interview performance	50%- Research evaluation. 30%- Assessment of domain knowledge and organisation track record with vision plan. 20%- Interview performance.

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1, 2, 3, 4, and 5 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000 and 10000, respectively.

APPENDIX – II: TABLE – V (B)
MINIMUM AIPs AS PROVIDED IN TABLE IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE), AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES

Sr. No.	Categories of Criteria	Minimum average, yearly or cumulative, API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) with weightages for expert assessment		
		College Director of Physical Education to College Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	College Director of Physical Education Senior Scale to Selection Grade (Stage 2 to Stage 3)	College Director of Physical Education (Selection Grade) (Stage 3 to Stage 4)
I	Teaching, training coaching, sports person development and sports management activities (Category I)	75/year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/year	15/year	15/year
III	Minimum total average API annual Score under Categories I & II*	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)-Minimum annual score required-to be assessed cumulatively	5/year (20/assessment period)	10/year (50/assessment period)	15/year (45/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Research Evaluation. 50%- Assessment of domain knowledge and skills in sports. 20%- Interview performance

* Candidates may score 10 points either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1, 2, 3, and 4 correspond to scales with AGP of Rs.6000, 7000, 8000, and 9000, respectively.

APPENDIX – II TABLE – V (C)

**MINIMUM APIS FOR THE DIRECT RECRUITMENT OF PHYSICAL EDUCATION PERSONNEL IN
UNIVERSITY DEPARTMENTS
(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED
IN THIS REGULATION)**

Minimum Norm / Criteria	Assistant Director of Physical Education / College Director of Physical Education (Entry Stage— Stage 1)	Deputy Director of Physical Education In University (Stage 4)	Director of Physical Education in University (Stage 5)
API Score (Research and Academic Contribution— Category III)	----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
Selection Committee criteria / weightages (Total Weightage=100)	a) Track Record of championship won (30%) b) Sports and Athletic Skills (40%) c) Interview Performance (30%)	a) Research papers (3 Nos.) evaluation (20%) b) Organisational skills / Plans of sports (30%) c) Interview Performance (30%)	a) Research papers (5 nos.) evaluation (50%) b) Organisational track vision plan (25%) c) Interview Performance (25%)

Note: Stages 1, 4 and 5 correspond to scales with AGP of Rs.6000, 9000 and 10000, respectively.

APPENDIX-II TABLE: VI

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES

Sr. No.	Promotion of Physical Education Cadres through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria
1.	Assistant DPE / College DPE to Assistant DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE completed four years of service in Stage 1 with Ph.D <u>or</u> five years of service who are with M.Phil <u>or</u> six years of service who are without Ph.D./M.Phil.	(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table V(A) of Appendix II for University DPEs cadres in Universities and in Table V(B) of Appendix II for cadres in Colleges (ii) One Orientation and one Refresher Course of 3/4 weeks duration. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
2.	Assistant DPE (Senior Scale) / College DPE (Senior Scale) to Deputy DPE / Assistant DPE (Selection grade) / College DPE (Selection grade) (Stage 2 to Stage 3)	Assistant DPE (senior scale) / College DPE (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V (A) of Appendix II for university DPEs cadres in Universities and in Table V (B) of Appendix II for DPEs cadres in Colleges. (ii) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
3.	Deputy DPE / Assistant DPE (Selection grade) / College DPE (Selection grade) to Deputy DPE / Assistant DPE (Selection grade) / College DPE (Selection grade) (Stage 3 to Stage 4)	Deputy DPE / Assistant DPE (Selection grade) / College DPE (Selection grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V (A) of Appendix II for university DPEs cadres in Universities and in Table V (B) of Appendix II for DPEs cadres in Colleges. (ii) Minimum three publications over twelve years. For promotion in colleges an exemption of one publication for M.Phil holders and exemption of two publications for Ph. D. holders. (iii) Evidence of having produced teams / athletes. (iv) A Selection Committee process as stipulated in this regulation and in Table V (A) of Appendix II for university DPEs cadres in Universities and in Table V (B) of Appendix II for DPEs cadres in Colleges.
4.	University DPE (Stage 5)	Deputy DPEs in University with three years of completed service in Stage 4.	(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table V (A) of Appendix II for DPEs in Universities. These may be achieved over two assessment periods, if required. (ii) A minimum of five publications over two assessment periods (six years) (iii) Evidence of having produced teams / athletes (iv) A Selection Committee process as stipulated in this regulation and in Table V (A) of Appendix II for university DPEs.

* The explanatory note provided for Tables II(A) and for II(B) for CAS for teachers is also applicable for the Physical Director cadres as per the API score specified for this cadre.

Note: Stage 1, 2 3, 4, and 5 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000, and 10000, respectively.

APPENDIX-II; TABLE- VII

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT/CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO LIBRARIAN, (UNIVERSITY) DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN /COLLEGE LIBRARIAN.

Category-1 : Procurement, organisation, and delivery of knowledge and information through Library services

Max. Score Allocated : 125

Min. API Score Required : 75

	Nature of Activity	Max. Score
1.	Library resources organization/ services	
	Library resources organisation and maintenance of books, journals, reports (Technical processing of documents)	30
	Acquisition of learning resources (Acquisition Section)	30
	Circulation operations (Circulation Section)	30
	Periodical/Serial management (Periodical Section)	30
	Provision of library reader- services, literature retrieval services to researchers and analysis of reports	30
	Departmental Library management and services	30
	Over all Management and control of various library activities using Library management software (Acquisition, processing, circulation, serial control)	30
	Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents (Bibliography related services)	10
	Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc	20
	Maximum Aggregate limit for Sr. No. 1	40
2	ICT and other new technologies' application for upgradation of library services	
	Application of ICT in libraries various operations e.g. automation of catalogue (20 points of each operation)	20
	Learning resources procurement functions	20
	Library resources organisation	20
	Circulation operations including membership records	20
	Serial subscription system	20
	Reference and information services	20
	Library security (technology based methods such as RFID, CCTV)	15
	Development of library management tools (software),	25
	Intranet management	20
	Maximum Aggregate limit for Sr. No. 2	30
3	Development, organisation and management of e- resources	
	e- resources including their accessibility over intranet/Internet	15
	Digitization of library resources	20

	e-delivery of information, etc.	10
	Maximum Aggregate limit for Sr. No. 3	25
4	User awareness and instruction programmes	
	Orientation lectures, users' training in the use of library services as e-resources	15
	Knowledge resources user promotion programmes like organizing book exhibitions	10
	other interactive latest learning resources, etc.	10
	Maximum Aggregate limit for Sr. No. 4	20
5.	Additional services	
	Extending library facilities on holidays (0.5 point per additional unpaid duty, maximum up to 10 points)	10
	Shelf order maintenance	5
	Building of library user manual (section wise user manual of its operation)	10
	Building and extending institutional library facilities to outsiders through external membership norms	5
	Maximum Aggregate limit for Sr. No. 5	10

Note: *If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.*

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please see Category-II given in Appendix II: Table I

CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Please see Category-III given in Appendix II: Table I

APPENDIX – II TABLE – VIII (A)
MINIMUM APIS AS PROVIDED IN APPENDIX – II TABLE VII TO BE APPLIED FOR THE PROMOTION OF
LIBRARY STAFF OF UNIVERSITIES AND WEIGHTAGES FOR EXPERT ASSESSMENT UNDER CAREER
ADVANCEMENT SCHEME (CAS)

Sr. No.		Assistant Librarian to Assistant Librarian (Senior scale) (Stage 1 to Stage 2)	Deputy Librarian / Assistant (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian / Assistant (Selection Grade) (Stage 3 to Stage 4)	Librarian (University Only) (Stage 4 to Stage 5)
I	Procurement, Organisation and delivery of knowledge and information through library services (Category I)	75/year	75/year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/year	15/year	15/year	15/year
III	Minimum total average API annual Score under Categories I & II*	100/year	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)- Minimum annual score required-to be assessed cumulatively	10/year (40/assessment period)	20/year (100/assessment period)	30/year (90/assessment period)	40/year (120/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Library related research papers evaluation 50%- Assessment of domain knowledge on Library automation and organizational skills. 20%- Interview performance	50%- Library publication work. 30%- Assessment of innovative Library services. 20%- Interview performance.

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1, 2, 3, 4, and 5 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000 and 10000, respectively.

APPENDIX – II: TABLE – VIII (B)
MINIMUM WEIGHTAGE POINTS (WP) NORMS OF THE AIPS AS PROVIDED IN APPENDIX TABLE VII TO BE APPLIED FOR THE PROMOTION OF LIBRARY STAFF OF COLLEGES AND WEIGHTAGES FOR EXPERT ASSESSMENT UNDER CAREER ADVANCEMENT SCHEME (CAS)

Sr. No.		College Librarian to College Librarian (Senior scale) (Stage 2)	College Librarian (Senior scale) (Stage 2) to College Librarian (Selection grade) (Stage 3)	College Librarian (Selection Grade) (Stage 3 to Stage 4)
I	Procurement, Organisation and delivery of knowledge and information through library services (Category I)	75/year	75/year	75/year
II	Extension and Profession related activities (Category II)	15/year	15/year	15/year
III	Minimum total average API annual Score under Categories I & II*	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)-Minimum annual score required-to be assessed cumulatively	5/year (20/assessment period)	10/year (50/assessment period)	15/year (45/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage – 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30%- Library related research papers evaluation.. 50%- Assessment of domain knowledge on automation and organizational skills. . 20%- Interview performance

* Candidates may score 10 points either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1, 2, 3, and 4 correspond to scales with AGP of Rs.6000, 7000, 8000, and 9000, respectively.

APPENDIX – II TABLE – VIII (C)

**MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS
IN UNIVERSITY DEPARTMENTS / COLLEGES
(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS
STIPULATED IN THIS REGULATION)**

Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage 1)	Deputy Librarian in University (Stage 4)	Librarian (University only) (Stage 5)
API Score (Research and Academic Contribution—Category III)	----	Consolidated API score requirement of 300 points	Consolidated API score requirement of 400 points
Selection Committee criteria / weightages (Total Weightage=100)	a) Teaching/Compute and Communication skills by a Lecture demonstration (30%) b) Record of Library management skills (20%) c) Interview Performance (50%)	a) Library related research / Theme papers (3 Nos.) Evaluation (50%) b) Library automation skills and organizational plans (20%) c) Interview Performance (30%)	a) Library Research papers (Five) evaluation (60%) b) Organisational track record of innovative library service and vision plan (20%) c) Interview Performance (20%)

Note: Stages 1, 4 and 5 correspond to scales as given and the AGP of Rs.6000, 9000 and 10000, respectively.

APPENDIX-II TABLE: IX
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF
LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES

Sr. No.	Promotion of Librarian Cadres through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria
1.	Assistant University Librarian / College Librarian to Assistant Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph.D <u>or</u> five years of service who are with M.Phil <u>or</u> six years of service who are without Ph.D./M.Phil.	(i) Minimum API scores using PBAS scoring proforma developed by the University as per the norms provided in Table VIII(A) of Appendix II for Librarian cadres in Universities and in Table VIII(B) of Appendix II for College Librarian cadres (ii) One Orientation and one Refresher Course of 3/4 weeks duration. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
2.	Assistant University Librarian (Senior Scale) / College Librarian (Senior scale) to Assistant University Librarian (Selection grade) / College Librarian (Selection grade) (Stage 2 to Stage 3)	Assistant University Librarian (Senior Scale) / College Librarian (Senior Scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table VIII(A) of Appendix II for Librarian cadres in Universities and in Table VIII(B) of Appendix II for College Librarian cadres (ii) Additionally, two refresher courses of 3-4 weeks duration to have been undergone during the assessment period. (iii) No separate interview points for the Screening cum Evaluation process of recommending promotion.
3.	Deputy University Librarian / Assistant University Librarian (Selection grade) / College Librarian (Selection grade) (Stage 3 to Stage 4)	Assistant University Librarian (Selection grade) / College Librarian (Selection grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table VIII(A) of Appendix II for Librarian cadres in Universities and in Table VIII(B) of Appendix II for College Librarian cadres. (ii) Three publications over twelve years. In colleges, an exemption of one publication will be given to M.Phil holders and two publications to Ph. D. holders. (iii) Additionally, one course / training under the categories of Library automation / Analytical tool development for academic documentation. (iii) A Selection Committee process as stipulated in this regulation and in Table VIII(A) of Appendix II for University and in Table VIII(B) of Appendix II for Librarian cadres in colleges.
4.	Librarian (University) (Stage 5)	Deputy Librarian in University with three years of completed service in Stage 4.	(i) Minimum API scores using the PBAS scoring proforma developed by the University as per the norms provided in Table VIII(A) of Appendix II for Librarian (University). Minimum API scores can also be considered over two assessment periods (Stages 3 and 4, if required). (ii) A minimum of five publications over current and previous assessment periods. (iii) Evidence of innovative library service and organization of published work. (iv) A Selection Committee process as stipulated in this regulation and in Table VIII (A) of Appendix II for Librarian (University).

* The explanatory note provided for Tables IIa and for IIb for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

Note: Stage 1, 2 3, 4, and 5 correspond to scales with AGP of Rs.6000, 7000, 8000, 9000, and 10000, respectively.



PART-B

REGULATIONS

RELATING TO CONDUCT OF MEETINGS OF THE AUTHORITIES

Chapter-VI

CONDUCT OF MEETING OF THE 'COURT'

1. The annual meeting of the Court shall, unless otherwise directed by the Vice-Chancellor/ Acting Vice-Chancellor, be held once in a year at which the budget estimates for the ensuing year shall be submitted.
2. The Chancellor or, in her absence, the Vice Chancellor shall preside over all meetings of the Court.
3. **A special meeting of the Court may be convened at any time by the Chancellor, the Vice-Chancellor herself or on a written request by one-third of its members.** The Registrar shall circulate the notice of such date, along with the business which is intended to be discussed at the meeting, to the members of the Court, at least seven days before the date fixed for such meeting.
4. The Registrar shall, under the direction of the Vice-Chancellor, give not less than fifteen days notice of the date of an ordinary meeting; provided that in case of emergency, the Vice-Chancellor may convene an emergent meeting at a shorter notice.
5. Except in emergent meeting, Not less than seven days before the date of a meeting, the Registrar shall, under the direction of the Vice-Chancellor issue to every member, agenda papers, specifying the date, hour and place of the meeting and the business to be brought before the meeting.
6. Every question shall be decided by majority of the votes of the members present. In the case of votes being divided equally, the Chairperson shall have a casting vote in addition to her own vote as a member.
7. All proceedings of meetings shall be recorded in writing and signed by the Registrar and approved by the Chairperson.
8. The proceedings of the Court having been duly approved shall be circulated to the Chancellor and the members of the Court and the Executive Council within fifteen days of the meeting.
9. Two-fifth of the members shall form a quorum. *If the required number of members for the purpose of quorum is not present within half an hour after the appointed time of the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.*
10. The Registrar shall issue a notice to each Branch/ Department for inviting items to be included in the agenda one month before the date of the meeting.

Chapter-VII

CONDUCT OF MEETING OF THE EXECUTIVE COUNCIL

1. Meeting of the Executive Council shall, ordinarily, be held on the date and time to be fixed by the Vice-Chancellor. However, it must be ensured that at least three meetings are held in a year *except during summer vacations*.
2. The Vice-Chancellor shall be the Chairperson of the Executive Council and shall preside over its meetings. In her absence, the Pro-Vice-Chancellor shall be the Chairperson of the Executive Council and shall preside over its meeting.
3. The Registrar shall, not less than 10 days before the date of meeting, issue to each member, a notice convening the meeting and a copy of the Agenda with the related papers.
Provided that in case of emergent meetings, the Vice-Chancellor may suspend or modify the operation of this rule.
4. Two-fifth members shall form a quorum.
5. Every question shall be decided by majority of the votes of the members present. In case of votes, being divided equally, the Chairperson shall have the casting vote in addition to her own, as a member.
6. The minutes of meeting shall be recorded in writing and signed by the Registrar and approved by the Chairperson of the meeting.
7. The minutes of the meeting shall be circulated to the Chancellor, members of the Executive Council, ordinarily, within 15 days of the meeting. The members shall be given fifteen days to communicate their objections, if any, failing which it shall be presumed that they have no objections on the minutes of the meeting.
8. The minutes of each meeting shall be confirmed by the Executive Council in its next meeting. The Executive Council is competent to amend, modify or annul any proceedings from the minutes depending upon the circumstances at the time of confirmation.
9. The Registrar shall issue a notice to each Branch/ Department for inviting items to be included in the agenda one month before the date of the meeting.
10. Notice of motion or resolution to be included in the agenda of the meeting of the Executive Council must reach the Registrar not less than five clear days before the meeting. It shall be included in the agenda at the discretion of the Vice-Chancellor.

Chapter-VIII

CONDUCT OF MEETINGS OF THE ACADEMIC COUNCIL

1. The Registrar shall, ordinarily, at least ten days before each meeting of the Academic Council, issue to each member thereof, a notice convening the meeting along with the agenda and the related papers.

Provided that in case of emergent meetings, the Vice-Chancellor may suspend or modify the operation of this rule.

2. In case of special meetings, the Registrar shall give such previous notice of the time and place of the meeting as the circumstances in each case may permit.
3. The Vice-Chancellor shall preside over the meetings of the Academic Council. In her absence, the Pro-Vice-Chancellor shall preside over its meeting.
4. Two fifth of the members shall form a quorum.
5. At the meeting of the Academic Council, the Chairperson shall have a vote and a casting vote.
6. Notice of a motion or resolution to be included in the agenda of the meeting of the Academic Council must reach the Registrar not less than five clear days before the meeting. It shall be included in the agenda at the discretion of the Vice-Chancellor.
7. Amendments to motions on the agenda and new proposals can be moved at an ordinary meeting with the permission of the Chairperson.
8. The minutes of the meeting shall be recorded in writing and signed by the Registrar and approved by the Chairperson.
9. The minutes of the meeting of the Academic Council having been duly approved, shall be circulated to the Chancellor and the members of the Academic Council, ordinarily within 15 days of the meeting.
10. The Registrar shall issue a notice to each Branch/ Department for inviting items to be included in the agenda one month before the date of the meeting.

Chapter-IX

CONDUCT OF MEETINGS OF THE FINANCE COMMITTEE

1. The Vice-Chancellor shall preside over the meetings of the Finance Committee. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor shall preside over the meeting.
2. **Three members**, out of which at least one shall be a Government nominee, shall form a quorum.
3. **The Finance Officer** shall issue a notice of the meeting along with the agenda, not less than 7 days before each meeting of the Finance Committee stating the date, time and place of the meeting.
4. The Finance Committee shall meet at least once every year to consider the annual accounts and the budget proposals for the next year for submission to the Executive Council with its recommendations.
5. Every question shall be decided by a majority of the votes of the members present. When the votes are divided equally, the Chairperson shall have a casting vote in addition to her own as a member.
6. All proceedings of the meeting shall be recorded in writing, and signed by the Finance Officer and approved by the Chairperson.
7. The proceedings of the meeting of the Finance Committee, having been approved, shall be circulated to the members within 15 days of the meeting.
8. The Finance Officer shall issue a notice to each Branch/ Department for inviting items to be included in the agenda one month before the date of the meeting.
9. The Finance Officer shall be the Ex-officio Secretary of the Finance Committee.
10. The Registrar shall be the Member of the Finance Committee.

Chapter-X

CONDUCT OF MEETINGS OF THE FACULTIES

1. The Dean shall preside at the meetings of the Faculty. In the absence of the Dean, the senior most Professor/ Associate Professor in the Faculty shall act as Chairperson.
2. Meetings of the Faculties shall be convened by the Dean and shall be held at least once a year.
3. The Dean shall, not less than 10 days previous to each meeting of the Faculty, issue to each member a notice stating the date; time and place of the meeting alongwith the agenda and the related papers. However, in the case of emergent meeting, the Dean, with the prior approval of the Vice-Chancellor, may suspend or modify the operation of this rule, provided 2/5th of the members of the Faculty send a written request to the Dean.
4. Notice of motion of resolution to be included in the supplementary agenda, of a meeting of the Faculty must reach the Dean, not less than 7 days before the date of meeting.
5. Amendment to motion on the agenda and new proposals can also be moved at the meeting with the permission of the Chairperson.
6. Two fifth of the members in each faculty shall form a quorum.
7. Every question shall be decided by a majority of the votes of the members present. When the votes are divided equally, the Chairperson shall have a casting vote.
8. The minutes of the meeting of the Faculties shall be circulated to the members of the Faculties ordinarily within 15 days of the meeting.
9. **The Deputy Registrar/Assistant Registrar (Academic) shall be the Secretary of each faculty.**

Chapter-XI

CONDUCT OF MEETINGS OF THE BOARDS OF STUDIES

1. The Chairperson of the Department or the Dean of the concerned Faculty, (in case there is no Post-Graduate teaching at the University level) shall act as Chairperson at the meeting of the Board.
2. In the absence of the Chairperson of the Department or the Dean, as the case may be, officiating Chairperson shall hold the meeting of PGBOS with the prior permission of the Vice-Chancellor.
3. If two or more Boards meet jointly, the senior-most Professor and Chairperson of the Department shall act as Chairperson at the joint session.
4. **Two Fifth of the members consisting of atleast one outside expert will form a quorum. Further, Provided that if the meeting is adjourned for the want of quorum, no quorum shall be required for the next meeting.**
5. The Chairperson of the Department shall, not less than **ten days** before a meeting of the Board issue to each member, a notice stating the time, date and place of the meeting. An emergent meeting of a Board of Studies under the Faculties can also be convened within 24 hours :-
 - i) if the Vice-Chancellor so desires;
 - or
 - ii) if 2/5th of the members of any Board of Studies requisition it in writing.Provided that in case of (ii) above, the Vice-Chancellor is duly informed of the same.
6. A Board may dispose of its business by meetings, by circulation or by both.
7. The meeting of the Board shall be convened by the Chairperson and shall be held at least once a year.
8. Every question shall be decided by a majority of the votes of the members present. In the case of votes, being divided equally, the Chairperson shall have the casting vote in addition to her/his vote as member.

The proceedings of the meetings of the Board of Studies after having been confirmed by the Chairperson shall be circulated ordinarily, within a week of the meeting.

Chapter-XII

LEAVE REGULATIONS

1.Scope

These regulations shall apply to all university employees other than the following:-

- a) persons on deputation from any State Government, the Government of India or Statutory Board or Corporation, who shall be governed by term and conditions of deputation.
- b) employees appointed on contract (They shall be granted leave in accordance with the terms of contract).
- c) casual workers
- d) any class of employees or any individual employee in connection with the affairs of the University who may be specifically exempted from the application of these regulations.

2. Definitions:

- a) A “completed year of service” means continuous service of the specified duration under the University and includes period spent on duty as well as leave including extra-ordinary unless otherwise provided.
- b) “Competent Authority” means the authority empowered by the Executive Council to grant leave.
- c) “Earned Leave” means leave earned on the basis of actual service rendered including vacations.
- d) “Month” means a calendar month.
- e) “Leave Salary” means the monthly amount paid by the University to an employee who is on leave.
- f) “Family” means a University employee’s wife or husband, as the case may be, legitimate children and step-children residing with and wholly dependent upon him/her. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon him/her. Not more than one wife is included in a family for the purpose of this rule.

Note: The term “Family” however does not include an adopted mother, step mother and such other adventitious dependants. The term “legitimate children” includes children adopted under the Hindu Law.

- g) “Holiday” means a holiday prescribed or notified as such by the competent authority. This term does not include “local holidays” which may be granted at the discretion of the Vice-Chancellor.
- h) “Competent Medical Authority” means the Medical Officer of the Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan or a Government doctor of a gazetted rank or such other authority as may be approved by the Vice-Chancellor on the merits of each case. Provided that in the case of employees belonging to rural areas, where there is no Government/Municipal Dispensary or MBBS doctor, certificate from a Registered Medical Practitioner shall be accepted.
- i) “Vacation Department” is a department of a department to which regular vacations are permitted to be absent.
- j) “Pay” means the monthly pay drawn on the day before the leave commences.

k) "Half Pay" means half of the drawn on the day before the leave commences.

l) "Officer" means an officer of the Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan. Officers of the University shall be divided into the following Categories:-

Class-A (i) Professor, Principals, Readers, Lecturers etc. and any other member of the teaching staff recognized as Officer of class 'A' by the Executive Council.

ii) Registrar, Chief Accounts Officer, Director, Students Welfare, Librarian, Deputy Registrars, Assistant Registrars, Superintendents and any other member of the administrative staff recognized as Officer of Class 'A' by the Executive Council.

Class-B: Persons appointed in the pay band-II, the minimum Grade Pay of which is Rs. 3600/- or above per mensem and not included in Class 'A' above.

Class-C: Persons appointed in the pay band-I, the minimum Grade Pay of which is Rs. 1900/- or above and not included in Class 'A' and 'B' above excluding Daftries.

Class-D: All other employees of the University including Daftries.

3. Right of Leave:

a) Leave cannot be claimed as a matter of right. When the exigencies of service so demand leave of any description may be refused or revoked by the competent authority.

b) When an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases. The period from the date on which he starts to join his post may be treated as on duty but he shall draw leave salary only until he joins his post. In addition, he shall be entitled to traveling allowance to the headquarters. Leave should always be applied for and sanctioned before it is taken except in cases of emergency and or satisfactory reasons.

Unless otherwise specified in these rules and except in the case of casual or medical leave, all applications for leave should be made at least 14 days or 7 days before the date from which the leave is applied for, accordingly as the period of leave exceeds or does not exceed seven days.

4. Leave shall not be granted to an employee:

a) who is dismissed, removed or compulsorily retired from the University service by a competent authority.

b) who is under suspension.

5. Commencement and termination of leave:

i) Leave begins from the date on which it is actually availed of and ends on the day preceding on which duty is resumed.

ii) Sundays, or other holidays (except vacations) may be prefixed as well as suffixed to leave.

Note: Teachers are normally expected to be present on the first and last working day of each term, however, in special circumstances any kind of leave except casual leave may be prefixed or suffixed to vacation/break/recess with the permission of the Vice-Chancellor.

6. 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.
- b) No University employee who has been granted leave on medical certificate shall be allowed to return to duty without his first producing a medical certificate of fitness in such a manner and from such persons as may be prescribed. The authority competent to grant leave may at its discretion waive off the production of medical certificate in case of an application for leave is for a period not exceeding 3 days at a time on medical ground. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical ground.

7. Absence from duty:

- i) An employee who remains absent after expiry of his leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority.
- ii) **Willful absence from duty for more than a week may involve forfeiture of appointment. The employee may not be allowed to resume the duties while the case to declare his office as vacant is under process, without prior permission of the Vice-Chancellor.**
- iii) When an employee does not resume duty, after remaining on leave for a continuous period of five years, he shall be deemed to have resigned and shall accordingly cease to be in the University service.

8. Conversion of one kind of leave into another kind:

- i) At the request of an employee, the sanctioning authority may convert any kind of leave including extra-ordinary leave retrospectively into a leave of different kind which was due and admissible to him at the time when leave was granted, but he cannot claim such conversion as a matter of right.
- ii) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him in excess shall be recovered and any arrears due to him shall be paid.

9. Temporary service followed by confirmation:

Continuous temporary service followed by permanent service without any break shall be treated as permanent service for the purpose of computation of leave.

10. Leave to persons appointed on probation:

A person appointed on probation shall, during the period of probation, be treated, for purpose of leave, as a temporary employee. However, if a person in the permanent service of the University is appointed on probation to a higher post he shall not, during the probation, be deprived of the benefit of leave rules applicable to his permanent post.

11. Grant of increment during leave:

If the increment falls during leave other than casual leave, the effect of increase of pay shall be given from the date the employee resumes duty without prejudice to normal date of increment.

12. The following kinds of leave would be admissible to the members of the teaching staff:-

1. Casual leave
2. Special Casual Leave
3. Earned Leave
4. Half Pay Leave
5. Commuted Leave
6. Maternity Leave
7. Leave for anti-rabic treatment
8. Quarantine Leave
9. Hospital Leave
10. Leave not due
11. Extraordinary Leave
12. Duty Leave (Academic leave has been clubbed with Duty Leave)
13. Study Leave
14. Sabbatical Leave
15. Child Adoption Leave

The following kinds of leave would be admissible to the members of the non-teaching staff:-

1. Casual leave
2. Special Casual Leave
3. Earned Leave
4. Half Pay Leave
5. Commuted Leave
6. Maternity Leave
7. Leave for anti-rabic treatment
8. Quarantine Leave
9. Hospital Leave
10. Leave not due
11. Extraordinary Leave
12. Duty Leave
13. Compensatory Leave
14. Child Adoption Leave

1. Casual Leave

(a) The amount of casual leave to the Teaching and Non-teaching employees shall be admissible as under on the pattern of State Govt. employees:-

i) to employees with 10 years service or less	10 days in a calendar year
ii) to employees with more than 10 year service but less than 20 years service	15 days in a calendar year
iii) to employees over 20 years of service	20 days in a calendar year

Provided that female employees may be granted 20 days casual leave in one calendar year.

Provided further that in the case of employees joining/leaving the University service during the course of a year, it shall be granted as under:

1. On joining during the first quarter Full
 Or leaving during the fourth quarter
2. On joining during the second quarter $\frac{3}{4}^{\text{th}}$
 Or leaving during the third quarter
3. On joining during the third quarter $\frac{1}{2}$ (half)
 Or leaving during the second quarter
4. On joining during the fourth quarter $\frac{1}{4}^{\text{th}}$
 Or leaving during the first quarter

b) Casual leave shall not be combined with any other kind of leave (except special casual leave). It may be combined with holidays including Sundays but the total period of absence at one time shall not exceed 10 days. Sundays and holidays falling within the period of casual leave are not counted towards the casual leave. But in reckoning the period of 10 days one Sunday either at the beginning or at the end of the leave may be excluded but other holidays included.

c) Casual leave can not be carried over to the next year.

d) An employee on casual leave is not treated as absent from duty and his pay is not intermitted

2. Special Casual Leave

In addition to casual leave special casual leave to the extent mentioned below may be granted. :

(a) to undergo to sterilization operation (Vasectomy or Salpingectomy) under Family Welfare Programme after having two children. Leave in this case shall be restricted to six working days.

(b) To a female employee who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

c) Special Casual Leave can neither be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or the vacation.

3. Earned Leave

a) Earned leave admissible to a permanent non-vacational employee

(including class 'D') is :

- i) 1/24th of the period spent on duty, during the first 10 years of the service.
- ii) 1/18th of the period spent on duty, during the next 10 years of his service; and 1/12th of the period spent on duty, thereafter.

Accumulation of earned leave shall be permissible to any extent, on the pattern of State Government.

- b) The maximum earned leave that may be sanctioned at a time shall not exceed 120 days.
- c) The above rules also apply to a person not in permanent employment.
- d) The University employees may be granted cash payment in lieu of unutilized Earned Leave at their credit at the time of retirement on superannuation on the following conditions:

- i) the payment of each employee equivalent of leave salary shall be limited to a maximum of 300 days.

- ii) The cash payment equivalent to leave salary as admissible, shall become payable on retirement and shall be paid in one lump sum settlement.

- iii) Cash payment under this order shall, subject to (iv) below, be equal to leave salary at the rates in force on the date of retirement. No city compensatory and/ or house rent allowance shall be payable.

- iv) The authority competent to grant leave shall issue order granting cash payment equivalent to Earned Leave at the credit of an employee on the date of his retirement.

- v) The University employees seeking voluntary premature retirement shall also be granted cash payment in lieu of their un-utilized Earned Leave on the date of their retirement. This will, however, not be applicable to those employees, who are compulsorily retired prematurely by the University.

- vi) A University employee, already on leave preparatory to retirement, who has been allowed to return to duty, shall also be entitled to this benefit on the date of retirement.

- vii) Before sanctioning the leave preparatory to retirement of 300 days, it may be certified that the employee did not avail of any portion of leave preparatory to retirement of 300 days before the date of his retirement.

- e) The non-teaching employees excluding non-teaching ministerial staff (Assistants., Steno typists, Clerks, Peons, Sweepers etc.) working in the University Teaching Departments, Maintained Colleges/Institutions shall be entitled to the following leave provided that they shall observe the working hours and holidays of the University Teaching Departments Maintained Colleges/Institutions:

- i) Summer Vacation.....Half

- ii) Winter BreakHalf

- iii) Autumn BreakHalf

The date shall be fixed by the Head of the Concerned Department. If an employee is not permitted under order of the Vice-Chancellor to be absent during the above period of summer vacation, he may, in lieu thereof, be given credit of earned leave on full average pay for such period not exceeding one

month per year as may be determined by the competent authority. Such leave shall accumulate to the extent of four months.

(The ministerial staff working in the University Teaching Departments/Maintained Colleges/University Library shall be treated at par with those working in the administrative block in the matter of Leave regulations).

iv) Earned Leave on full pay equivalent to 10 days in a year shall be allowed to be accumulated up to the extent to which it is allowed in the case of employee working in non-vacation departments but shall be granted only subject to a maximum of 120 days at a time.

Earned Leave admissible to a teacher in permanent employment shall be:

a) Five days for every completed year of actual service including vacation and proportionately for less than one year of service.

b) i) For the purpose of computation of period of actual service all periods of leave except casual leave, special casual leave, academic leave and duty leave shall be excluded.

ii) Earned Leave at the credit of a teacher shall accumulate to any extent on the pattern of State Government. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days.

4. Half Pay Leave.

Half Pay Leave may be granted to permanent employees for 20 days for each completed year of service. Half pay leave may be granted to an employee on medical certificate or on private affairs. No half pay leave may be granted to a temporary employee except on medical certificate and that too only if the authority competent to sanction leave has reason to believe that employee shall return to duty on the expiry of leave.

A permanent teacher may be granted 10 days earned leave on full pay in lieu of 20 days half pay leave.

5. Commuted Leave

Commuted leave on full pay not exceeding half the amount of 'half pay leave' may be granted on medical certificate only to an employee in permanent employment subject to the following conditions:

a) Commuted leave during the entire service shall be limited to a maximum of 240 days.

b) When commuted leave is granted, twice the amount of such leave shall be debited to the half pay leave account.

c) No commuted leave may be granted under the provision unless the authority competent to sanction leave has reason to believe that the employee shall return to duty on its expiry.

d) Where an employee who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without rejoining the 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 employee for further service or in the event of his death.

6. Maternity Leave:

- i) Maternity leave upto two living children may be granted by the competent authority to a women employee on full pay for six months.
- ii) No maternity leave shall be allowed on the birth of third living children and in such cases, leave of kind due shall be allowed.
- iii) Female employee who has already two living children before her entry into University service is not entitled to the benefit of maternity leave. In such cases also, the leave of the kind due may be granted.
- iv) Maternity leave shall not be debited to the leave account.

Note 1. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the leave, applied for, does not exceed 6 weeks and the application is supported by a medical certificate.

2. Female employees having two or more children shall not be entitled to avail the benefit of maternity leave in case of miscarriage including abortion.

7. Leave for Anti-Rabic Treatment:

Leave for anti-rabic treatment may be granted by competent authority for maximum period of one month, on production of a certificate from the medical or Public Health Officer. The employee shall be considered on duty and shall draw his usual salary. Any leave in excess of this period shall be treated as leave of the kind due.

8. Quarantine Leave:

If an employee or any member of his family, living with him is suffering from any infectious disease such as small pox, cholera, plague, etc. quarantine leave may be granted by the competent authority to the employee up to a limit of one month on production of a certificate form the University Medical Officer or Municipal Medical Officer or Health Officer or the Chief Medical Officer of the District. The employee shall be considered on duty and shall draw his usual salary. Any leave in excess of this period shall be treated as leave of the kind due.

9. Hospital Leave:

- i) Hospital leave may be granted to an employee, whether permanent or temporary for medical treatment for injury if such is directly due to risks incurred in the course of official duty. This leave shall be available to such employees only whose duties expose them to such injury.
- ii) Hospital leave may be granted on full pay or half pay as the Executive Council may consider necessary.

- iii) The amount of hospital leave is limited to 3 months in any period of 3 years.
- iv) Hospital leave may be combined with any other leave subject to the limit of total period of 180 days. Hospital leave shall not be debited to the leave account of the employee concerned.

10. Leave not due:

Leave not due may be granted to a permanent employee on production of medical certificate or otherwise by the Executive Council on full pay up to maximum of 180 days during the entire period of service.

Note: The leave 'not due' is intended to be regarded as an advance of leave when the employee's leave account shows nil/debit balance and its grant should, therefore, be limited to the amount which shall be earned by the subsequent duty. The leave 'not due' may in no case be granted unless the sanctioning authority is satisfied that, as far as can be reasonably foreseen, the employee shall return to duty and earn it. Such leave shall be debited against the half pay leave which the employee may earn subsequently.

An employee to whom leave 'not due' is granted shall not be permitted to tender his resignation from the service so long as the debit balance in his leave accounts is wiped off by active service or he refunds amount paid to him as salary for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health incapacitating the employee for further service refund of leave salary for the period of leave still to be earned may be waived off by the Executive Council. Provided further that the Executive Council may, in any other exceptional cases, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

11. Extra ordinary Leave:

- i) An employee (whether permanent or temporary) may be granted extraordinary leave by the competent authority:
 - a) when no other leave is admissible; or
 - b) when other leave is admissible, the employee applies in writing for the extra-ordinary leave for any special reason.
- ii) Extra-ordinary leave shall be without pay and allowances. However, House Rent Allowance shall be admissible for a period not exceeding first four months at the rate at which an employee was drawing before proceeding on such leave provided he has not been in employment elsewhere during that period. The leave shall not ordinarily exceed one year at a time.

Extra-ordinary leave shall not count for increment, except in the following cases:-

- a) The sanctioning authority is satisfied that such leave was taken by an employee on account of illness or for any other cause beyond his control provided that the employee has not other kind of leave to his credit;
- b) Leave is granted for the purpose of higher studies and research; and

c) Leave is granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for administrative or technical or academic work of importance. Provided that the maximum total period for which such leave is granted shall not ordinarily, exceed three years and in exceptional cases such leave may be extended so that the total period of leave, during the whole tenure of service of an employee does not exceed five years. Provided further that the benefit of increment for a period upto three years of extra-ordinary leave may be allowed for accepting such assignments and for the purpose of higher studies and research anywhere in India or abroad.

The word 'Invitation' of the above rule may include both a direct offer sent by the host institution and any offer received in response to an application or bio-data sent by the employees through the University to any Institution in India or abroad.

Extension would be permitted only in rare and exceptional cases, subject to the satisfaction of the Vice-Chancellor.

12. * DUTY LEAVE

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

a. Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;

b. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor, working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;

c. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body;

d. For performing any other duty for the university;

i. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

ii. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

iii. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

iv. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

13. *STUDY LEAVE (with Pay): . Study leave may be granted to the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S after a minimum of three years of continuous service, to pursue a special line of study or

research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.

ii. Subject to the terms contained in this Clause 8.2, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and universities, so that a teacher and other cadres

* Reproduced from UGC & MHRD Regulations received from the State Govt. vide Memo No. KW-7/18-2009C-IV(3) dated 21.07.2011

entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council/Syndicate may, in the special circumstances of a case, waive the condition of two years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided;

a. the person is a teacher on the date of the application;

b. there is no break in service, and

c. the leave is requested for undertaking the Ph.D. research work.

iv. 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.

v. 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.

vi. Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.

vii. No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty

immediately on the conclusion of such course of study, unless a prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.

viii) Subject to the provisions of sub-clause (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.

ix.) the amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded shall not preclude his/her being granted study leave with pay and allowances but the scholarship, etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, 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. A teacher, who is selected to a higher post during study leave, shall be placed in that position and get the higher scale only after joining the post.

xi) 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. No teacher shall however, be eligible to receive arrears of increments.

xii) 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.

xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

i) A teacher availing himself/herself of study leave shall 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 on expiry of the study leave.

ii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Registrar or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (i) above.

iii) the teacher shall 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. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

14. *SABBATICAL LEAVE:

i) Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

ii). The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

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

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

vi) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

15. Child Care Leave:

For the time being E.C. decision taken vide Resolution No. 17 in its 21st Meeting dated 17.06.2010 shall prevail.

16. Child Adoption Leave:-

(1) A female University employee with fewer than two surviving children, on valid adoption of a child below the age of one year may be granted Child Adoption Leave for a period of 180 days immediately after the date of valid adoption.

* Reproduced from UGC & MHRD Regulations received from the State Govt. vide Memo No. KW-7/18-2009C-IV(3) dated 21.07.2011

- (2) Leave salary during child adoption leave shall be as in the case of Earned Leave.
- (3) Child Adoption Leave can be combined with other leave.
- (4) No separate account is maintained for Child Adoption Leave. Only a note is made in the remarks column of the leave account in red ink.

17. Compensatory Leave in Lieu of Vacations

1. Teachers will not be given any benefit of Earned Leave/ Compensatory Leave for performing duties during vacations except the following:-

The Chairpersons of the University Teaching Departments/ Principals of colleges maintained by the University/ Dean Academic Affairs/ Dean of Faculties/Director Academic Staff College be granted Earned Leave in lieu of work done by them during vacation viz. Summer, Winter and Autumn on Govt. Pattern as under who have not availed full vacations:-

- | | | |
|-------|--|---------|
| (i) | To an employee with 10 years service or less | 15 days |
| (ii) | To an employee with more than 10 years service | |
| | But not exceeding 20 years service | 20 days |
| (iii) | To an employee over 20 years of service | 30 days |

2. The teachers of University Teaching Departments/ Maintained Colleges who are not covered under the above Clause and are detained during vacations for University work, other than the University examination work, with the written sanction of the Vice-Chancellor, may also be given benefit of the Earned Leave proportionately.

3. All non-teaching employees working in various University Teaching Departments/ University Maintained Colleges will be treated as non-vacation staff.

4. A member of the non-teaching staff not above the rank of Assistant shall be entitled to compensatory leave for the number of days he is required to attend office under the written order of the Registrar/Head of the Department on Sundays or other holidays for a period not less than half day unless it is imposed on him as penalty or he is required to clear arrears for which he is personally responsible. The compensatory leave shall be availed within six months from the date of its entitlement/ it being earned.

18. Grant of Leave beyond the date of Retirement:

No leave shall be granted beyond the date on which an employee is due to retire, provided that an employee may be granted cash payment in lieu of unutilized Earned Leave at his credit at the time of retirement on superannuation on the following conditions:-

- a) The payment of each employee equivalent of leave salary shall be limited to a maximum of 300 days.

b) The cash equivalent of leave as admissible shall become payable on retirement and shall be paid in one lump-sum as a one time settlement.

c) Cash payment under this order shall, subject to (d) below be equal to leave salary at the rates in force on the date of retirement.

No city compensatory and/or house rent allowance shall be payable.

d) The authority competent to grant leave shall issue order granting cash equivalent of earned leave at the credit of an employee on the date of his retirement.

e) A University employee already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to this benefit on the date of retirement.

f) This shall not apply to cases of pre-mature retirement of persons who are compulsorily retired.

g) In case an employee 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 leave salary for 300 days, shall be paid to his family.

h) This benefit shall also be admissible to persons appointed after superannuation for fixed term or on temporary basis subject to the condition that the maximum benefit of leave encashment in all these cases (service rendered up to superannuation as also the tenure appointment) combined together should not exceed 300 days.

19. Physical fitness for Efficient Discharge of Duties:

The appointing authority shall have power to require an University employee to appear before a Medical Board to test his physical fitness for the efficient discharge of the duties of his post, whenever it has reason to believe that University employee is not physically fit to carry out his duties satisfactorily. The University employee concerned shall, however, have a right of appeal to an appellate Medical Board, against the decision of the first Medical Board.

20. General

i) a leave account shall be maintained by the Head of the Institution or the officer concerned in the case of every employee of the University.

ii) a University employee, who is dismissed or removed from service, if reinstated, is entitled to count his former service for leave.

iii) an employee, on leave, may not take up any service or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.

iv) Every University employee, proceeding on leave, must record on his application for leave, the address at which the letters shall find him during leave, Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority.

AUTHORITIES COMPETENT TO GRANT CASUAL LEAVE

Sr. No.	Category of officials whom leave is to be sanctioned	Authority empowered to sanction leave	Extent of power to sanction leave
1	2	3	4
1.	Registrar, Deans, Professors Principals, Head of the Departments, Librarian Controller of Examination Resident Medical Officer and University Engineer	Vice-Chancellor	Full powers
2.	Associate Professor/ Reader (not working as Head Of the Department) Dy./Assistant Registrar Sports Officers, Medical Officer, Asstt. Professor/ Lecturers, Instructors, Demonstrators, Research Assistant/Scholars, Assistant Librarian, Public Relations Officer Director-Youth Welfare Manager, University Press	Head of the Department/ Registrar/Officer Concerned	Full Powers
3.	Non-Teaching staff other than in the University office	Principal/Head of the Department concerned/ Librarian/Resident Medical Officer/University Engineer/ Sports Officer	Full Powers
4.	University Office Establishment	Branch Officer	Full powers

Appendix-II

DELEGATION OF POWERS TO GRANT LEAVE OTHER THAN CASUAL LEAVE

Sr. No.	Kind of leave	Competent Authority	Extent
1. Study leave:			
	Study leave (with pay) Sabbatical leave	Executive Council	Full
2. Leave of any other kind to the Deans, Heads of the Departments/offices/Registrar/Librarian/Teachers in the Departments/Principal of the University College.			
i)	Extra ordinary leave (without pay)	a) Vice-Chancellor	Upto 30 days
		b) Executive Council	Full
ii)	Half pay leave/commuted leave/Maternity leave/Quarantine leave/leave for Anti-Rabic treatment/leave not due/ Academic leave/earned leave	Vice-Chancellor	Full
3.	Earned leave to the Heads Of offices such as Sports, Executive Engineer, Directorate Youth Welfare etc.	Registrar	Upto 30 days
4. Leave of any other kind of the Class 'A' Officer, viz. Superintendent and above level of Superintendents.			
i)	Extra ordinary leave (without pay)	a) Vice-Chancellor	Upto 10 days
		b) *Executive Council	Full
ii)	Half pay leave/commuted leave/Maternity leave/Quarantine leave/leave for Anti-Rabic treatment/leave not due	Registrar	Full powers (in case of Asstt. Registrar and above and Equivalent posts)
iii)	Earned leave upto 30 days	Heads of Depts./ Offices/Branch Officers	Full
iv)	Earned Leave beyond 30 days	Registrar	Full
v)	Commuted leave to the Supdt. and equivalent	Officer Controlling the Estt. Branch	Full
5. Leave of any other kind to the officials below the level of Superintendent			
a)	Extra ordinary leave (without pay/Half Pay leave/commuted Leave/Maternity leave Quarantine leave/leave For Anti-Rabic treatment/ Academic leave/leave not due	Officer controlling the Estt. Branch	Full
b)	Earned leave	Head of the Department/ Office/Branch Officer	Full

Chapter-XIII

WRITING OF ANNUAL CONFIDENTIAL REPORTS OF THE NON-TEACHING EMPLOYEES

The Annual Confidential Reports on the work and conduct of the following officials shall be initiated by the Branch Superintendents:

1. Clerks
2. Assistants
3. Steno-typists (working for superintendents)
4. Class IV Employees

After the Branch Superintendent has written the report, the Branch Officer concerned shall record his impressions on the work and conduct of the above mentioned officials on the reports, so written by the Branch Superintendent. After the Branch Officer has recorded his impressions, Registrar shall be the final accepting authority in the case of the aforesaid functionaries working in the Registrar's Office.

Annual Confidential Reports on the work and conduct of similar officials, working in the Teaching Departments/Colleges/Institutes/other Officers, shall be written by the Head of Teaching Departments/College/Institutes/other officers. A duplicate copy of the report, so written, shall be sent by them confidentially to the Registrar, by name, for record in his office.

In the case of the University maintained Colleges, however, Annual Confidential Reports on the work and conduct of similar classes of employees shall be written by the Principal, who shall forward a duplicate copy each of the reports, so written, to the Registrar, by name, confidentially for record in her office.

Annual Confidential Reports on the work and conduct of Branch Superintendents shall be written by the Branch Officers concerned. The Registrar shall be the final Accepting Authority in their cases.

In the case of Branch Officers, the Annual Confidential Reports shall be initially written by the Deputy Registrar/Chief Account Officer. Thereafter, the Registrar shall record her impression. However, in the absence of the Deputy Registrar or the Chief Account Officer, the Registrar shall write their reports. Final, accepting authority in their cases shall be the Vice-Chancellor.

In the case of Technical Staff (other than the Teaching Staff) working in various Teaching Departments/Colleges/Institutes/other offices, the Annual Confidential Reports shall be initiated by the respective Heads of the Departments/Colleges/ Institutes/other offices, who shall forward a duplicate copy of the report, so written, to the Registrar, by name, confidential for record in her office.

In the case of Registrar/Heads of the Non-Teaching Departments, the reports shall be written by the Vice-Chancellor.

The Annual Confidential Reports on the work and conduct of the Stenographers/ Personal Assistants shall be written by the respective officers for whom they are working.

In the case of the Stenographer, working in the Registrar's office, the Registrar shall be the final accepting authority except in the case of Stenographers/Personal Assistant to the Vice-Chancellor.

In the case of the Steno-typists/Stenographers working in Teaching Departments/Colleges/Institutes/others offices, a duplicate copy each of the reports, so written, shall be forwarded by the heads of the Departments/Colleges/Institutes/other offices, to the Registrar, by name, confidentially for record in her office.

No Reporting Officer shall record his remarks in the Confidential Report of an official, working under him, unless he has seen his work and conduct for at least three months. If the official has served under the Reporting Officer for less than three months, the officer (s) under whom he has previously served for at least three months shall write the report.

An officer may, if he had not done so previously within six months, record remarks for the confidential files of officials, subordinate to him, within six months of his relinquishing the charge of his post or office, as the case may be.

If an Officer wishes to record his remarks either on account of his own transfer or because of the transfer of the subordinate in the middle of the year there is no objection to his doing so and he may be supplied with blank forms (Appendix) for the purpose if he asks for them.

The remarks of the highest authority shall supersede the remarks of the subordinate officers, and for purpose of communication, the remarks of the highest authority alone shall be taken into consideration. Adverse remarks, if any, shall be promptly communicated to the employee concerned and shall indicate, in suitable language, the nature of the defects in question.

An official may, within fourteen days of the receipt of the communication conveying the adverse remarks, ask for material on which these remarks were based. This material shall be supplied to him from the Registrar's office. He/ she may make a representation to the Vice-Chancellor against the adverse remarks. If no application is received for the supply of the materials or if no representation is made, within the prescribed period, after the materials have been supplied to him, it shall be assumed that the official accepts the remarks.

The Vice-Chancellor may, if satisfied after inviting the comments of the Reporting Officers (s) concerned on the representation submitted by an official expunge the adverse remarks represented against. Her decision shall be final.

Besides the confidential reports on the work and conduct of an official, copies of documents/communications, specified below, shall be placed on the personal files.

a) All orders, imposing any of the penalties, prescribed, under the BPSM University Punishment and Appeal Rules.

b) All communications conveying adverse remarks.

c) Letters of appreciation which deal with the outstanding nature of performance of an employee on an over all assessment of his work and conduct during the year.

A Reporting Officer when related to the official, to be reported upon shall always record the fact of his relationship on the report.

The personal files of all University employees shall remain in the custody of the Registrar except that the personal file of the Registrar shall be maintained by the Vice-Chancellor.

The Registrar shall receive Annual Confidential Reports and convey adverse remarks, contained therein, in respect of the University employees whose personal files are maintained by her.

Note: Over all grading of each report shall be as under:-

Outstanding/Excellent	Very Good	Good	Average
A+	A	B+	B
Below Average C			

Note: 'Average' and below Average shall be treated as 'Adverse' and this shall be conveyed to the official concerned as 'Adverse Remarks'.

**PROFORMA FOR ANNUAL CONFIDENTIAL REPORT ON THE WORK AND
CONDUCT OF NON-TEACHING STAFF FOR THE YEAR**

Period from.....to

Reporting Officer shall fill this form carefully. Any Special remarks for which a place cannot be found, or which are required to be made before next year's report is filled, can be entered on the back of the form.

1. Name
2. Designation
3. Scale of Pay
4. Actual Pay
5. Industry
6. Handwriting and neatness
7. Punctuality and regularity
8. Reputation for Honesty
9. Capacity for Work and Intelligence
10. Acquaintance with Rules and Orders
11. Knowledge and Skill in dealing with Accounts Matters
12. Quickness in disposal of business
13. Proficiency in Typewriting and Shorthand
14. Capacity for working with others
15. Power of Management and Control
16. Skill in noting and drafting
17. Professional training during the period of the report
18. Additional academic qualification earned during the period
19. Defects, if any, pointed out:
 - i) orally
 - ii) in writing
20. Whether the office/official remains at his Headquarter after office hours and during holidays or not
21. Fitness for promotion
22. General remarks, if any, of the Reporting Authority
23. *Overall assessment/grading
24. Signatures and date of Reporting Officer with designation
25. Signatures and date of Second Reporting Officer with designation
26. Signatures and date of third Reporting Officer, if any, with designation

Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan, Sonipat
Proforma for Annual Confidential Report on the Work & Conduct of
Class IV Employees for the year

Period from.....to.....

Note: Reporting Officer shall fill this form carefully. Any special remarks for which a place cannot be found or which are required to be made before the next year's report is filled, can be recorded on the back of this form.

1. Name.....
2. Designation.....
3. Scale of Pay.....
4. Capacity for work.....
5. Responsibility towards duties.....
6. Amenability to discipline.....
7. Reputation for honesty.....
8. Punctuality & Regularity.....
9. Capacity for working with others.....
10. Defect if any pointed out.....
 - i) Orally.....
 - ii) In Writing.....
11. Fitness for promotion.....
12. General remarks, if any, of the
Reporting Officer.....
.....
.....
.....
.....
13. Overall assessment/grading.....
(Excellent, very good, good)
Average/Below Average.....
14. Signatures and date of Reporting
Officer with designation.....

Countersigned

Signatures.....

Name & Designation.....

Note: 'Average' and 'Below Average' shall be treated as 'Adverse' and this shall be conveyed to the official concerned as 'Adverse Remarks'

Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan, Sonipat

Personal File No.....

(Yearly Personal Evaluation Proforma for staff working with the Horticulture Division of Engineering Cell)

Period of Evaluation:..... to

1. Name.....
2. Post/Designation.....
3. Grade/Scale of Pay.....
4. Experience
- a) Total Service.....
- b) In BPSM. University.....
- c) In the Present Position.....
5. Educational Qualification
(including trainings etc.)
6. Special significance of the period of evaluation,
If any (e.g. Probation year, Retirement year, Promotion year etc.)

Instructions to the Reporting Officer

Withstanding that you are an experienced Officer and Reporting on the performance of personnel's working with you and realizing that evaluation and reporting is a very serious effort having repercussions to superior-subordinate relationship and general work environment, you are expected to make an objective analysis on the work and conduct of the person being reported. In order to enhance objectivity, a 5 points rating scale * is being introduced for various traits, qualities and characteristics. Please tick mark (✓) on a point which you deem fit or typical of the personnel under evaluation. In order to avoid set rating, the order of ratings has been randomly changed. If you feel that an extreme rating is appropriate, whether positive or negative, make it sure that documentary proof are available with you, such as warnings or recommendations issued at specific time and context. Verbal (oral) advice or suggestions should not be kept in mind.

If you feel that a particular job aspect is not relevant, please mark it "NA", and then make a total of all the applicable ratings page wise. In the last add up all the obtained ratings and get it converted to percent ratio.

a. Conduct and General Behaviour/Abilities

1. Strength of character	1	2	3	4	5
2. Insight	5	4	3	2	1
3. Social Skill (to get along others)	1	2	3	4	5
4. Control or influence in interaction	1	2	3	4	5

With subordinates

5. Initiation for responsibility	5	4	3	2	1
6. Leadership	1	2	3	4	5
7. Motivation of excellence	5	4	3	2	1

B. Performance Criteria

1. Soil testing	1	2	3	4	5
2. Soil preparation	5	4	3	2	1
3. Knowledge of plants (Horticulture)	1	2	3	4	5
4. Knowledge of fertilizers, manure etc.	5	4	3	2	1
5. Plant breeding	5	4	3	2	1
6. Grass Lying	1	2	3	4	5
7. Knowledge of Insecticides	1	2	3	4	5
8. Floriculture	1	2	3	4	5
9. Environmental awareness and	1	2	3	4	5

Conservation

No. of items checked:

Sum of ratings (Page total)

C. General health	5 :	4 :	3 :	2 :	1
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(Fitness for work)

D. Attendance Criteria

(Please rate on the basis of office records taking into consideration leaves availed, causation of leaves, over stay, off job bouts, stay at headquarter etc.)

5 : 4 : 3 : 2 : 1

E Critical Incident

(Please make a note of any significant +ve or –ve incident below, if any. If the reportable incident is here, make a bonus of 10 rating points. If there is reportable –ve event then make a penalty of -10 points. Keep in mind some gross intentional error, act of doubtful integrity, some award, some innovation, some extra ordinary achievement etc.

-10, 0 +10

Global Proficiency Score: (Overall assessment)

Obtained Sum ratings x100=

Maximum Possible

(No. of ratings checked x5)

Grade:

Below Average	Average	Good	Very Good	Outstanding
0 10 20 25	30 40 50	60 70 75	80 85	90 100

Signature of Reporting Officer

Remarks of the Reviewing Authority

a) Endorsed yes/no.

b) Agreement with observations

(Use separate sheet, if required)

c) Do not agree with remarks

(Use separate sheet, if required)

Signature

Accepting Authority

Remarks

Countersignature

Final Scale/Grade out of 100:-

0-25: Below Average

76-85 : Very Good

26-50: Average

86-100: Outstanding

51-75: Good

Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan, Sonipat

Personal File No.

Yearly Personnel Evaluation Proforma

Technical staff working with the Engineering Branch.

Period of Evaluation: to

1. Name.....
2. Post/Designation.....
3. Grade/Scale of Pay.....
4. Experience (years).....
 - a) Total Service.....
 - b) In BPSM. University.....
 - c) In the Present Position.....
5. Educational Qualifications Including trainings etc.
6. Special significance of the period of evaluation, If any e.g. Probation year, Retirement year, Promotion year etc.

Instructions to the Reporting Officer

Withstanding that you are an experienced Officer and Reporting on the performance of personnel's working with you. Realizing that evaluation and reporting is a very serious effort having repercussions to superior-subordinate relationship and general work environment. In order to enhance objectivity, a 5 points rating scale * is being introduced for various traits, qualities and characteristics. Please tick mark (✓) on a point which you deem fit or typical of the personnel under evaluation. In order to avoid set ratings, the order of ratings has been randomly changed. If you feel that an extreme rating is appropriate, whether positive or negative, make it sure that documentary proof are available with you, such written warnings or recommendations have been issued at specific time and context. Verbal (oral) advice or suggestions should not be kept in mind.

If you feel that a particular job aspect is not relevant, please mark it "NA", then make a total of all the applicable ratings page wise. In the last add up all the obtained ratings and get it converted to percent ratio.

a. Conduct and General Behaviour/Abilities

1. Strength of character	1	2	3	4	5
2. Insight	5	4	3	2	1
3. Social Skill (to get along others)	1	2	3	4	5
4. Control or influence in interaction	1	2	3	4	5

With subordinates

5. Initiation for responsibility	5	4	3	2	1
6. Leadership	1	2	3	4	5
7. Motivation of excellence	5	4	3	2	1

B. Performance Criteria

(Keep in mind speed, accuracy, neatness, economy etc.)

1. Surveying	1	2	3	4	5
2. Leveling	5	4	3	2	1
3. Drawing	1	2	3	4	5
4. Tracing	1	2	3	4	5
5. Estimation	1	2	3	4	5
6. Administration	5	4	3	2	1
7. Accounting	1	2	3	4	5
8. Stock Maintenance	5	4	3	2	1
9. Designing	1	2	3	4	5
10. Modeling (Architectural)	5	4	3	2	1
11. Measurement and Billing	1	2	3	4	5
12. Map Presentation	5	4	3	2	1
13. Map Preservation	1	2	3	4	5
14. Tool & Instrument Handling	5	4	3	2	1
15. Knowledge of Machinery used in Civil works	1	2	3	4	5
16. Fault Localization	5	4	3	2	1
17. Repairing	1	2	3	4	5
18. Quality control procedure testing ability	1	2	3	4	5

No. of items checked:

Sum of ratings (Page total)

C. General health (Fitness for work)	5 :	4 :	3 :	2 :	1
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D. Attendance Criteria

(Please rate on the basis of office records taking into consideration leaves availed, causation of leaves, over stay, off job bouts, stay at headquarter etc.)

5 : 4 : 3 : 2 : 1

E Critical Incident

(Please make a note of any significant +ve or –ve incident below, if any. If the reportable incident is here, make a bonus of 10 rating points. If there is reportable –ve event then make a penalty of -10 points. Keep in mind some gross intentional error, act of doubtful integrity, some award, some innovation, some extra ordinary achievement etc.

-10, 0 +10

Global Proficiency Score: (Overall assessment)

Obtained Sum ratings x100=

Maximum Possible

(no. of ratings checked x5)

Grade:

Below Average	Average	Good	Very Good	Outstanding
0 10 20 25	30 40 50	60 70 75	80 85	90 100

Signatures of Reporting Officer

Remarks of the Reviewing Authority

a) Endorsed yes/no.

b) Agreement with observations

(Use separate sheet, if required)

c) Do not agree with remarks

(Use separate sheet, if required)

Signatures

Accepting Authority

Remarks

Countersignatures

Final Scale/Grade out of 100:-

0-25: Below Average

76-85 : Very Good

26-50: Average

86-100: Outstanding

51-75: Good

Chapter XIV

GRANT OF PERMISSION TO TEACHERS FOR APPEARING IN VARIOUS EXAMINATIONS

1. A whole time female teacher of the University who has put in at least two years service may be granted permission, if otherwise eligible, by the Vice-Chancellor to attend regular classes of BPS Mahila Vishwavidyalaya, Khanpur Kalan for any examination or to appear at any examination of BPS Mahila Vishwavidyalaya, Khanpur Kalan, provided that such permission shall be allowed only if the Vice-Chancellor, on the recommendation of the Chairperson of the Department, is satisfied that it would not interfere with the efficient discharge of the duties of the teacher concerned.

Further a whole time teacher of the University who has put in atleast two years service may be granted permission, if otherwise eligible, by the Vice-Chancellor to attend or to appear at any examination of any other University/Institution as a private candidate, provided that such permission shall be allowed only if the Vice-Chancellor, on the recommendation of the Chairperson of the Department, is satisfied that it would not interfere with the efficient discharge of the duties of the teacher concerned.

2. No whole time teacher shall be allowed to join as a regular student for a whole time course/programme except a Ph.D Degree/D.Sc. Degree/D.Ltt. Degree, unless she/he proceeds on long leave for the duration of the course/programme.
3. Application for the grant of permission under these Regulations must reach the Registrar, atleast two months before the beginning of the session in which admission is sought.
4. Leave shall be granted only for examination days.

Provided that the permission to teachers may be granted even before the completion of two years service to appear in Central/State Services examinations.

Chapter-XV

GRANT OF DEPARTMENTAL PERMISSION TO THE NON-TEACHING EMPLOYEES FOR APPEARING IN VARIOUS EXAMINATIONS

1. A whole-time permanent employee of the university, who has put in at least two years service, shall be granted departmental permission by the Registrar to attend regular classes after his/her office hours in the BPS Mahila Vishwavidyalaya or any other university as a private candidate, if otherwise eligible. Provided that such permission shall be allowed only if the Registrar is satisfied that it would not interfere with the efficient discharge of the duties of the person concerned.

Further, non-teaching employees, against whom disciplinary proceedings in the form of charge-sheet/enquiry are pending, may not be considered for departmental permission and such cases may be considered later on, if required, after the outcome of the departmental proceedings. If any of the major penalties is imposed, the concerned employee (s) shall not be considered for departmental permission for that particular year.

2. Every year, the university non-teaching employees seeking departmental permission to appear in various examinations of this university or other University/Boards shall be required to send their applications, by a specific date, in the month of June. Applications received late shall, ordinarily, not be entertained.

3. Applicants seeking departmental permission to appear as a private candidate or regular candidate after office hours, in various examinations, shall be required to send their applications specifically mentioning the name of the examination for which he/she wants to appear, the capacity in which he/she wishes to appear and the year when previously departmental permission, if any, was granted in the last examination.

4. The employees shall be placed in two broad categories i.e. technical and non-technical. Normally the departmental permission shall be granted up to 10% or fraction thereof the effective strength of employees in each category. However, to avoid hardship, departmental permission may be granted up to 15% in any particular categories, in special cases, by the Vice-Chancellor.

5. While giving permission due consideration shall normally be given to inter-se-seniority of the employees concerned.

6. Over and above the normal quota of 10% fixed, the employees who wish to seek admission to the regular classes held in the evenings for LLB course shall be permitted to join this course, provided the number of such employees does not exceed 10.

7. The employees who are granted permission under these rules for a continuous course/ class such as B.A. (three years), M.A. (Two years), LL.B etc. **are not required to apply afresh for the said course/ class, till its completion, provided they do not fail in an examination consecutively for**

two years., or the permission is withdrawn by the competent authority or the employee himself gives up the course.

8. A gap of at least one year shall invariably be given while granting permission to an employee who has passed any terminal examination, viz. Matriculation, 10+2, BA/B.Sc.,B.Com final year and MA/M.Sc./M.Com final year.

9. If the employees, who are granted departmental permission for higher studies, do not appear in their respective examinations during that very year, they shall not be considered for grant of departmental permission, irrespective of their turn as per seniority list, at least for a period of one more year.

10. The employees who want to take permission to pursue regular course on whole time basis will not be covered under these rules. They will be allowed permission only if they take leave for the entire duration of the course and will not be allowed to resume duties during this period unless they discontinue the course. The employee concerned may be allowed, to avail the kind of leave due to him/ her or the EOL if no other leave is due, to pursue the course.

11. The departmental permission granted shall, invariably be subject to the following conditions:-

i) That the official work of the employee shall not suffer as a result of the permission granted to him/her.

ii) That he/she shall be granted leave only for the days on which the examinations are actually held or a day earlier for each paper and no leave of any kind except casual leave or leave on medical grounds shall be granted.

12. Notwithstanding anything contained in these rules, the Vice-Chancellor may grant departmental permission to any non-teaching employee for pursuing any Diploma/Degree/PG Diploma in the subject of Distance Education from any Open University, even simultaneously with any other course.

Chapter-XVI

FORWARDING OF APPLICATIONS OF EMPLOYEES FOR OUTSIDE JOBS ETC.

- 1) A confirmed employee shall be permitted to apply for an outside job/scholarship/fellowship etc. but not more than three applications separately for outside job/scholarship/fellowship etc. shall be forwarded during a calendar year.
- 2) Applications to be got forwarded through proper channel by the University must reach the establishment Branch complete in all respects, atleast 10 days before the closing date. However the employees may send an advance copy of the same to the quarters concerned and this fact must be mentioned in the application meant for “through proper channel” which must be submitted to the University simultaneously.
3. As far as possible, a copy of the relevant advertisement should invariably be attached with the application desired to be got forwarded through proper channel.
4. In the event of a confirmed employee whose application has been forwarded through proper channel by the University, being selected he shall be granted such leave as may be decided by the University. But in the case of a person having been selected for an outside job, only extra-ordinary leave (without pay) shall be granted with permission to retain his lien for the period of such leave **or he will be asked to resign as per rules. The Vice-Chancellor shall decide each case on merit.**
5. Employees put on probation shall normally be refused permission for applying for outside job/fellowship/scholarship provided that the Vice-Chancellor may, in very special cases, grant permission to any employee belonging to this category also.
6. Person appointed on adhoc basis or on purely temporary basis may apply for an outside/job/scholarship/fellowship direct to the quarter concerned. In case he wished to get his application forwarded through proper channel, the University shall normally forward his application with the stipulation that in the event of selection, the person concerned shall have to resign his post in the University. In such cases the employee concerned shall have to give due notice, if any, prescribed or salary in lieu thereof.
- 7) Any violation of above rules shall be viewed seriously and the person concerned shall be liable for such disciplinary action as the University may deem suitable.
- 8) Forwarding of applications may be stopped in public interest.
- 9) **In case disciplinary proceedings are pending or contemplated against the employee concerned, his application for the outside job shall not be forwarded. Provided further that if the application has already been forwarded prior to the initiation of disciplinary proceedings, he shall not be relieved of his duties even after selection.**

Chapter-XVII

RE-EMPLOYMENT OF TEACHERS AFTER ATTAINING THE AGE OF SUPERANNUATION i.e. 60 YEARS

- (i) All whole-time teachers appointed by the University shall retire on attaining the age of 60 years. Retirement of the University Teachers/Principals may be fixed as the last day of the month in which the date of retirement falls. Provided that the Executive Council may, on the recommendation of the Vice-Chancellor, re-employ any teacher for a period not exceeding three years in the first instance followed by **further extensions on year to year basis upto the age of 68 years** if it is satisfied that such extension is in the interest of the University and provided further that such a teacher is medically fit. However, in very exceptional cases, the university can re-employ a retired teacher for five years in the first instance.
- ii) The re-employed teacher shall not be retained in service beyond the age of **68** years.
- iii) A teacher re-employed after superannuation, shall not be given any administrative responsibilities such as Chairperson of the Department etc.; provided that if there is no other Professor/Associate Professor in a department, a superannuated Professor /Associate Professor may be appointed as ***In-charge for day to day functioning of the department. In all such cases, the financial powers shall vest with the Dean of the concerned faculty.***
- iv) Re-employment should be given only to the teachers of outstanding merit and who have made a mark in their field of specialization as evidenced by research papers, monographs, books published, guidance of research etc.
- v) A teacher requesting for re-employment should enclose a self-assessment report with his application, highlighting his contributions during the preceding 10 years. This application should be made about six months prior to the date of superannuation, directly to the Vice-Chancellor, who shall place it before the Executive Council ***after getting the credentials duly evaluated by an advisory committee comprising atleast one outside expert and the Dean/Chairperson of the concerned department. The Vice-Chancellor shall be the Chairperson of the advisory committee. The above procedure shall also apply to the re-employment of Professors/Associate Professors from outside.***
- vi) Re-employment in the case of a Professor may be considered only if he/she has put in continuous service for atleast five years as a Professor in this University. Similarly, for re-employment of Associate Professors or Assistant Professors, one must have put in continuous service atleast for 10 years in this University.
- vii) The re-employed teacher shall get salary **as per Haryana Civil Services Rules as amended from time to time.**

Chapter-XVIII

RE-EMPLOYMENT OF NON-TEACHING EMPLOYEES AND FIXATION OF THEIR PAY

1. All whole time paid non-teaching employees shall retire on completing the age of sixty years, provided that the Executive Council may, on the recommendation of the Vice-Chancellor, re-employ any employee for **a period not exceeding five years**, if it is satisfied that such extension is in the interest of the University and provided further **that** he/ she shall not be granted extension of *more than* one year at a time, **till the age of sixty-five years**.
2. The Executive Council may, on the recommendation of the Vice-Chancellor, also appoint any superannuated person in the service of the University upto the age of sixty **five** years on contract basis. Provided that such an employee shall not be granted extension of *more than* one year at a time during his re-employment, till the age of sixty **five** years.
3. In the case of payment of salary to such re-employed persons, whereas the person covered in (1) above shall get **salary as per Haryana Civil Services Rules**; in the case of category (2) above, *the employee shall get salary at the rate of 50% of pay last drawn by him/her plus DA as admissible from time to time. In case such an employee was getting salary in the pre-revised scale, he/she shall be entitled to draw the pay in the corresponding revised scale.*

Chapter-XIX

REGISTRATION OF UNIVERSITY TEACHERS FOR FOREIGN ASSIGNMENTS

1. No teacher may be allowed to get himself/ herself registered for foreign assignments unless he/she has completed five years continuous service in the University/maintained college.
2. Ordinarily, no teachers shall be allowed to accept the foreign assignment for more than two years. However, in exceptional circumstances, the period can be extended for one year at a time, but in no case should the total period exceed five years in all.
3. Before accepting the assignment, a teacher shall have to execute a bond with the University for serving the University on return from abroad for the period equivalent to the leave availed by him on foreign assignment. In case such a teacher fails to serve for the required period in the University, he/she shall have to pay **an amount equal to the salary for the period falling short as mentioned in the agreement bond.** *Further, the teacher shall furnish an undertaking not to accept any paid assignment during his/her stay abroad other than the assignment for which he/she has been permitted by the University. The University shall not be liable for his/her personal security and the teacher shall have to abide by the law of the country that he visits. The University shall not be under obligation to reimburse any expenses incurred by the employee for litigation in any form during his/her visit abroad.*

Chapter-XX

FIXATION OF SENIORITY OF TEACHERS APPOINTED IN THE UNIVERSITY TEACHING DEPARTMENTS

1. If a teacher is **appointed** from a maintained college to a department of the University, his/her seniority in the University shall be counted from the date of **joining** in the department, irrespective of his/her length of service in the maintained college. For the purpose of confirmation, he/**she** shall be treated as a fresh recruit and shall have to undergo the probationary period like any other teacher of the University Teaching Department.

Provided that his/ her seniority in the combined seniority (Priority List) of the University for the purpose of grant of all kinds of loans, LTC, House Allotment etc. remains intact

2. **Seniority of the teachers in the University Teaching Departments** shall be determined by the date of joining of the teachers in the University Teaching Department. Provided that if two or more teachers are selected through the same selection committee their inter-se-seniority shall be determined by the order of merit indicated by the selection committee, irrespective of their dates of joining.

Further provided that when the Selection Committee does not indicate the order of merit, the inter-se-seniority shall be determined by the date of confirmation and when two such persons are confirmed on the same date, the older person shall be senior.

3. **The Seniority of the teacher in the faculty concerned shall be determined by the date of joining of the teacher in the department irrespective of his/her seniority in the selection panel/ Department.**
4. **Cadre wise seniority in the university shall be determined by the date of joining in the department irrespective of his/her seniority in the selection panel/ Department. Provided that if the date of joining of two or more teachers is the same, the older teacher shall be senior.**

5. **Inter-se seniority between the *direct recruit* and teachers promoted under CAS**

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the Central/State Government shall apply, for all other matters of seniority.

Chapter –XXI

PARTICIPATION IN SEMINARS/CONFERENCES/ WORKSHOPS ETC. BY TEACHERS OF UNIVERSITY TEACHING DEPARTMENTS/ MAINTAINED COLLEGES AND TRAVEL GRANT RULES

1. The confirmed teachers of the University Teaching Departments and its maintained colleges may be allowed to attend seminars/conferences/workshops etc. and be paid T.A. and delegation fee according to entitlement if the same has not been allowed by the hosting Institution/Organization. However, travel by own car/taxi shall be allowed as per State Govt. rules.
2. Only those teachers whose papers have been accepted for reading in the conference or who are the office bearers of Organization/ Society/Association which organizes conference /seminars/workshop may be allowed.
3. Such permission for attending the conference/seminar/workshop may be granted subject to the availability of funds.
4. Every application for attending a national conference must reach the office fifteen days before the date of journey and 30 days in case of international seminar, duly recommended by the Chairperson/Principal of the Dept/ College.
5. University employees when allowed T.A./D.A. to attend the conferences etc. may be treated on duty leave.
6. A teacher who has availed of this facility may be considered **again** for the same only after the expiry of 3 years in case of foreign seminars and conferences. **In case of National/ International Conference/Seminar in India, the case shall be considered again after a gap of one year.**
7. *The Daily Allowance may be paid, subject to availability of funds, for attending the seminars/conferences:*
 - a) *Where the hospitality, accommodation etc. are not provided free of cost by the host institution.*
 - b) *For journey period.*
8. The funds allotted for this purpose shall be apportioned on 50:50 basis to attend National and International Seminars/ Conferences.
9. *The teacher concerned is required to furnish an Attendance certificate along with the abstract of the paper presented on his/ return from the event.*
10. *The teacher concerned shall give an undertaking that he/ she has not availed the benefit of TA/DA/Hospitality/Local transport charges from any other source.*

Travel Grant Rules:

Eligibility for Travel Grant

- a. Those invited to attend international academic conferences/seminars/symposia/workshops. The level of the programme and the standing of the institution organizing the event should also be truly international/national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.
- b. Financial assistance may be provided in the following order of preference:-
 - i. Teachers delivering key-note addresses/plenary lectures.
 - ii. Those contributing a paper.
 - iii. Those invited to chair a session.
 - iv. Those invited to give Symposia/talks/invited lectures or invited to discuss arts.
- c. Under this scheme financial assistance to a person for international travel will be available once in 3 years on 100% basis.
- d. The Claim of Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minority candidates may be given preference while considering applications under the scheme.
- e. The travel grant **is not to be utilized** for Vice-Chancellor of the university and teachers of affiliated colleges for which a separate scheme exists with the UGC.

Procedure of applying for Travel Grant

An application for grant may be sent by teachers/officers concerned to the appropriate University authority through the head of the department at least 60 days before the date of the programme, in case of a programme abroad and 30 days in case of programmes in India along with the following documents.

- a) Three copies of the full text of documents/papers prepared by the teachers/officers for presentation at the international conferences/seminars/symposia/workshops. The details of a training programme, even if of short duration, should be supplied.
- b) Brief details of the organizers, title of the programme, place and duration of the conference, etc. in which the paper is proposed to be presented or participation is desired.
- c) A copy of the letter of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received, or a copy of the letter from the organizers inviting the teachers/officers to chair a session/section and mentioning details of the financial support offered, etc. should be enclosed.
- d) In case of seminars/ symposia/workshops/training programmes of short duration, the invitation or other relevant documents should be attached.

Pattern of Assistance

- a) The University may meet a percentage of the admissible expenditure mentioned for travel, airport tax, maintenance and registration charges for assistance out of **Unassigned Grant**, provided the

remaining expenses are met by the University from its own funds, or other sources acceptable to the University. Teachers may also be allowed to bear the balance of expenses from their own resources.

b) Persons selected for participation should travel by excursion/economy category tickets in sectors wherever applicable.

c) Daily Allowance may be paid at the rates admissible to the employees of Government of Haryana. In addition, the charges for accommodation shall be reimbursed on actual basis as per Government of Haryana orders.

d) Such Teachers/Officers who are selected for assistance may spend at least 2 weeks in the country where the programme is held and they should utilize the period, outside the programme days, for visiting institutions of their subject field. The work, and the detailed plan of such visits, should be submitted along with proposal of the University.

International Travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR, INSA and other Governmental agencies.

Teachers going under the International Collaboration Exchange Programme with INSA, CSIR, ICAR, MCI and other agencies, may be provided assistance to the extent of 50% of their travel expenses under this scheme. (The universities are advised not to provide remaining 50% of the travel expenses from their maintenance grant, as the same will not be reimbursed by the UGC). Other rules and conditions are the same as those governing the travel of teachers for attending programmes abroad as detailed under:

1.1) For this scheme, the financial assistance will be on the basis of following criteria.

Permanent Faculty Strength as on 1st April of the previous year	UGC support per year (Rs. in lakh)
Up to 50	3.00
51-100	5.00
101-300	8.00
Above 300	12.00

International travel grant to teachers and officers for attending training programmes, seminars and workshops.

The rules and conditions are the same as those governing the travel abroad of teachers under this Travel Grant Scheme. The University/its Selection Committee may consider the standing/international reputation of the organizer and decide each case on its merit.

Travel grant to teachers/research scholars/Registrars and equivalent positions, Librarians, Physical Education Directors for visiting centers of research or to attend academic conferences/seminars/symposia/workshops/training programmes within India.

The teachers, scholars and officers mentioned above be permitted to avail of this facility once in six months, so as the benefit can be extended to more and more people.

TA/DA as per University rules and registration fee subject to a maximum of Rs. 10,000/- may be paid on 100% basis, to the teachers, scholars and officers mentioned above selected by the University for assistance under this item. The request for assistance for international and the national programmes may be treated separately and the person need not be denied attendance at the one or the other.

Travel Grant for Academic Exchange of Teachers within India

For visits of teachers/experts/scientists within the country the following norms shall be followed:

- i. Free accommodation and board to be provided by the host university from its own sources.
- ii. Traveling expenses of the visiting teachers/experts may be met out of the grant under this scheme according to the rates prescribed by the host institution including air-fare (wherever necessary), with the approval of the Vice-Chancellor.
- iii. The visiting teacher/expert may be paid an honorarium up to Rs. 1000/- per lecture/seminar. A minimum amount of Rs. 3000/- would be admissible for an assignment of not less than two weeks duration.

Chapter-XXII

ROTATION OF CHAIRPERSONSHIP

There shall be a Chairperson of each Department who shall be appointed by the Vice-Chancellor, by rotation, ordinarily in order of seniority, for a period of three years. Provided that:-

a) If a department has two or more Professors, the Chairpersonship shall rotate only among the Professors in the order of their seniority in the Department.

Provided that a Professor appointed as Chairperson shall get his/ her next term after all the Professors in the Department have been appointed as Chairperson in the order of their seniority.

b) If a department has only one Professor, the Chairpersonship shall rotate among the Professor and the senior most Associate Professor.

c) If a department has no Professor, the Chairpersonship shall rotate among the two senior most Associate Professors.

d) The Vice-Chancellor, if she considers necessary for any administrative reason, may deviate from the principle of seniority, in which case she shall report the matter to the Executive Council in its next meeting.

e) If a Department has no Professor or Associate Professor, the Dean of the concerned faculty shall be appointed as Chairperson of the department. However, the Vice-Chancellor may also temporarily appoint some other Professor/Associate Professor outside the discipline of the faculty concerned, if she so desires, till an Associate Professor/Professor is appointed in the department.

f) For the appointment of the Chairperson of the department, beyond the age of 60 yrs, the rules as given in the University Calendar Volume III shall be followed.

g) In case a Chairperson of the department goes on leave for more than six months, the next eligible person shall be appointed as the Chairperson of the department and he/she shall continue as such till completion of his/her term, even if the senior person returns from leave during that term. In such a case, the senior person shall not be eligible for the appointment of Chairperson till his/her *next* term comes again, after the completion of the rotation circle among the eligible teachers.

h) If a person declines/resigns from Chairpersonship, he/she would not be eligible for appointment as Chairperson till his/her turn comes again after the completion of the rotation circle among the eligible teachers.

I) If the Vice-Chancellor deems it necessary, she may appoint the next eligible person as Chairperson irrespective of the fact that the term of the present Chairperson has not yet expired. In such case, she shall report the matter to the Executive Council in its next meeting.

The Chairperson of the department shall consult the **Departmental Staff Council** in all matters concerning the department.

Chapter-XXIII

UNIFORM POLICY FOR THE APPOINTMENT OF TEACHING ASSISTANTS IN THE UNIVERSITY AND COLLEGES

Appointment of **Teaching Assistants** in the University and its maintained/affiliated Colleges shall be on the following terms and conditions:-

- a) **Teaching Assistants** may be appointed in exceptional circumstances in such specialized fields/subjects where professional expertise is required to strengthen and supplement the teaching as also in those cases where the work load does not justify the appointment of a full time regular teacher throughout the academic year.
- b) The qualifications for **Teaching Assistants** should be the same as those prescribed for the regular teachers of the University. However, in case eligible candidates are not available, the Vice-Chancellor may allow relaxation in the minimum prescribed qualifications.
- c) The appointment of **Teaching Assistants** shall be made by a committee comprising the Chairperson of the Department concerned, Dean of the faculty concerned and one outside expert to be nominated by the Vice-Chancellor, subject to the approval of the Executive Council.
- d) **Teaching Assistants** may be appointed initially for a period not exceeding one academic term which could be renewed on performance basis after each term with the total tenure of appointment of an incumbent not exceeding 5 years.
- e) **Teaching Assistants** may not be treated like regular members of the faculty for the purpose of voting rights or for becoming the members of the Boards of Studies etc.
- h) Persons more than 60 years of age should not be appointed as **Teaching Assistants**.
- f) Joint appointment may be made in the case of teachers of one institution participating in the teaching and research programmes of another institution in the same town. Teachers of one institution may not be appointed as **Teaching Assistants** in another Institution. Their participation may, however, be encouraged under the scheme of visiting teacher ship.
- g) The rates of fixed honorarium payable to **Teaching Assistants** in the University and colleges shall be Rs. 21600/- per month subject to a minimum workload of 60 lectures and other departmental duties.
- h) **Teaching Assistants** may not be given the benefit of allowances, provident fund, pension, gratuity, etc. normally admissible to regular teachers in an institution. They may, however, be given the leave benefits as those given to the teachers appointed on adhoc/temporary basis.
- I) A regular teacher appointed in a department of an institution should not be eligible for any remuneration for teaching the subject to students of another department of the institution. If, however, a regular teacher is working over and above the normal work-load and is not granted equivalent adjustment/relief in the work-load in his department for delivering extra lectures in another institution/department he could be paid a suitable honorarium to be decided by the institution.

Note:

- i) The honorarium for practicing lawyers to provide clinical training to LLB students shall be fixed @ Rs. 1,000/- per lecture subject to a maximum of Rs. 20000/- month.
- ii) In the case of full time teachers engaged for teaching under the UGC scheme of restructuring of courses, they shall be paid honorarium as per UGC rules.
- iii) In case qualified teachers for teaching B.Sc. in the subject of Computer Science are not available, the University/College may avail itself of the opportunity of appointing an Assistant Professor or a visiting faculty @ Rs. 300/- per hour as remuneration.
- iv) The faculty/Assistant Professor may be invited to teach the entire course and not for a few classes.
- v) Efforts should be made to train University's/College's own teachers of Mathematics and Physics etc. in Computer Science.



PART-D

RULES

RELATING TO SPORTS

AND STUDENTS AFFAIRS

Chapter-XXIV

SPORTS COUNCIL

1. There shall be a “Bhagat Phool Singh Mahila Vishwavidyalaya Sports Council” hereinafter referred to as BPSMVSC for organizing and regulating sports activities in the territorial jurisdiction of the University, constituted as follows:

- | | |
|---------------------------|-------------------|
| a) Vice-Chancellor | President |
| b) Pro-Vice-Chancellor | Vice-President |
| c) Dean Students’ Welfare | Ex-officio Member |
| d) Dean Academic Affairs | Ex-officio Member |
| e) Registrar | Ex-officio Member |
| f) Chief Warden | Ex-officio Member |
- g) Finance Officer, BPS Mahila Vishwavidyalaya (Ex-officio member) **or his/ her nominee**
- h) Regular Principals of all maintained/ affiliated colleges Ex-officio Members
- i) 2 nominees of the Vice-Chancellor having sports background. - Member
- j) Chairperson, Department of Physical Education Ex-officio member
- k) Director, Sports BPS Mahila Vishwavidyalaya (Ex-officio member secretary)
- l) Deputy Director, Sports BPS Mahila Vishwavidyalaya- Ex officio Deputy Secretary)
- m) One member out of Assistant Director(s), Physical Education/Assistant Director(s) sports to be nominated by the Vice-Chancellor on the basis of seniority-cum-rotation. He/she shall be Ex-Officio Assistant Secretary.
- n) **Regular Assistant Professor of Physical Education from every affiliated/maintained College**
-Member

Note:

- i) The term ‘college’ for the purpose of these rules shall mean a college/institution/UTD maintained or recognized by the BPS Mahila University, Khanpur Kalan Sonipat. The term ‘Principal’ shall mean the Principal/Director/Chairperson of the College/Institution and various University Teaching Departments.
- ii) Representative of a Principal or any other member shall not have any voting right.
- iii) The Principal of a college shall cease to be member for next session of the BPS Mahila Vishwavidyalaya Sport Council in case his/her college does not take part in at least two games in the inter college tournaments in the previous year. However, on fulfillment of this condition, the membership of the college/ Principal shall stand restored.

2. Aims and Objectives

The aims and *objectives* of the Sports Council shall be:-

- a) To organize and regulate sports activities within the territorial jurisdiction of the University.
- b) To promote the best type of sportsmanship and team spirit among *the students by* the alumni of the university;

- c) To conduct Annual Tournaments in various sports events for students of all colleges recognized and maintained by the University, in accordance with the rules made by the Council;
- d) To develop Inter-University fellowship by organizing or taking part in Inter-University contests/State tournaments and National Tournaments.

3. Functions and Powers of the Sports Council shall be:

- a) To make rules and regulations for the organization, conduct and control of the BPS Mahila Vishwavidyalaya Sports Tournaments;
- b) To frame bye-laws *in conformity* with its rules and to appoint sub-committee(s) if and when necessary, and fix their terms of reference;
- c) To interpret and enforce its rules and to give decisions and rulings on any point not covered by these rules;
- d) To approve the recommendations of the Director Sports regarding the nomination of the President, Honorary Secretaries and members of the various University Sports Clubs.
- e) To consider and pass the annual Budget proposed and recommended by the Executive Board.
- f) To consider and adopt the Annual Reports and audited statements of Accounts of the Sports Council and the various University Sports Clubs;
- g) To consider and pass the Sports Calendar, proposed and recommended by the Director Sports and;
- h) To take such action as may be deemed necessary and proper for the furtherance of achievements of the aims and objects specified above.

4. Management

1. The affairs of the Sports Council shall be managed by an Executive Board. The Executive Board shall consist of:

- a) Pro-Vice-Chancellor Chairperson
- b) Professor of a Department/ Principal of a maintained/affiliated college to be nominated by the Vice-Chancellor Vice-Chairperson
- c) Registrar, BPS Mahila Vishwavidyalaya (Ex-officio member)
- d) Dean, Students Welfare BPS Mahila Vishwavidyalaya (Ex-officio member)
- e) Finance Officer, BPS Mahila Vishwavidyalaya (Ex-officio member), or his nominee
- f) One of the 2 nominees of the Vice-Chancellor on BPS Mahila Vishwavidyalaya Sports Council (Ex-officio member) shall be the member of the Executive Board duly nominated by the Vice-Chancellor.
- g) Director/Deputy Director, Sports (Ex-officio member), who shall be the Secretary of the Executive Board.
- h) Assistant Director, Physical Education/ Assistant Director Sports nominated by the Vice-Chancellor in Sports Council shall be Ex-officio Assistant Secretary of the Executive Board.
- i) 3 Assistant Professors of Physical Education from the maintained/ affiliated colleges to be nominated by the Chairperson of the Executive Board for a duration of two years.

j) 3 Principals/Chairpersons of the Departments/Institutions to be nominated by the Chairperson of the Executive Board for a period of two years.

k) Principal and Assistant Professor of Physical Education from the same college shall not be members of the Executive Board.

2. Meetings of the Executive Board shall be convened by the Secretary, with the permission of the Chairperson, as often as may be necessary. Ordinarily 7 days notice shall be given for such meetings but in emergent cases, the Chairperson may call a meeting at a shorter notice, if necessary.

3. The Quorum for a meeting of the Executive Board shall be 1/3rd of the members.

4. Half of the nominated members under sub-clause (i) and (k) of clause (I) shall be replaced every year by the Chairperson BPS Mahila Vishwavidyalaya from amongst the members of the General Body.

5. Powers and Functions of the Executive Board, President and Secretary

Executive Board

The functions and powers of the Executive Board shall be:-

a) To nominate the Sports Clubs/Committees for various games;

b) To organize, conduct and control the BPS Mahila Vishwavidyalaya Sports tournaments; the other various University Sports Clubs and all other sports activities in which the Sports Council participates in accordance with the rules framed by it;

c) To raise and spend funds of the Sports Council in accordance with the Budget estimates sanctioned by the Sports Council, to constitute write off committee to write off irrecoverable dues, items of stocks and to condone delay in the submission of entries;

d) To frame laws to meet any emergency that may arise in the bonafide discharge of its duties, provided that such action is duly reported to the next General meeting of the Sports Council.

e) To consider and recommend, for adoption by the Annual General Meeting with its appropriate comments, the annual Report of the Secretary on the annual Sports activities, the audited statements of accounts of the various Sports activities, the Annual Budget estimates and the Sports Calendar for the ensuing year;

f) To sanction expenditure where the amount exceeds Rs. **30000/-** for an individual item and to allow re-appropriation of funds from one budget head to another; and

g) To constitute Purchase Committees for effecting the purchase of sports material/other material recommendations of which shall be approved by the Executive Board, BPSMV, Khanpur Kalan Sonipat.

President

i) To preside over all meetings of the Executive Board and to discharge such functions as may be assigned to him in that capacity, by the Sports Council. In case of equality of votes the President shall have a casting vote;

ii) To sanction expenditure upto Rs. **30000/-** for an individual item at a time; and

iii) In an emergency, to take decision to meet the situation in anticipation of the approval of the Executive Board but such decisions shall be placed before the next meeting of the Executive Board and report to the Sports Council.

The Vice-President shall function as President in the absence of the latter and shall exercise the powers vested in him.

Secretary

- a) **To** carry out correspondence on behalf of the Executive Board and give effects to the resolutions as its Executive Officer.
- b) **To** issue notices of meetings and keep record of minutes of the same and be responsible for their maintenance;
- c) **To** be responsible for the maintenance of other records and registers as well as the custody of all property of the Sports Council;
- d) **To** carry out other duties which may be entrusted to him from time to time;
- e) **To** have an imprest of Rs. 5000/- to meet petty expenditure to be recouped from time to time.
- f) **To** have powers to incur an expenditure upto Rs. 5000/- on one item at a time;
- g) **to** be incharge of the finances of the Sports Council;
- h) **To** issue receipts for all sums received;
- i) **To** make payments in accordance with the rules prescribed by the Sports Council;
- j) **To** maintain accounts of the Sports council funds and present statement of accounts duly audited by the University auditors;
- k) **To** operate upon the account of the **Sports Council** and sign all cheques for all expenditure duly sanctioned and pre-audited; and
- l) **To** make appointment of Referees and observer from the list approved by the Executive Board. In emergent situations, for smooth conduct of tournaments, he can appoint neutral local observer and officials.

Assistant Secretary (ies) shall discharge such duties as may be assigned to them by the Secretary.

6. General Meeting

a) The annual General Meeting of the Sports Council shall be convened at least once every year in the month of June-July or as soon as possible thereafter; date, place and time shall be as determined by the President. At least 15 days notice shall be given for this meeting.

The business at this meeting shall include;

- i) The adoption of the Annual Reports and the audited statements of accounts of the Sports Council and the various University Sports Clubs, as presented by the Executive Board under rule 5(e) above; and
 - ii) The budget Estimate and the Sports Calendar for the ensuing year.
- b) The quorum for a general meeting shall be 1/3rd of the total eligible members. In case of adjourned meetings, no quorum shall be necessary.

- c) All decisions shall be taken by a simple majority vote of the members present and, in the case of a tie, the President shall have the casting vote.
 - d) The accounts of the Sports Council shall be pre-audited by the Resident Auditors in BPS Mahila Vishwavidyalaya and the reports of the Secretary, together with the Annual Audit Report of the Resident Auditor, shall be submitted to the Executive Council of the University after they have been considered and duly adopted at the General Meeting of the Sports Council.
 - e) The financial year of the BPSMVSC shall be from 1st August to 31st July each year.
 - f) The Executive Council of the BPS Mahila Vishwavidyalaya shall exercise general supervision and control over the BPS Mahila Vishwavidyalaya Sports Council and shall decide constitutional changes that are considered necessary.
10. a) TA/DA for attending general meeting shall be borne by the college's/Institutes/Departments concerned in the case of Principals/Assistant Professors in Physical Education/Members of their staff: by the University in case of Registrar/Chief Warden/Finance Officer/Chairperson Physical Education; by Dean Students Welfare, in case of himself and his staff and by BPSMVSC in case of Secretary and his staff.
- b) TA/DA of all the office bearers and members for attending meeting of executive board, sports clubs and sub committees shall be paid by BPS Mahila Vishwavidyalaya Sports Council.

Chapter-XXV

NATIONAL SERVICE SCHEME COMMITTEE

1. Name and Composition

There shall be **an advisory committee** called “Bhagat Phool Singh Mahila Vishwavidyalaya National Service Scheme Committee” hereinafter called BPSMVNSS Committee for regulating the National Service Scheme activities by the students and members of the staff of its maintained and affiliated colleges within the territorial jurisdiction of the University. It shall be constituted as follows:-

1. Vice-Chancellor *Chairperson* (Ex-officio)
2. Pro-Vice-Chancellor (She shall Preside Over the meetings in the absence of Vice-Chancellor)
3. **Commissioner of Administrative Division or his/ her representative**
4. Registrar
5. Assistant Programme Adviser NSS, **Regional Centre, Delhi**
6. Director General, Higher Education, Haryana, or his nominee
7. State Liaison Officer (NSS), O/o Director General of Higher Education, Panchkula, Haryana
8. **Finance Officer**
9. Programme Coordinator Ex-officio member-Secretary
10. Two Programme Officers from maintained/affiliated colleges to be nominated by the Vice-chancellor on rotation basis.
11. Two Principals from maintained/affiliated colleges to be nominated by the Vice-chancellor on rotation basis.
12. **Two representatives from concerned Govt./ Non-Govt. organisations involved in youth programmes/ social work/ rural development work at divisional/ district level (like NYK, Scouts and Guide, NCC, NGO etc.).**

II Objectives

The objectives of the committee shall be the same as those of the National Service Scheme which are as follows:

Overall objective of the NSS is educational and sought to be achieved through service to the community. The more specific objectives of the National Service Scheme are to arouse the students' social conscience and to provide them with due opportunity:-

1. to work with and among people;
2. to engage in creative constructive social action;
3. to put her talent to practical use in mitigating at least some of the social problems.
4. to gain skills in programme development to enable her to get self-employment.

5. to sensitize & involve youth in improving the imbalance of male/female ratio.

III Programmes and activities

To achieve the aims and objects enumerated in para-II above, the following programme and/or activities may be undertaken subject to the availability of resources, financial or otherwise;

a) Projects in the area of Education:

- i) helping younger students to pursue studies; ii) organizing science clubs; iii) organizing a library and/or a book bank; iv) organizing exhibitions, etc.

b) Projects in the area of recreation and Skill Development:

- i) making, renovating, collecting and distributing toys, picture books etc. to small children in institutions, hospitals etc. ii) conducting play groups for children; iii) organizing competitions and contests; iv) organizing student shows as entertainment for institutionalised persons; v) organizing hobby clubs, crafts training, dramatic groups/clubs etc. and vi) organizing celebrations on intercommunity basis etc.

c) Campaign Projects:

- i) Literacy Campaign; ii) National Integration Campaign; iii) Cleanliness in slums and disease eradication campaign etc.

- d) Camp Projects (road building, lake construction etc. in which physical labour or *shramdan* is involved), weekend camps, vacation camps etc.

- e) Any other project or activity within or outside the University or College campus, suggested by the Officer-in charge and approved by the committee.

iv) Functions and powers of Bhagat Phool Singh Mahila Vishwavidyalaya NSS Committee.

The functions and powers of BPS Mahila Vishwavidyalaya, Khanpur Kalan National Service Scheme Committee shall be:-

1. to make rules for the organization, conduct and control of the NSS activities in the light of Government Schemes, instructions and directions;
2. to interpret and enforce its rules and to give decisions and ruling on any point of these rules;
3. to frame byelaws consistent with its rules and Government directives and to appoint sub-committee/committees.
4. to receive and spend/utilize Government (both Central and State) grants and necessary funds or help from the University for National Service Scheme activities and utilize the same according to rules and budget estimates;
5. to consider and pass its annual budget and the general programme in the light of Government grants and other resources;
6. to appoint whole-time or part time staff and decide, enhance or reduce their pay and grades or remuneration/honorarium in the light of the provisions made in the National Service Scheme by the Government.

7. to take decisions on any matter concerning the NSS which are not covered by the constitution or rules framed there under;
8. to raise and utilize funds and to sanction re-appropriation of funds from one budget head to another;
9. to write off irrecoverable dues and items of stock etc. costing more than Rs. 250/-;
10. to sanction all payments required to be paid for implementation of National Service Scheme programmes.
11. to allocate funds to the colleges and develop system of audit;
12. to fix quota of students for Colleges;
13. to sponsor service projects on inter Collegiate basis;
14. to function as a liaising agency between the Ministry of Education, State Government and the colleges;
15. to coordinate NSS programme in the University ;

V The duties and powers of the office bearers shall be as follows:

a) Chairperson:

1. The Chairperson shall preside over all the meetings of BPS Mahila Vishwavidyalaya, Khanpur Kalan National Service Scheme Committee.
2. She shall have the power to sanction an expenditure over Rs. 1000/- subject to budget provisions.
3. She shall have the power to make appointments, fixing salary/remuneration according to the availability of funds in anticipation of the approval of BPS Mahila Vishwavidyalaya, Khanpur Kalan NSS Committee.
4. She shall have the power to sanction all journeys concerning NSS performed by the programme coordinator and members of the NSS community except the staff of the office of the programme coordinator.

Note: In the absence of the Chairperson, the ***Pro-Vice-Chancellor*** shall preside over all the meetings.

b) Programme Coordinator/Secretary.

1. She shall attend to all correspondence pertaining to the National Service Scheme and give effect to the resolutions of BPS Mahila Vishwavidyalaya, Khanpur Kalan NSS Committee.
2. She shall issue agenda and notices of meetings with prior approval of the Chairperson and record the minutes of the same and shall be responsible for their maintenance.
3. She shall be the overall in-charge of all records and registers of NSS.
4. She shall be custodian of all property of BPS Mahila Vishwavidyalaya, National Service Scheme excluding maintained/ affiliated colleges. **Principals and Programme Officers shall be the custodian of the property of the NSS in the concerned college.**
5. She shall have an imprest amount of Rs. 2500/- with her to be recouped from time to time which shall remain in the Imprest Account. She is empowered to incur expenditure of Rs. 1000/- on any

item at a time. She shall also be in-charge of all finances of the BPS Mahila Vishwavidyalaya, Khanpur Kalan NSS. She shall maintain accounts and present the statement of accounts duly audited by the University auditors.

6. She shall approve the tour programme of her office staff.

7. She shall be responsible for the **proper utilisation** of NSS grants in the **University**/colleges and shall also supervise and guide the implementation of NSS **activities** in the **University**/Colleges.

8. She shall maintain and operate bank account of BPS Mahila Vishwavidyalaya, Khanpur Kalan NSS.

VI Bank Account

The funds of BPS Mahila Vishwavidyalaya, National Service Scheme shall be kept in a **savings** account with the HDFC/PNB, BPS Mahila Vishwavidyalaya, Khanpur Kalan in the name of the **Registrar/ Principal, as the case may be.**

VII Audit

The accounts of BPS Mahila Vishwavidyalaya, Khanpur Kalan NSS shall be pre-audited by the University Resident Audit Officer. The Joint Director (Audit) shall also be responsible for the audit of NSS Accounts of the colleges receiving NSS grants from BPS Mahila Vishwavidyalaya, Khanpur Kalan National Service Scheme. The audited accounts shall also be placed for approval at the annual meetings.

VIII General Meetings

a) Annual Meetings of BPS Mahila Vishwavidyalaya, Khanpur Kalan NSS Committee shall be held in the month of February or as soon as may be possible every year. It shall be convened on the date and at a place and time to be determined by the Chairperson. The Secretary shall give 7 days notice in advance, which shall be dispatched by post, Under Postal Certificate to all members or by hand if local. The business transacted at the meeting shall include passing of the Budget Estimates and the general programme of NSS activities for the ensuing year and amendment of old rules, enactment of new rules or bye-laws of BPS Mahila Vishwavidyalaya, Khanpur Kalan NSS Committee.

b) The **Chairperson** may, at her discretion call the meeting of BPS Mahila Vishwavidyalaya, Khanpur Kalan NSS Committee to transact the unfinished business as may be considered necessary in the course of the year. At least 7 days notice in advance shall be given to all the members regarding such meetings.

c) One third of the members shall form a quorum at all meetings.

d) All decisions shall be taken by a simple majority vote and in the case of a tie, the Chairperson shall have a casting vote.

e) Voting by proxy shall not be permissible.

f) No individual member shall exercise more than one vote except the Chairperson who shall have a casting vote as above.

- g) No act or proceedings of this Committee shall be invalidated merely by reason of the existence of vacancies among its members.
- h) BPS Mahila Vishwavidyalaya, Khanpur Kalan NSS Committee shall be empowered to take decisions on all matters concerning NSS which are not covered by the above constituted rules and also to amend this constitution if and when necessary.

Chapter-XXVI

YOUTH WELFARE COMMITTEE

There shall be a “Bhagat Phool Singh Mahila Vishwavidyalaya Youth Welfare Committee”, hereinafter referred to as “Youth Welfare Committee”. It shall be constituted as follows:-

1. Constitution:

- | | |
|---|-----------|
| a) Dean Students' Welfare | President |
| b) Director, Youth and Cultural Affairs | Secretary |
| c) Chief Warden | member |
| d) Proctor | member |
- e) **Five Assistant/Associate Professors** to be nominated by the vice-chancellor from amongst the University Teaching Depts/colleges and institutions *affiliated to*/maintained by Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan.
- f) One Chairperson of University Teaching Department at Khanpur Kalan
- g) One Principal of a Professional College other than the College of Education.
- h) One Principal from College of Education.
- i) Five students to be nominated by the President on the recommendations of the Secretary, one of whom shall be from the University Campus, Bhainswal Kalan. Nomination shall be made from hostel representatives and class representatives.

The nominated members shall hold office for a term of one year beginning from the 1st July. A casual vacancy shall be filled only for the remaining term.

50% of the existing members shall form a quorum.

2. The Aims and Objectives:-

- a) To organize Zonal and Inter-Zonal Youth Festivals and to send up entries for the Inter-University Youth Festival.
- b) To scrutinize and recommend schemes of Youth Work Camps to the Ministry of Education;
- c) To project the requirement of funds for youth welfare work to the State and Central Governments;
- d) To organize and regulate **functioning of youth clubs and societies**, youth welfare programmes, including youth travels, hikes mountaineering camps, educational and cultural tours, etc;
- e) To hold youth leadership training camps in the University;
- f) To provide a workshop and hobbies centre in the University for organizing hobby classes in fine arts, music and dance.
- g) To take up any other project for the welfare of the youth;
- h) To organize talent shows, cultural programmes, festivals, workshops in theatre for
- (i) Development of soft skills, i. e, literary and fine arts
 - (ii) Haryanavi culture/ orchestra

(iii) Extension lectures etc;

i) To organize such other activities that are ***gender oriented and*** beneficial directly or indirectly to the students of Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, Sonipat and its maintained and affiliated colleges

j) To maintain active liaisoning with the teaching departments and all the colleges maintained/affiliated by the University to identify likely youth talent;

k) To organize, conduct and control youth welfare activities including:

i. youth festivals and other competitions

ii. frame rules, to make necessary amendments/ additions in the rules and regulations of the Youth Welfare Committee

l) To consider and adopt annual report and audited statements of account of the Youth Welfare Committee;

m) To consider and pass the Annual Budget of the youth welfare committee and the general programme of the youth welfare activities and the detailed proposals item-wise and heads of the expenditure along with necessary financial rules and regulations etc. to be followed

n) To generate and utilize funds of the Youth Welfare Committee in accordance with the budget estimates sanctioned by the Youth Welfare Committee, to sanction re-appropriation of funds from one budget head to another and to write off irrecoverable dues.

o) To award cultural stipends to outstanding students in cultural activities and also to award colours/blazers to the winners of various items as per norms fixed by the Youth Welfare Committee.

3.The duties, powers and functions of the President:

i) to preside over all meetings of the Youth Welfare Committee and discharge such functions as may be assigned to his/her in that capacity (in case of equality of votes, He/she shall have a casting vote);

ii) to sanction expenditure up to the amount of budget provisions under the different heads of expenditure and to get approve re-appropriation of funds from one budget head to another from the competent authority in anticipation of the approval of the Youth Welfare Committee; and

iii) to write off losses and to condone delay in the submission of entries.

4. The duties, powers and functions of the Secretary:-

a) to carry on correspondence on behalf of the Youth Welfare Committee and give effect to the resolutions of the Committee as its Executive Council;

b) To issue notices of meetings and record minutes of such meetings and shall be responsible for their maintenance;

c) To be responsible for the maintenance of other records and registers as well as the custody of all property of the Youth Welfare Committee;

d) To carry out other duties entrusted to him by the President from time to time;

- e) To have an imprest of Rs. 5000/- to meet petty expenses to be recouped from time to time;
- f) to have power to incur an expenditure up to Rs. 5000/- on an item at a time and write off losses of articles costing up to Rs. 1000/-;
- g) to be in-charge of the finances of Youth Welfare Committee;
- h) to issue receipts for all sums received;
- i) to make payments in accordance with the proposals item-wise in respect of each head of expenditure as approved by the Youth Welfare Committee;
- j) to maintain accounts of the funds of the Youth Welfare Committee and present statement of accounts duly audited by the University Auditors;
- k) to operate upon the accounts of the Youth Welfare Committee and sign all cheques for all expenditure duly sanctioned and pre-audited; and
- l) to sanction journey(s) of the staff working in the Youth Welfare Committee.

5. An Annual meeting of the Youth Welfare Committee shall, unless otherwise directed by the President, be held in the month of July, every year, on a date, place and time to be determined by the President. The notice and the Agenda for this meeting shall be sent at least 10 days in advance of the commencement of the meeting.

The business at this meeting shall include.

- i) the adoption of the Annual Report and the Audited Statement of accounts of the Youth Welfare Committee.
- ii) recommending amendments in the existing constitution to the Executive Council;
- iii) recommending enactment of rules/bye-laws and amendments thereto;
- iv) proposals or resolutions brought up before the Committee by any of its members, provided that a written notice of the same is given to the President and Secretary at least one week in advance of the date of the meeting.

6. The President may, at his/her discretion, call one or more ordinary meetings of the Youth Welfare Committee if considered necessary in the course of the year. Except in the case of emergent meetings, the notice and the agenda required for such a meeting shall be issued at least one week in advance.

7. All the decisions at the meetings of the Youth Welfare Committee shall be taken by a simple majority vote of the members present and, in the case of a tie, the President shall have a casting vote.

8. The travelling and halting allowance in connection with the meeting(s) of the Youth Welfare Committee shall be borne by the Colleges/Institutions concerned in the case of Principals and teachers of maintained/ affiliated colleges and by the Youth Welfare Committee in the case of other members.

9. The accounts of the Youth Welfare Committee shall be pr-audited directly by the Resident Auditors in BPS Mahila Vishwavidyalaya, Khanpur Kalan and the report of the Secretary together

with the annual audit report of the Resident Auditors shall be submitted to the Executive Council of BPS Mahila Vishwavidyalaya, Khanpur Kalan after these have been considered and duly adopted by the Youth Welfare Committee.

10. The Executive Council of BPS Mahila Vishwavidyalaya, Khanpur Kalan shall exercise general supervision and control over the Youth Welfare Committee and shall decide the constitutional changes that are considered necessary.

Chapter-XXVII

HOSTEL REGULATIONS

- 1.1 These rules shall be known as “Hostel Rules and Regulations”.
- 1.2 These rules shall supersede all the previous “Hostel Rules and Regulations”.
- 1.3 These rules shall come into force from the date as may be decided by the competent authority.
- 1.4 These rules shall apply to all students staying in the hostels of the University.

2. HOSTEL ADMINISTRATION

2.1 Duties, Responsibilities and entitlements of Chief Warden: There shall be a Chief Warden who shall be overall Incharge of all the Hostels. She shall perform all the duties assigned by the Vice-Chancellor from time to time for the smooth functioning of the hostels.

2.2 Entitlement of Chief Warden: She shall be entitled to the telephone facility in the office. She shall also be entitled to reimbursement of mobile/ telephone charges at the residence upto a limit of Rs. 800/- per month or the actual billing charges whichever is less. The Chief Warden shall be entitled for accommodation in the *University Campus on priority basis*.

3. Duties and Responsibilities of Warden: Every hostel shall have a warden, who shall be responsible for the administration, smooth functioning of the hostel and for the enforcement of Hostel Rules. The Wardens shall be appointed as per the laid down procedure against the sanctioned posts. However, if need be, the warden shall be appointed by the Vice-Chancellor on the recommendation of the Chief Warden from amongst the female members of the faculty. The Warden shall have the following responsibilities:-

- (a) She shall be responsible for the allotment of hostel rooms in accordance with the policy laid down by the University.
- (b) She shall be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students. She shall report to the Medical Officer all cases of illness or accidents and ensure that the students concerned receive proper medical care. She shall also inform the Chief Warden of all such cases.
- (c) She shall inspect the hostel rooms, kitchen, dining room, common room, bathrooms, lavatories etc., and in case any defect is noticed, corrective action shall be taken by her staff. However, if the defect is such as cannot be remedied by her staff, she shall report the matter to the engineering cell under intimation to the Chief Warden.
- (d) The Warden shall appoint hostel representatives and supervise their work.
- (e) She shall ensure that no unauthorized person stays in the hostel and shall grant permission for the stay of guests. She shall permit stay of a resident student's mother only as per Hostel rules and take disciplinary action against a resident student for keeping any unauthorized guest and check the Guest Room Register daily.
- (f) She shall, with the help of her staff, check unauthorized use of electrical appliances.
- (g) She shall be responsible for the proper organization and conduct of Hostel functions, festivals etc.
- (h) She shall ensure that the resident students observe the Hostel Rules properly and maintain discipline and decorum and shall promptly report to the Chief Warden all cases of misbehaviour and indiscipline of the resident students.
- (i)
 - i) The regular warden shall be available in the Hostel office from **10** am to **5** pm. It is also mandatory for her to visit the hostel daily from 7:30 pm to 8:30 pm and sign the roll call register of the students kept by the supervisor.
 - ii) The teachers, who have been given an additional charge of the warden, shall perform all duties as assigned by the Chief Warden. It is mandatory for them to visit the hostel daily from 7:30 p.m. to 8:30 p.m. and sign the roll call register of the students kept by the supervisor.

- iii) During the day time, they may be called by the chief warden as and when required.
- (j) She shall be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under her charge and shall periodically (Every six months) verify the furniture and fittings of the Hostel with the assistance of the Supervisors, attendants and take action for their repairs/replacement for obtaining additional furniture. Repairs, white-washing shall be done during the summer vacations.
- (k) She shall order double-locking of rooms of resident students and their re-opening, when required.
- (l) She shall be responsible for sanctioning leaves to the students and issuing the respective gate passes.
- (m) When a Warden is on leave, her responsibilities and functions will be distributed among other Wardens for the duration of her leave by the Chief Warden.

3.1 Entitlements of the warden

- (i) Warden shall be entitled for university accommodation *on priority basis*.
- (ii) Mobile charges of Rs. 300/- shall be reimbursed monthly.

4. Duties & Responsibilities of Supervisors

1. All the supervisors will work from **8.00** A.M. to **3.00** P.M. It is also mandatory for them to visit the hostel daily from 7:30 pm to 8:30 pm
2. They shall take the attendance of students in the evening. If any resident or hosteller is found absent without proper permission, they shall immediately inform the Warden.
3. They shall supervise the mess during the mess time.
4. They shall look after the work of health, hygiene, sanitation, cleanliness and food of the resident students.
5. They shall perform the supervisory and other duties as assigned to them by the Warden/ Chief Warden from time to time.
6. The supervisor shall not leave the station headquarters without prior permission of the **Warden/** Chief Warden. The leave shall be sanctioned only by the Chief Warden *on the recommendation of the concerned Warden*.

4.1 Entitlements of Supervisor

1. They shall be entitled for accommodation in the hostel premises *on priority basis*.
2. Mobile charges of Rs. 300/- shall be reimbursed monthly.

5. Duties & Responsibilities of Attendant:

1. All the attendants shall work for 8 hours per day as per the shiftwise duty chart provided by the warden/ supervisor.
2. They shall accompany all the workers/ officials who come to the hostels to attend the complaints of the residents.
3. They shall be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students and maintenance of mess rules.
4. They shall be responsible to attend the guests of the residents and for calling the students for any meeting etc.
5. They shall perform any other duty assigned to them by supervisor / warden/ chief warden.

5.1 Entitlements of Attendant:

1. As per the BPSMV rules.

6. DISCIPLINARY POWERS OF THE CHIEF WARDEN/WARDENS:

6.1 The power of the Chief Warden and the Warden for disciplinary action, depending on the nature and the severity of the offence shall be as under:-

CHIEF WARDEN

- a) Warning
- b) Fine up to Rs. 500/-
- c) Placement on Conduct Probation
- d) To recommend temporary or permanent withdrawal of concession/aids/stipends/scholarships fellowships.
- e) To recommend removal/debarring from part-time employment.
- f) Expulsion from the Hostel
- g) Confiscation of security deposit at the discretion of the Chief Warden in the event of the student being found guilty of indiscipline.
- h) Recommend rustication from the University.

WARDEN

- a) Warning
- b) Fine up to Rs. 250/-
- c) Expulsion from Hostel in consultation with the Chief Warden

6.2 The Warden shall have the authority to enter the room of any student and also make a search of the room, when necessary. She shall also have the authority, when the need arises, to break open the lock of any room and also to shift the belongings of a student to any other place in the presence of the Supervisor/Attendant, hostel representative or any other responsible faculty member.

6.3 The Warden shall have the authority to confiscate any unauthorized electric or other appliances or gadgets being used by a student and also to impose or recommend the imposition of a fine for such unauthorized use.

6.4 Subject to the instructions that may be issued from time to time, by the Chief Warden, the Warden shall make allotment/re-allotment of rooms in her Hostel and such allotment shall be final.

7. Admission

Only regular outstation students of BPS Mahila Vishwavidyalaya and maintained Institutions are eligible for admission to the Hostel. Students seeking admission to the Hostel must apply separately on the prescribed form to the Chief Warden, BPSMV, Khanpur Kalan. **The admissions shall be made by a committee to be constituted by the Chief Warden.**

7.1 ADMISSION PROCEDURE

i) For Non Research Scholars

- a) Prospectus and Application Form for admission to the hostel shall be available in the office of the Chief Warden on payment of the prescribed cost.
- b) Students seeking admission to the hostel should register themselves at the Chief Warden's office immediately after their admission to the University/Colleges. At the time of the registration they should submit the hostel application form duly signed both by the Chairperson of the department/college concerned and the parent/guardian with a copy of the receipt of the fee deposited in the college/department.
- c) Attested photocopy of the following documents must be submitted along with the Hostel Application Form:
 - i) University/College admission fee Receipt
 - ii) Previous Class result/mark sheet card.

- iii) Residence certificate issued by a competent local authority. It could be from the District Magistrate or the local employer of the parents. Hiding of facts would invite disciplinary action.
- iv) Medical Certificate of fitness in the prescribed Proforma (attached) duly signed and stamped by the Medical Officer of M.S.M. Institute of Ayurveda Hospital or Govt Medical College for Women, Khanpur Kalan.
- v) Certificate of category under which admission is sought in the hostel.
- d) No application form shall be accepted after the seats in the Hostel are full.
- e) If a student fails to deposit hostel fee immediately after her admission to the University, she shall have no right to the hostel seat.
- f) The allotted room should be occupied within a period of 15 days from the date of allotment.
- g) Those who absent themselves from the hostel interview shall have no claim to hostel accommodation.
- h) The admission shall be granted for one academic year only which can be renewed on promotion to the next class.
- i) The quota for the allocation of seats to the hostel shall be fixed proportionately on the basis of the sanctioned seats in each department and availability of Hostel accommodation. In case the actual admissions to the hostel from a department falls short the vacant hostel seats may be transferred to other departments with the approval of the Vice-chancellor.
- j) 20% seats are strictly reserved for SC/ST and other categories viz. BC-A, BC-B and Differently Able.
- k) Admissions shall be made on the basis of the merit list supplied by the respective departments. If any candidate fails to turn up within the stipulated time period she shall forfeit her claim to hostel accommodation.
- l) Day Scholars, employees of the University and wards of the university employees (staying in campus shall not be allowed admission in the hostels).
- m) The students who have their residence within 10 km radius of the university are not allowed admission in the hostel.
- n) The Hostel Administration has the right to get the hostel vacated or close down as and when the situation so warrants.
- o) If any student gets hostel accommodation on the basis of her admission in a particular department and subsequently, she joins another department, she must inform hostel authorities through the Chairperson of the new department. However, she will be permitted to retain the hostel accommodation on the basis of her merit in the previous department.
- p) Hostel accommodation is not transferable to any other person. In case of violation of this rule, the allotment shall be cancelled and disciplinary action taken against the allottee as well as the illegal occupant of the room.
- q) A student suffering from an infectious disease shall not be allowed to stay in a hostel till she produces a certificate of medical fitness from the Medical Officer of M.S.M. Institute of Ayurveda Hospital or Govt Medical College for Women, Khanpur Kalan.
- r) Seniority shall be primary consideration for the allotment of cubicles to students within a hostel.**

ii) Re-admission for 2nd, 3rd, 4th and 5th year Students

- a) Admission shall be sought afresh every academic session.
- b) Student must submit a fresh declaration regarding her parent's residential address, so that her eligibility can be verified afresh.
- c) The Hostel Admission Committee/Board reserves all rights of admission to the Hostel.

iii) For Research Scholars

The scholars fulfilling the following criteria shall be allowed admission:

- a) Either the Scholar should be enrolled/registered with BPS Mahila Vishwavidyalaya on a whole time basis or getting Fellowship of University/CSIR/UGC/ any other funding agency.

- b) The admission shall be allowed only after the scholar furnishes a surety from her Supervisor/Teacher of the University for the Regular Payment of her hostel dues subject to the availability of accommodation.
- c) Generally, no hostel accommodation shall be given to any Research Scholar, whose permanent residence is situated within 25 kms of the University Campus.
- d) She must not be employed elsewhere.
- e) Admission shall be considered till 31st October of every year.
- f) The researcher shall not be allowed to stay in the hostel for more than 4 years or after the submission of thesis, whichever is earlier.
- g) The researcher shall have to vacate the hostel during summer vacations for renovation, maintenance etc.

iv) For Guests of University Departments

The team/individual coming to the University Departments for some event or function can be provided temporary accommodation (if available) in the hostels on the recommendation of the respective Chairperson/Principal@ Rs. 1000/- per head per month or for proportionate stay **excluding meals**. The payment has to be made by concerned Chairperson of the Department/Principal of college or institute.

v) Allotment of Rooms

- a) The allotment of rooms shall be made as per the rules laid down by Hostel Administration by a duly constituted committee by the Chief Warden.
- b) Once allotted, the residents are not allowed to change their rooms without the permission of the respective Wardens.
- c) Junior students shall be allotted the dormitories.

8. Leave

- a) A resident is not allowed to leave the hostel without the prior permission of the warden and should sign the movement register kept at the hostel gate.
- b) Medical leave shall be sanctioned only on the production of the Medical Certificate issued by the Medical Officer of MSM Institute of Ayurveda hospital, Khanpur kalan/ Govt. Medical College for Women, Khanpur Kalan/authorized Medical Practitioner.
- c) All applications should bear the name, class, date, the name of the Hostel, the number of the room, the name of the college and date of the leave previously availed.
- d) Leave shall be sanctioned only on the prescribed leave form (in the Hostel Prospects) duly recommended by the concerned Chairperson/Principal.
- e) Leave must be sanctioned by the Hostel Warden before a student avails herself of it. The names of the residents absenting themselves without prior permission for a fortnight or more shall be struck off the rolls and possession of their rooms shall be taken over by the Hostel Authorities.
- f) The Research Scholar residents are allowed to stay out of the hostels till 8.00 p.m. For other residents the Hostel Gates shall close at 7.30 p.m. during summers and at 6.30 p.m. during winters. A Resident failing to follow the said timings shall have to pay a fine of Rs. 100/- per instance and in serious cases may be expelled from the hostel.
- g) The hostel gates shall close at the time mentioned below:-

March 1 st to Oct., 31 st	7.30 p.m.
Nov.1 st to Feb.,28 th	6.30 p.m.

9. Attendance

- a) All residents shall have to present themselves in person at the time of attendance.

10. Meals

- a) All the University messes are run on contract/cooperative basis and are supervised by the mess committees. The convener of the mess committee and its members are nominated from amongst

the residents for a fixed period by the warden and the committees should ordinarily be changed after every three months.

b) A caution money of Rs. 1000/- shall be realized per head as mess security from each student at the time of admission.

c) All the residents are ordinarily expected to take their meals in the Hostel mess.

d) Meals shall be served only in the dining hall during the hours notified. However, in case of illness, meals can be served in the room on the recommendation of the Medical Officer. Information regarding illness should be given in advance so that special food may be prepared.

e) Cooking in the rooms is strictly prohibited, the defaulters shall be fined Rs 100/- per instance.

f) Entry into the cooking area is prohibited.

g) Residents going out of station for seven or more days can stop their meals by submitting an application to this effect, duly recommended by the tutor, at least 24 hours in advance. The rebate for the days for which meals are stopped, shall be calculated on the basis of the rates notified by the Chief Warden from time to time.

h) Guests can be served meals on payment or diet basis or purchase of cash coupons available with the Mess Manager or his representative at the gate of Dining Hall with the permission of the Hostel Warden.

i) All applications, concerning the mess should be separately addressed to the Mess Manager/ Hostel Warden, as the case may be.

j) If a resident does not pay the mess fee in time, she shall be fined for two months @ Rs. 5 per day.

k) If the total amount of the mess dues exceeds the security deposited, the resident shall be deprived of the mess services.

l) No rebate in the mess fee shall be given if a student becomes a day scholar in the middle of the session.

m) Any medical certificate submitted after having over stayed the holidays shall not be considered for mess rebate. However, mess rebate may be considered for those who are permitted to be away due to some illness for at least one month or more. To get rebate in mess fee, students have to inform the Chief Warden for their sanctioned long leave for particular reason.

n) Guest diet shall not exceed 10 diets during a month.

o) No hostel property must be removed from the dining room under any circumstances. Anyone found guilty of this rule shall have to surrender her hostel security.

11. SECURITY

a) Security of Hostel as well as Mess should be deposited at the time of admission.

b) The Security is refunded after one year of completion of the course/leaving the hostel. It shall lapse if not claimed in time.

c) The residents must clear all the dues (Hostel, mess, canteen etc.) before:

i) Taking the roll no. slips for examination

ii) Vacating the hostel

12. Fee Exemption

a) The Vice-Chancellor, on the recommendation of the Chief Warden, can exempt blind students from paying the hostel charges.

b) The Chief Warden shall be competent to adjust the outstanding dues, if any, against the security deposited.

13. COMMON ROOM

a) While playing indoor games, no article should be replaced or removed from its usual place. Games must be played in an orderly manner. Nothing should be removed from the reading room or the common room without the permission of the hostel authorities.

b) No Magazines and Newspapers etc. should be carried to the rooms without getting them issued. Defaulters shall have to bear a fine of Rs. 50/-

c) Residents are required to observe absolute/perfect silence in the reading rooms.

14. VISITORS AND GUESTS

1. Students are required to meet the visitors in the visitor's room only during prescribed hours.

2. a) Parents/Guardians must submit to the Hostel Warden a list of three relatives/Visitors along with their passport size photographs (2 sets each) who are allowed to see their wards and can take them out. The visitors are required to sign the Visitors Register and state their relation.
- b) Authorized lady visitors may visit the resident in her room with the permission of the warden.
- c) Female guest (mother only) may be accommodated by the residents for a maximum period of one day with prior permission of the hostel warden, provided her name is entered in the guest register with the office.
- d) Visitors are allowed on visiting days and during the visiting hours only which are as follows:

Summer:-

Saturday- 3.30 p.m. to 6.30 p.m.

Sunday- 9.30 a.m. to 7.00 p.m.

Winter:-

Saturday- 3.00 p.m. to 5.p.m.

Sunday- 9.30 a.m. to 5.00 p.m.

15. GENERAL RULES: CONDUCT AND DISCIPLINE

- i) Residents are expected to conduct themselves with dignity and decorum at all times in the Hostel.
- ii) They should not disturb other residents by making noise or by rushing about noisily in the corridors.
- iii) They should consider the University property, i.e. building, electrical and sanitary fittings, furniture etc. as their own and not try to damage it in any way. The resident shall be fully responsible for any damage/loss of property. Repair charges for any damage to the furniture etc. shall have to be paid by the resident. Further it is not to be taken from one room to the other.
- iv) Residents are particularly warned not to deface walls, doors, corridors and cupboards by writing, painting or pasting posters, notes etc, with glue/tape/nails, etc. Any violation, whatever the extent, shall lead to disciplinary action.
- v) The residents shall have to vacate the hostel room within 72 hours of the termination of her University examination (generally in May/June every year). Each resident shall obtain NOC from the warden and personally handover the charge of the room and hostel property to her. A fine of Rs. 500/- shall be charged for not handing over the charge.
- vi) According to the existing rules, the students who have Dissertation paper in their Post-graduate courses have to submit their Dissertation one month before the commencement of the theory examination. Therefore, extension in the stay in the hostel shall not be granted to the students on the plea that they have not completed their Dissertation work. However, M.Phil students can retain room for one and half year, whereas Research Scholars (Ph.D.) need not vacate the hostel.
- vii) The residents permitting or abetting unauthorized occupation of the rooms/seats shall be liable to:
 - a) Expulsion from the hostel
 - b) Forfeiture of security and
 - c) A fine of Rs. 500/-
- viii) Discourage malpractices of any nature. Use of abusive language, tearing of leaves from magazines, periodicals and newspapers, playing of cards or any other act of breach of Hostel discipline should be avoided.
- ix) **Use of narcotics, drugs, intoxicants and alcoholic drink**, in any form, within or outside the Hostel are strictly prohibited. Those infringing these rules are liable to be expelled from the Hostel.
- x) Residents are not authorized to punish hostel servants. Any complaint of indiscipline or insolence against them must be reported to the Warden or the Chief Warden, as the case may be.
- xi) If any resident wants to make any representation to the Chief Warden, she should submit that through proper channel, i.e. the Warden concerned.
- xii) Make optimum use of valuable resources like water and electricity. Lights should be switched off and taps should be turned off when not required.

- xiii) No one is allowed to use electric appliances: such as electric heaters, electric rods, electric iron etc. in rooms. In case any boarder is found using these appliances shall attract a fine of Rs. 500/- and disciplinary action shall be taken against her. However, during summer season the residents can use personal coolers by paying Rs. 800/- per month. Unauthorized use of laptops and computers without prior permission of the Chief Warden is prohibited.
- xiv) Boarders are expected to keep their surroundings neat and clean and make proper use of dustbins. Spitting in Hostel compounds and corridors, plucking of flowers, crossing of flower beds and lawns is prohibited. Tea leaves or other rubbish should not be thrown into the sinks.
- xv) Residents are expected to keep their rooms neat and tidy. Rooms are subject to inspection by the Warden/Hostel Welfare Committee (Female members) at any time. Residents are also required to maintain cleanliness and sanitation of the bathrooms and corridors. Bins are provided for collection of litter, fruit peels etc. Disciplinary action shall be initiated against defaulters.
- xvi) The residents are not allowed to borrow or remove the hostel assets from any area.
- xvii) Acts of indiscipline shall be severely dealt with.
- xviii) Residents are required to be in proper dress, when they go to common room, Dining Hall or office of the Warden/Chief Warden.
- xix) The Chief Warden has the right to inspect any room at any time.
- xx) The Hostel Authorities may expel any boarder, at any time if they are not satisfied with her health or conduct.
- xxi) The hostel administration has the right to expel a resident for non-payment of Hostel/ Mess Charges for two consecutive months.
- xxii) Residents should not keep cash or jewellery or other valuable items in their rooms. The responsibility of safety of the belongings shall be entirely that of the residents. They are advised to use strong and reliable locks. Each resident should have an account in the Punjab National Bank Branch or HDFC Branch of the University.
- xxiii) A resident cannot shift her allotted room without the prior permission of the warden. Residents should stay in their rooms during night time and shall not move to other rooms for sleeping without the permission of warden.
- xxiv) Each Resident must bring her own mattress (for old hostels), pillow, blanket, lines, Curtains, CFL/bulbs, bucket and mug.
- xxv) Severe disciplinary action shall be taken against students who break rules or abet other students in breaking the rules or undermining the discipline of the Hostel.
- xxvi) Students are not allowed to remove the kitchen utensils, crockery and cutlery from the Dinning Hall under any circumstance.
- xxvii) Day scholars are not allowed inside the Hostel. Prior permission from the Warden is necessary for bringing in any visitor.
- xxviii) Loud music is not allowed in the hostel premises. As a rule, Residents should not engage in any activity in the room which might cause disturbance to other students.
- xxix) Only authorized mobile provided by parents would be allowed for residents of UG, PG and Research Programmes.
- xxx) No mobile would be allowed for students of Polytechnic and School.
- xxxi) The students shall not visit persons or families living on the university campus beyond permissible hours and without the permission of the competent authority. There shall be no local guardian of the student.**

Note:

- i) The Vice-Chancellor shall be the final authority to make the interpretation of these Hostels Rules & Regulations in case of any dispute. The jurisdiction shall be confined to Khanpur Kalan only.
- ii) The Competent Authority shall have the power to add to these rules or delete or amend any of the existing rules from time to time.

iii)

As per directions of UGC issued vide letter No. F. 6-22/82 (SCT) dated November 29, 1982, 22.5% of the hostel seats are to be reserved (15% for Scheduled Castes and 7.5% for Scheduled Tribes).

As per the directions of the State Government notification 20% or the available hostel seats are reserved for scheduled castes.

Chapter-XXVIII

STUDENTS' CODE OF CONDUCT

The status and future of an Institute depends upon its reputation. The reputation of an Institute depends solely on the performance of its students and not on buildings, equipments, structures etc. although they are the pre-requisite aids. The students of an Institute are known not only by their performance in their academics but also by their conduct which is an integral part of the personality. In order to make the Institute feel proud of its students, the following conduct is expected of them:

1. They shall behave, dress and project their image like dignified and respectable citizens of the country.
2. They shall consider this university their own and develop a sense of belonging for it. Keep it upright, clean and create a congenial atmosphere and environment conducive for studies.
3. The students must be regular and punctual in their studies.
4. The Institute has a scheme of Personal Counseling for students and they should frequently meet the class counselor to discuss their problems, if any.
5. The students must observe discipline. Indiscipline attracts punishment. They must observe self imposed discipline in their studies and in all activities, related to their stay in the Institute/Hostel.
6. ***The students shall not visit persons or families living on the university campus beyond permissible hours and without the permission of the competent authority. There shall be no local guardian of the student.***
7. They shall regularly read the notices, so as not to miss any important information.
8. Their action must reflect respect for the faculty members and must inculcate a spirit of fellow feeling and mutual respect among themselves.
9. They must observe proper silence in the classes/library and avoid making noise. They must observe timings in the class and the Library so as to avoid unnecessary disturbance/over crowding.
10. The students must not write on walls etc. or make undesirables sketches on the walls/furniture tops/doors. They should not damage the Institute property which will attract punishment.
11. The students shall not attempt to use unfair means in Tests/Examinations.
12. They shall not take drugs or consume intoxicants.
13. They shall keep their parents informed regularly about their performance in studies and other problems if any. They shall also make the payment of Institute/Hostel dues well in time.
14. They must not rag freshers rather they must make them feel comfortable.
15. They shall not discriminate on the basis of religion, caste and sex etc.

16. They shall not take part in politics and should observe professional ethics.
17. Students should observe all safety precautions. The institute is not responsible for accidents of whatsoever nature in the institute, hostels or laboratories.
18. If the students act against the interests of the University they are liable for punishment.
19. It is advised that the students supply correct and factual information to the University on all the matters sought by the University otherwise they will attract punishment.
20. The students shall not go on strike or do anything which damages the reputation of the University.
21. All the students shall abide by the provisions of Acts/Statutes/Ordinances/Rules and Regulations of the university as amended from time to time.
22. The students should keep in mind that their sole aim is studies and an overall development of a balanced personality, so as to compete for better opportunities in their professional career.

FEEDBACK FORM (PART-A)
विद्यार्थी द्वारा अध्यापक / मूल्यांकन
(Student's Feedback on Teacher/ Course)

अध्यापक का नाम सत्र / वर्ष / कक्षा

(Name of the Teacher) Semester/Year/Class

विभाग विषय

(Department) Subject

निर्देश: अपने अध्यापक को 4-5 (बहुत अच्छा), 3-4 (अच्छा), 2-1.5 (संतोषजनक) एवं 1.5-0 (असंतोषजनक) के मध्य भारांक प्रदान करके अपनी राय अभिव्यक्त करें। आपकी राय गुप्त रखी जायेगी।

Directions: Express your opinion by giving weightage between 4-5 (very good), 3-4 (good), 2-1.5 (satisfactory) and 1.5-0 (unsatisfactory) to your teacher. Your opinion will be kept confidential.

Sr. No	Effectiveness of Teacher/ Course गुण	बहुत अच्छा	अच्छा	संतोषजनक	असंतोषजनक
		Very good	Good	Satisfactory	Unsatisfactory
1	अध्यापक का विषयगत ज्ञान (आपकी दृष्टि में) Knowledge base of the teacher (as perceived by you)				
2	अध्यापक द्वारा अपने विषय के प्रति रुचि पैदा करना Interest generated by the teacher in the subject				
3	विद्यार्थियों की विषय वस्तु के ज्ञान का मूल्यांकन करने के लिए प्रश्नावली/ परीक्षण पत्र/परीक्षाओं एवं परियोजनाओं आदि की रूपरेखा तैयार करने की योग्यता। Ability to design quizzes/ tests/ assignments/examinations and projects to evaluate students' understanding of the course.				
4	कक्षा में समय का अनुपालन/कक्षा को नियमित रूप से लेना/पढ़ाना Punctuality/Regularity of taking class				
5-	शिक्षण हेतु अध्यापक की तैयारी कैसी थी? How well did the teacher prepare for teaching the class?				
6	विषयवस्तु की गहनता/परियोजनाओं सहित, यदि हैं तो Depth of the course content including project work, if any				
7	अध्यापक द्वारा प्रदत्त अतिरिक्त स्रोत सामग्री की प्रासंगिकता कैसी थी? Relevance of additional source materia supplied by the teacher				
8-	अध्यापक का कक्षा में व्यवहार कैसा था? (Teacher's conduct in the class was)				
9-	आन्तरिक मूल्यांकन प्रणाली कैसी है? How is the internal assessment system?				
10	कक्षा में कितना पाठ्यक्रम पूरा किया ? (Syllabus coverage in the class)	85 से 100% (85 to 100%)	70 से 85% (70 to 85%)	55 से 70% (55 to 70%)	55: से कम (less than 55%)
	संपूर्ण जॉच/मूल्यांकन Overall rating of teaching and course				

FEEDBACK FORM (PART-B)

विश्वविद्यालय/विभाग/संस्था द्वारा दी गई
सेवाओं और उनकी गुणवत्ता का विद्यार्थी द्वारा मूल्यांकन

(Student's Feedback on Quality of Services provided by the University/Department/Institute)

विभाग वर्ष / कक्षा
(Department) Year/Class

विशेष:- यह सर्वेक्षण विश्वविद्यालय/विभाग/संस्था के द्वारा प्रदान की गई सेवाओं की गुणवत्ता के अनुभव-पक्ष से सम्बन्धित है। आपके मतानुसार विश्वविद्यालय/विभाग/संस्था ने निम्नलिखित सेवाएं जिस सीमा तक आपको प्रदान की हैं, उस प्रत्यक्ष अनुभव को अकों के माध्यम से दर्शाएँ:-4-5 (बहुत अच्छा), 3-4 (अच्छा), 2-1.5 (संतोषजनक) एवं 1.5-0 (असंतोषजनक)

Note: This survey deals with your opinion regarding perceived quality of services offered by University/Department/Institute. Please show the extent to which you think University/Department/Institute was able to provide you the following services.

Directions: Express your opinion by giving weightage between 4-5 (very good), 3-4 (good), 3-1.5 (satisfactory) and 1.5-0 (unsatisfactory) to the services provided to you.

क्रम संख्या	सेवाएं	बहुत अच्छा	अच्छा	संतोषजनक	असंतोषजनक
		very good	Good	Satisfactory	Unsatisfactory
1	विश्वविद्यालय/विभाग/संस्था के कर्मचारियों द्वारा छात्राओं का कार्य पूरा करने की समयावधि निश्चित करना और इस समयावधि से छात्राओं को अवगत कराना। The University/ Department/Institute's promise to complete the student's works by a certain time and inform the students about it.				
2	विश्वविद्यालय/विभाग/संस्था द्वारा सभी रिकार्ड/अभिलेख को त्रुटि रहित और अच्छे तरीके से संभालने की वचनबद्धता। The University/Department/Institute's commitment for error-free records and maintaining the records accurately.				
3	विश्वविद्यालय/विभाग/संस्था के कर्मचारीगण द्वारा विश्वविद्यालय परिसर में कोई भी समस्या आने पर उसे निपटाने की दक्षता। Ability of the employees of the University/Department/Institute to properly handle any problem that arises in the campus.				
4	विश्वविद्यालय/विभाग/संस्था के कर्मचारियों द्वारा निर्धारित अवधि के भीतर ही छात्राओं के अनुरोधों का उत्तर एस.एम.एस., ई-मेल अथवा अन्य इलेक्ट्रॉनिक माध्यमों से प्रदान करना। The University/Department/Institute's efficiency to give prompt responses/services through sms, e-mail or other electronic means, to the requests made by students.				
5	पर्याप्त शैक्षिक एवं प्रशासनिक सूचनाओं की विश्वविद्यालय/ विभाग/संस्था की वेबसाइट पर उपलब्धता। Availability of sufficient Academic and Administrative information on University/Department/Institute's website.				

6	विश्वविद्यालय/विभाग/संस्था के पुस्तकालय में पर्याप्त दैनिकी, पत्रिकाएँ एवं समाचार पत्र होना। Availability of sufficient Journals/Magazines/Newspapers in the University/Department/Institute.				
7	विश्वविद्यालय/विभाग/संस्था में स्वच्छ मनोरंजन-कक्ष, कॉमन-रूम एवं जलपान गृहों की व्यवस्था होना। Availability of clean recreation/Common room and Canteen in the University/Department/Institute.				
8	विश्वविद्यालय/विभाग/संस्था के द्वारा प्रदत्त शैक्षिक एवं सामाजिक वातावरण को प्रेरक एवं सुरक्षित सुनिश्चित करना। Ensuring conducive and safe Academic and Social Environment to students by the University/ Department/ Institute.				
9	विश्वविद्यालय/विभाग/संस्था में खेलों की सुविधा उपलब्ध होना। Availability of Sports facilities in the University/Department/Institute.				
10	विश्वविद्यालय/विभाग/संस्था में (चौबीस घंटे/ सातों दिन) चिकित्सकीय-सहायता, पावर-बैक तथा एक्वा/आर ओ सिस्टम की सुविधा होना। Availability of 24x7 Health care facilities, Power Backup, AQUA/RO systems in the University/Department/Institute.				
11	विद्यार्थी शिकायत केंद्र एवं क्षतिपूर्ति विभाग, रैगिंग निरोधक प्रकोष्ठ, यौन उत्पीड़न निरोधक प्रकोष्ठ एवं सामाजिक परामर्श शाखा की व्यवस्था का होना। Availability of grievance redressal cell, Anti Ragging Cell, Cell for Prevention of Sexual Harassment on Campus; and Social Counseling cell in the University/Department/ Institute.				
12	छात्रावासों में स्वादिष्ट, स्वच्छ एवं पौष्टिक भोजन की व्यवस्था। Facility of delicious, Hygienic and Nutritious food in the Hostels.				
13	छात्रावासों में आवासीय सुविधा का आरामदायक, साफ एवं स्वच्छ होना। Facility of comfortable, neat and clean accommodation in the Hostels.				
14	विश्वविद्यालय/विभाग/संस्था में भिन्न रूप में सक्षम छात्राओं के लिए ढलान युक्त मार्ग/लिफ्ट की व्यवस्था। Availability of ramp/lift for differently abled students in the University/Department/Institute.				
15	छात्राओं को विश्वविद्यालय लाने और घर छोड़ने की सुविधा। Facility of Transportation for the Students				
	संपूर्ण जॉच/क्रम-निर्धारण Overall rating				

Chapter-XXIX

STUDENTS' AID FUND

1. Name of the Fund

This shall be named as “Bhagat Phool Singh Mahila Vishwavidyalaya Students' Aid Fund”, hereinafter referred to as BPSMVSAF.

2. Aims and Objects

This fund is to render financial assistance to poor students to meet their tuition or examination fees or to purchase books or to meet other similar expenses. Limited assistance may be given to the students to meet their hostel, mess, clothing or medical expenses if their needs are considered genuine. No scholarship or stipend or reward or prize will be given from this fund.

Individual cases for assistance will be assessed on merit-cum-means basis and as far as possible the students who are already enjoying any kind of concession/scholarship will not be considered for assistance from this fund. Exceptions, however, be made by the Vice-Chancellor in real hard cases.

3. Fund

The following shall constitute the fund:-

- i) Subscription by the University students @ Rs.25 /- per student per year or as prescribed by the Executive Council of the University from time to time.
- ii) Voluntary contribution, by the students, ex-students, staff members of the University and its Colleges.
- iii) Donations from other sources, permissible under the UGC /AICTE Rules.

This aid will be paid through cheque/DD to the needy students, through the Chairperson/Principal University Teaching Department/College concerned and shall not normally exceed Rs. 6000/- per student per year in case of students of University teaching Depts and Rs 2400 per student per year in case of College. The payment shall be in lump-sum or in two installments, as the committee may decide.

4. Management:

The financial assistance shall be approved by the Vice-Chancellor on the recommendations of the Committee consisting of the following:-

- a) Dean, Students' Welfare.
- b) Four Chairpersons of Teaching Departments to be nominated by the Vice-Chancellor.
- c) Deputy Registrar (Accounts).
- d) One student representative from each faculty on rotation basis for a duration of one academic year **to be nominated by the HOD.**
- e) AR (R&S) to screen the applications and prepare a list of deserving eligible students recommended by the respective Chairperson of Department for grant of financial assistance on the merit of each case, in

accordance with the regulations appearing hereinafter. The AR (R & S) shall convene the meeting for screening within fifteen days of the last date of receipt of applications.

The Dean, Students' Welfare shall be responsible for the administration of the fund.

5. The financial assistance under the scheme shall be payable to the students of BPL Families.

6. The financial assistance may be given twice, once in a previous year and the other in the final year, each to the extent of Rs. 6000/- in case of University Teaching Depts and Rs 2400 in case of college, each year. The aid shall also depend on the performance of the student in the previous year.

7. The assistance shall not exceed Rs. 30000/- during the entire period of stay of a student in the University.

8. Not more than 10 percent cases shall be considered from each department for grant of financial assistance under the scheme.

9. The applications of eligible students shall be forwarded by the Chairperson of respective department to the Registrar with the recommendations. The fund shall be collected and operated upon by the designated officer.

10. A separate account of this fund shall be maintained by the R&S Branch in a register devised for the purpose and the accounts shall be audited by the regular auditors of the University.

11. Expenditure statements along with the Utilization Certificate shall as far as possible be placed before the Executive Council in August each year.

12. Audit:

The accounts of the BPSMVSAF shall be audited by the Resident Audit Officer as may be deputed by the Director, Local Fund Audit, Haryana.

Chapter-XXX

AMALGAMATED FUND

These rules will be called the “Amalgamated Fund Rules for Teaching Departments and Affiliated/Maintained Colleges of BPSM, Khanpur Kalan”. The fund shall be operated upon by the Dean, Students’ Welfare (DSW) of the University/Principal of College concerned and utilized on the following objects:-

1. Purchase of sports material for various games on the recommendations of the committee constituted for the purpose.
2. Watering, leveling, cleaning, turning and repairing of the playgrounds, maintenance of swimming pool up to Rs.5000/- at a time.
3. Amenities for NCC Cadets and such other expenditure on NCC as may be approved by the DSW/ Principal.
4. General expenditure to be incurred on the Society Clubs, Associations and Committees, etc. organised by the University Teaching Departments/Colleges.
5. Expenditure in connection with house examination which includes printing of question papers, purchase of answer books, stationery and other contingent expenditure connected therewith.
6. Printing of pamphlets, posters, brochures etc. including subsidy to the News Letter, if necessary.
7. Expenditure in connection with trips to places of Historical, Geographical, Scientific or other educational interests or mountaineering trips or visit to important institutions and centres of industry within India.

Note: The students shall be entitled to half of the concessional 2nd class rail fare, and for station not connected by railway, half of actual bus fare. They may also be paid such other charges for conveyance and transport as may be allowed by the DSW/ Principal. One teacher for 30 students will be allowed to accompany the tour. As far as possible, female teachers shall accompany the students on tour. In case there is no lady teacher in the Department, a male teacher from the Department may accompany the students. In such a case, however, it will be mandatory to take a female faculty member from another department or his wife. However, in case of study tour, where more than one teacher is considered necessary by the Chairperson of the Department/Principal, the DSW/Principal may allow one more male teacher/Secretarial/Ministerial staff to accompany the female staff members on the tour. The University employees accompanying such students shall be allowed usual daily allowance according to the rules governing their service.

8. Expenditure in connection with the functions relating to extra-curricular activities of the students like declamation, music, dramatic or paper-reading contest etc. and payment of travelling allowance to the students and the teachers accompanying them to compete in such contests at outside places.

The traveling/daily allowance will be paid at the rates mentioned in para (13) below.

for friendly/University and other matches, in all the games conducted by the BPSMV Sports Committee. The number of players entitled to refreshment in each team in these games will not exceed the number given in BPSMV Sports Committee Rule Book. In case of friendly matches both the participating teams shall be paid @ 100/- per head per day as refreshment charges.

However if a team wins a position, additional expenditure may be incurred with the prior sanction of the DSW/Principal.

15) Photographs of various Sports Clubs, Students' Association, Dramatic Club, Hostel Welfare Committee, Magazine Committee and other clubs or societies with important dignitaries and members of staff, at the discretion of the DSW/ Principal.

16) Expenditure in connection with the award of college colours to distinguished players.

17) Purchase of stock registers, cash books, stationery and expenditure on postage, stamps, telephones, fax, internet, etc. in connection with the fund.

18) Construction of cycle stand/shed, open-air-theatre, swimming pool, badminton and tennis courts and playground.

19) Expenditure in connection with annual sports meets social and youth welfare functions and other functions organized by the Department/College. It also includes refreshment for parents, guests and prize winners.

20) Expenses on medicines required for the use of the students while outstation in connection with tournaments etc. While playing matches at station, the medicines not available in the Health Centre may be reimbursed to the players.

21) Purchase of furniture and soft furnishing for Common Rooms, LCD/LED sets, articles for indoor games and expenditure on their repair and on petty contingencies. Purchase of musical instruments, amplifier, tape-recorder, photographic camera, water coolers and photographic material.

22) Purchase of materials for performances and general welfare of the students and expenditure on their hire and repair and on contingencies. Uniforms and other equipment for members of various teams and establishments at the discretion of DSW/ Principal.

Note: The Uniforms purchased by members of the various clubs will be returned at the end of the year to the Lecturer in Physical Education who will maintain a register for the purpose. A member of the team who pays half the cost of the uniform will have the right to take it with her when she leaves the Department/ College.

23) Lump-sum grants to:

- i. poor athletes for purchase of milk, eggs and other nutritious food
- ii. Deserving students for purchase of books and stationery.

The grant in individual cases should not exceed Rs. 2400/- in a year.

24) Expenditure on entertainment of students and staff of other Universities and institutions arranged for academic and social exchange.

- 25) Expenditure on books, periodicals and newspapers for the students' reading room and offices of the various functionaries.
- 26) Any other object connected with the students' activities of Sports/Educational/Cultural character as may be approved by the DSW/ Principal.
- 27) Up to 10 percent of the income from the Amalgamated Fund may be spent on
- (i) construction of Pavilion, Stadium, Swimming pool, Gymnasium, Open Air Theatre and Students Centre
 - (ii) on any other project of direct benefit to the students in their extra curricular and physical development activities with the permission of the Executive Council.
- 28) Expenditure in connection with community projects or social service activities approved by the DSW/ Principal.
- 29) Rent of Play-grounds
- 30) Expenditure on Hobbies like music, dance, fine arts, etc. for overall personality development.
- 31) Expenditure in connection with referring of University matches.
- 32) Payment of protest fee or affiliation fee, nomination fee, entry fee, late fee, fine or subscription for sports, Youth welfare and other activities.
- 33) Expenses in connection with tuck ship (excluding building).
- 34) Youth Welfare activities.
- 35) Educational melas, exhibitions, festivals (This should include only incidental expenses but not refreshment).
- 36) Purchase of crockery etc. for serving refreshment to students and other university/college guests.
- 37) Such other expenditure of direct and indirect benefit to the students not included in the rules above as may be allowed by the Vice-Chancellor. The Vice-Chancellor may, in exceptional circumstances, relax any of the provisions of these rules.
- 38) The rates of Bursar allowance being paid out of amalgamated Fund in the Non-Government college Affiliated to this University shall be as under:-

Students Strength	Allowance
1. Upto 1000	Rs. 1000/- p.m.
2. More than one Thousand	Rs. 1500/- p.m.

Chapter-XXXI

N.C.C. FUND

1. There shall be an “NCC Fund” for the students of the Teaching Departments/Maintained and Affiliated Colleges offering NCC.
2. Every student joining the NCC shall pay NCC fee prescribed by the University from time to time.
3. This Fund shall be maintained by the Designated officer/NCC-Cordinator in respect of the students of the Teaching Departments and the Principal in respect of the students of the Maintained/Affiliated Colleges of the university
4. This Fund shall be utilized for NCC activities and the Chief Warden/ Principal shall be competent to sanction all items of expenditure connected with NCC activities.
 - i. It shall include celebration of NCC Day & other occasions notified by NCC Directorate.
 - ii. Expenditure on refreshment and entertainment to Parents/Guardians of the NCC Cadets and guests is also included.
 - iii. Expenditure for awarding prizes and trophies to cadets who achieve distinction in various competitions.
 - iv. Expenses on travelling and other expenses as may be necessary for the cadets to take part in various competitions, courses, parades and Guards of Honour.
 - v. Expenses connected with purchase and equipment for storing NCC articles and equipment.
2. Expenses on any other items connected with NCC activities not specified above will be incurred with the sanction of the Vice-chancellor.



PART-E

MISCELLANEOUS

Chapter-XXXII

TEACHERS' CLUB

Name

There shall be a Club called “Bhagat Phool Singh Mahila Vishwavidyalaya Teachers Club” (hereinafter called the Club) with its venue at the premises provided by the University for the purpose.

Aims and Objectives:

The aims and objects of the Club shall be:-

- i) to promote fraternity among the teachers;
- ii) to provide social and cultural activities **to** the members;
- iii) to provide the members and their wives/husbands opportunities for recreation and pastime so as to utilize leisure hours in a healthy way; and
- iv) any other activities *conducive* to the fulfillment of the above objects.

SMOKING AND CONSUMPTION OF LIQUOR IS STRICTLY PROHIBITED IN THE TEACHERS' CLUB.

Patron

The Vice-Chancellor, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan shall be the Patron of the club.

General Body

The General Body shall consist of all the Ordinary Members. It shall be the supreme authority of the Club.

Office Bearers

The following office bearers of the Club shall be elected by the General Body and all the office bearers shall be honorary.

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Assistant Secretary

Executive Committee

The Executive Committee of the Club shall consist of all the office bearers and two other members nominated by the President.

Membership

The membership of the Club shall be of four kinds, namely:-

- a) Ordinary members: All the teachers appointed by the Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan and the teachers deputed to this University shall **ipso facto** be ordinary members of the Club. These members shall form the General Body of the Club and shall have voting right.

b) Associate Members: Research Assistants, Research Fellows, Research Scholars, Officers of the Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan of the rank of Assistant Registrar and above shall be eligible to become Associate Members of the Club.

c) Special Members: (1) The Deputy Commissioner, S.D.M., Superintendent of Police, D.S.P. and District & Session Judge stationed at either Sonipat or Gohana may be invited to join the Club as special members.

d) Honorary Members: All retired ordinary members shall be Honorary Members of the Club.

Membership/ Subscription etc. Payable

As laid down by the General Body from time to time after a review of the income and expenditure budget at its Annual Meeting.

Admission Fee: All members shall have to pay one time admission fee of Rs 500/-

a) An Ordinary/Associate Member shall pay Rs. 100/- p.m. An Ordinary Member on leave without pay shall not be required to pay the subscription for the period of her/his absence.

b) If the membership of any member of the club is cancelled for any reason, it can be renewed on payment of the arrears of subscription due and a renewal fee of Rs. 200/-.

Powers and Functions:

General Body

The General Body shall have the powers:-

- i) to make amendments in the constitution;
- ii) to approve the bye-laws passed by the Executive Committee; and
- iii) to acquire and dispose of property for the benefit of the Club.

iv) to approve annual budget

v) to pass the audited annual balance sheet.

Executive Committee

1. To frame suitable bye-laws within the frame-work of this Constitution in order to regulate the activities of the Club and to get the same approved from General Body.
2. To sanction expenditure out of the club funds on consumable and non-consumable items from time to time.
3. To raise funds, donations and/ or grants in cash or kind for the benefit of the club.
4. To adopt and submit to the General Body the Annual Report, Annual Financial Statement, etc. of the Club.
5. To appoint Auditors and fix their remuneration, if any;
- 6. *To carry out any other function as may be assigned to them by the General Body connected with the ordinary management of the club.***

Office Bearers

President: He/ She shall preside over all the meetings of the Executive Committee and the General Body of the Club. He/She shall have power to incur expenditure in anticipation of the approval of the Executive Committee up to Rs. 1000/- on individual items specified in the budget of the Club.

Vice-President: The Vice-President shall perform the duties of the President in the casual absence of the President (not exceeding 3 months at a time). In the event of the vacation of the office of the President, the Vice-President shall call an emergent meeting of the General Body for the election of the President.

Secretary: The Secretary shall look after the work of the Club and maintain its office record. He/ She shall call the meetings of the General Body and the Executive committee of the Club on the Advice of the President. He/ She shall correspond on behalf of the Club. He/ She shall prepare the Annual Report of the Club, get it approved by the Executive Committee and submit the same to the General Body for approval.

Treasurer: The Treasurer shall maintain the accounts of the Club and shall prepare Annual Financial Statement for the current year and the Budget Estimates for the following year for submission to the Executive Committee and the General Body.

Assistant Secretary: The Assistant Secretary shall perform the duties of the Secretary in the absence of the later. He/ She shall perform any other duty assigned to him/ her by the President from time to time.

MEETINGS

General Body

The General Body shall assemble at least once in a year. This meeting shall be called the Annual General Meeting and will be held in August every year. A special meeting of the General Body may be called on a written requisition made to the President by at least twenty ordinary members of the Club or on a resolution adopted by the Executive Committee of the Club. The notice of a meeting specifying the business to be transacted shall be issued seven days in advance. Emergent meetings can, however, be convened at a notice of 24 hours.

The Agenda shall include, among other items, the following:

- i) The Annual Report
- ii) The Financial Report along with the Statement of Accounts of the previous year and the Financial Estimates for the following year.
- iii) *Other items forwarded by the members atleast seven days in advance.*

Quorum

2/5th of the total Ordinary Membership of the Club shall form the quorum.

Executive Committee

The Executive Committee shall meet at least once a month (except the Summer Vacations). A notice of three days shall be given. The agenda for the meeting shall be as approved by the President. However the agenda for the July meeting of the Executive Committee shall include the Annual Report of the Club, Financial Report, Statement of Accounts for the previous year and Budget Estimates for the following year. Four members will form the quorum.

ELECTION:

The General Body shall elect the office bearers at its annual general meeting. The term of the office of the office bearers shall be 2 years.

Removal of the President

The President may be removed from his office on a vote of no confidence passed in a general body meeting by $\frac{2}{3}^{\text{rd}}$ of the members voting provided that the $\frac{2}{3}^{\text{rd}}$ is not less than $\frac{1}{2}$ of the total ordinary membership. In the event of the President being removed by the general body, it shall elect an Ad-hoc Committee to look after the Club's activities till a new President is elected by it at a subsequent meeting for the remaining part of that year and the following year.

Removal of a Bearer/Member

A member found guilty of unbecoming behaviour may be suspended by the President and a report made to the General Body within a month (Except the Summer Vacations) for appropriate action which may entail removal from membership.

Removal of the Office Bearers and/ or Nominated Members of the Executive Committee

The President is empowered to remove or substitute any or all of the above mentioned members.

Financial Year

The financial year of the Club shall be reckoned from 1st August every year.

Amendments to the constitution

The Constitution may be amended at:

- i) The Annual General Body meeting, if the proposed amendments are included in the agenda of the said meeting;
- ii) a special meeting of the General Body provided that the proposed amendments are circulated by the Secretary as part of the agenda of such a meeting.

The proposed amendments shall be included in the constitution provided that the number of members voting in favour of the amendment or in favour of amendment to amendment, if any, is not less than 50% of the total strength of Ordinary Membership of the Club at that time.

Dissolution

If for any reason the Club is proposed to be wound up, the net assets shall be disposed of in a manner to be decided by the general body or, in the absence of a resolution of the General Body, at the discretion of the Patron.

Chapter-XXXIII

SUPPLY OF LIVERIES TO EMPLOYEES

The state Government rules, as amended from time to time, shall be followed in letter and spirit.

Chapter-XXXIV

ALLOTMENT OF RESIDENTIAL ACCOMMODATION RULES FOR ALLOTMENT OF RESIDENCES/HOUSES/ STAFF QUARTERS

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1. Short title and commencement–

These rules may be called the "Rules Governing the Allotment of Residential Accommodations", 2012 of Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat).

These rules shall come into force w.e.f. the date of approval by the Executive Council.

2. Extent of Application:

These rules shall apply to all the employees of the Vishwavidyalaya as specified under these rules and others, wherever applicable.

3. Definitions: In these rules, unless the context otherwise requires:

a. 'Allotment' means grant of a license to an employee of the Vishwavidyalaya to occupy a residence or portion thereof owned by the Vishwavidyalaya for use by him/her as residence as per the terms of the license.

b. 'Allotment Year' means the year commencing from 1st January or such other period as may be notified by the Vishwavidyalaya.

c. 'License Fee' means the sum of money payable monthly for the residence allotted in accordance with the provisions of these rules.

d. 'Emoluments' mean the emoluments as defined in the Fundamental Rules. In the case of an employee of the Vishwavidyalaya under suspension, the emoluments drawn by him/her on the first day of the allotment year in which he is placed under suspension or if he is placed under suspension on the first day of allotment year, the emoluments drawn by him immediately before that date shall be taken as emoluments.

e. "Scale" means a regular scale of pay.

f. 'Employee' means the whole time teaching and non-teaching employee duly appointed by the Vishwavidyalaya who is eligible for allotment of residence in terms of these rules.

g. 'Family' means the wife or husband, as the case may be and children, step-children, legally adopted children, parents, brothers or sisters as ordinarily reside with and are dependent on the employee concerned.

h. 'Vishwavidyalaya' means Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat).

i. 'Kulapati' means the Vice Chancellor of Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)

j. 'Upkulapati' means the Pro Vice Chancellor of Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)

k. 'Kulasachiv' means the Registrar of Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)

l. 'House Allotment Committee' (HAC) means the Committee to consider and recommend allotment of Residence, constituted by the Vice Chancellor

m. 'Market Rent' means rent fixed by the HAC

n. "Standard Rent" shall have the same meaning as under the Haryana Rent Control Act from time to time or as mentioned in these rules, whichever is more.

o. "Priority Date" of an employee in relation to a type of residence to which he/she is eligible means the earliest date from which he/she has been continuously in service in the University in respect of **Type-I-V accommodation** and the earliest date from which he/she has been continuously drawing

salary relevant to a particular type of residence in respect of Transit accommodation.

Explanation:

Whenever a staff member becomes entitled to a particular type of residence he/she would have date of priority from the date of entry into the salary slab given in Rule 5 in respect of Type-I-V accommodation as prescribed for eligibility for allotment of that type. He/She would, however, be entitled to retain his/her earlier dates of priority, if any, for the lower types of residence also.

Provided that where the priority date of two or more employees is the same, seniority amongst them shall be determined by the amount of salary. Where the salary is equal, the seniority will be determined by scale of pay. Employees in higher scale of pay will be senior to the employees in lower scale of pay. In case the scale is also the same, the date of birth shall be considered, that is, the older employee getting precedence over the younger employee; and where all the above factors are equal, seniority will be decided by draw of lots.

p. 'Residence' means any residence including temporary accommodations for the time being under the administrative control of the Vishwavidyalaya.

q. 'Sharing' means permitting an employee of the Vishwavidyalaya only to occupy a part of the accommodation allotted or to be allotted to another employee with the prior approval of the Registrar.

r. 'Subletting' means un-authorized letting out either the whole or any part of the allotted accommodation by an allottee to any employee of the Vishwavidyalaya or any other person with or without payment of licence fee by such other persons.

s. 'Type' in relation to an officer means the type of residence to which he is eligible under these rules.

t. 'Rules' mean the rules of the Vishwavidyalaya for the time being in force.

u. **“Khanpur Kalan” means the area within the limits of the village Khanpur Kalan.**

4. ***Schedule:*** The terms and conditions, eligibility criteria, prescribed formats of applications for allotment/change of staff quarters, formats of affidavits, vacation/occupancy reports etc. and any other information relevant to the allotment of staff quarters shall be as specified in the respective schedules which are quoted below:

	Particulars	Subject	Page No.	
1.	"Rules Governing the Allotment of Residential Accommodations"- 2012			
2.	Schedule-I	Application Forms relating to the Allotment/ Change of Staff Quarters, Temporary Allotment for holding functions and ceremonies to Vishwavidyalaya staff.		
3.	Schedule-II	Prescribed formats relating to the Offer of Allotment, Acceptance of Offer, Allotment Letter, Affidavit, Occupancy Report/ Vacation Report, Undertaking to be submitted annually and Surety Bond		

5. **Classification of Residences:**

Save as otherwise provided under these rules, an employee shall be eligible for allotment of residence of the type shown in the table below:

Rule 5 Classification of Residence:

Type of Residence	Entitlement of Groups(Slabs)	Total number of Staff Quarters
I	Group C & D (up to the Grade Pay of Rs.1900)	
II	Group C (GP between Rs.2000 to 2800)	
II-A	Group C (GP between 3200/- to 4800/-)	
III	Asstt. Professor/ Group A Officers AGP/GP of Rs. 5400 and above & Hostel Wardens	
IV	Assistant Professor/ Associate Professor with AGP Rs. 7000 and above	
V	Professor, Registrar, Finance Officer and equivalent (with AGP/GP-Rs.10000 and above)	

The license fee along with water charges should be charged from the allottees as per the rates given below or as amended from time to time.

Type of Residence	License fee	Water Charges	Lawn Charges	Fan Charges
I	On State Govt Pattern	Rs. 20/-	N.A.	Rs. 10/- per fan for all categories p.m.
II	--do--	Rs. 40/-	N.A.	--do--
III	--do--	Rs. 40/-	Rs. 30/-	--do--
IV	--do--	Rs. 70/-	Rs. 50/-	--do--

(in terms of E.C reso No. 22 of 31st meeting of the Executive Council held on 21.02.13)

The earmarked accommodations shall be kept out of the general pool and priority quota. The remaining staff quarters shall be allotted to the eligible employees under the General Pool and the Priority quota. The allotment between both categories of employees who will be eligible and apply for allotment of staff quarters as per their seniority (general pool) and under the essential services, shall be made till the quota prescribed under the essential category is exhausted in the respective type of staff quarters. The Vice-Chancellor at her discretion may allot any accommodation(s) to any employee(s) of the Vishwavidyalaya in the interest of the functioning of the Vishwavidyalaya. While doing so, if there is any backlog, such backlog shall be filled-up from the forthcoming quota. Further, the benefit of priority allotment of staff quarters allotted under essential category shall be extended to an employee once only and he shall not be considered either for change of accommodation or for allotment of higher entitled accommodation on priority. The details of accommodations provided to each category are given below:-

Type of staff quarters	No. of staff quarters	Staff Quarters to be allotted to earmarked category	Staff quarters to be allotted under priority quota	Staff Quarters to be allotted under Discretionary Quota	Staff Quarters to be allotted under the general pool.
Type-I	57				57
Type-II	37				37
Type-III	25				25
Type-IV	93			08(-01)	73

Type-V	15	01 to 04			05
Total	227			07 (allotted)	197

Note:- The quota for allotment of accommodations shall not be permitted over and above the prescribed percentage of quota applicable for all the respective categories.

6. Category classified for Allotment of Staff quarters:

For the purpose of allotment of staff quarters, the members of the staff of the Vishwavidyalaya are classified into three categories as indicated below:-

- (i) Ear-marked Accommodation
- (ii) Accommodations under the Essential Category (Priority Allotments)
- (iii) Accommodation under Discretionary Quota
- (iv) Accommodation under the General Pool

- (i) **Ear-marked Accommodation:-** The following officers of Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat) are entitled to the ear-marked residential accommodations from the date of assuming the office :

<u>S.No.</u>	<u>Entitlement</u>	<u>Type of Staff Quarters</u>
1.	Vice-Chancellor	Vice-Chancellor's Bungalow (post attached accommodation)f
2.	Pro Vice Chancellor	Pro Vice Chancellor's Bungalow (post attached accommodation)
3.	Registrar	Type-V - Qtr No. -
4.	Finance Officer	Type-V - Qtr No.-
5.	Controller of Examinations	Type-V - Qtr No.-
6.	Supdt Engineer	Type-V- Qtr no.-

The Vice-Chancellor and Pro Vice Chancellor's Bungalows are designated bungalows which are attached to the posts. Except the Vice-Chancellor, Pro Vice Chancellor and Registrar, all other officers shall pay the Licence Fee and other charges as per the University rules as amended from time to time during their occupation. In case of death, resignation, dismissal and retirement of the Vice-Chancellor, Pro-Vice-Chancellor and Registrar, the rent shall be charged as per clause **15(xii)** of these rules.

(ii) Allotment of Accommodations under the Essential Category (Priority Allotments):-

The category of staff whose services are essential for effective functioning of the Vishwavidyalaya and who are required to attend duties during odd hours, Sundays and holidays are to be considered for allotment of staff quarters on priority under the essential category subject to the condition that :

- a) **the quarters must be available for allotment.**
- b) such allotments shall not be treated as a matter of right.
- c) the allotment would be considered on their application in the prescribed format.

The following categories of employees shall be entitled to allotment of staff quarters either as per their entitlement or one below category under essential category in view of the exigency of their services. The allotment of accommodation shall be considered in order of priority as mentioned below:

1. Hostel Warden (According to their entitlement preferably nearest to the hostel)
2. PS to VC (as per their entitlement)
3. PA to PVC (as per their entitlement)
4. PA to Registrar (as per their entitlement)
5. One of the Deputy Registrars as per the discretion of Vice-Chancellor.
6. Any other officer to be incorporated by the Executive Council on the recommendation of the Vice-Chancellor.

Note: - A) As and when the concerned officer/employee who was allotted the staff quarters under the essential category, ceases to perform his essential duties due to his/her transfer to another section either by rotational change or by appointment/promotion to another post which does not fall under the essential category, he/she shall be required to vacate the staff quarters within two months from the date of receipt of notice in this regard. Such an officer/employee shall not be required to vacate this accommodation allotted on priority, if their juniors have already been allotted accommodations under the general pool.

B) The employee/officer holding the post mentioned under the Essential Category may be allotted accommodation as per the entitlement or one below category as per the discretion of the Vice-Chancellor subject to availability of accommodation.

C) If any employee holding the appointment under the Essential Category, expresses his/her unwillingness to occupy the accommodation under the essential category, the Vice-Chancellor at his discretion, may temporarily place the accommodation for allotment under the general pool as per the priority date defined under these rules in case there is no one waiting for allotment under the essential category.

(iii) Accommodation under the General Pool Category and Priority date of the employees:

The allotment of staff quarters under these categories shall not be treated as a matter of right. The General Pool accommodation shall be allotted to the employees of the Vishwavidyalaya as per the priority date defined under clause 3 (o) of these rules.

The allotment of staff quarters on seniority basis shall be considered subject to the availability of quarters after fulfilling the eligibility criteria and the prescribed requirements as per these rules or in the absence of any specific provisions in the rules, the Govt. of Haryana rules as amended from time to time shall be made applicable. In case of clash between any rule/proviso between the Government of Haryana and the rules, the provision prescribed under these rules shall prevail.

7. Eligibility of Husband and Wife

- i) No employee shall be allotted a residence under these Rules, if the wife or the husband, as the case may be, has already been allotted a residence by the University, Government, Semi-Government body, autonomous organization or any local body unless such residence is surrendered simultaneously.

Provided that this sub-rule shall not apply where the husband and the wife are residing separately in pursuance of an order of judicial separation made by any Court. Provided further that an employee in occupation of accommodation allotted to him by the Government of India, Semi-Govt. body/autonomous body etc., shall be required to surrender the accommodation simultaneously before occupying the accommodation allotted to him/ her by the University.

- (ii) Where two employees in occupation of separate residences allotted under these Rules marry each other **they shall within one month of the marriage surrender either of the residences allotted to them.** Failure to surrender one of the residences within the prescribed time will result in automatic cancellation of allotment of both the residences and charging of punitive license fee for continued occupation of the residences.
- (iii) Where both husband and wife are employed in the University, the entitlement of each of them to allotment of residence under these Rules shall be considered independently as per their entitlement.

8. Employees not entitled to allotment of Accommodation:

The Vishwavidyalaya has only 227 staff quarters. At present, the total sanctioned strength of teaching and non-teaching positions of the Vishwavidyalaya is 417(168+249) which is likely to increase further in future in the subsequent Five Year Plans. The ratio of the existing staff quarters and staff (Teaching and Non-Teaching) is 1:1.88. Keeping in view the acute shortage of staff quarters, it shall not be feasible to allot the staff quarters to every employee of the Vishwavidyalaya. Therefore, the following categories of the employees shall not be eligible for allotment of residential accommodations:

- i) **An employee who owns any house in the village Khanpur Kalan, Town Gohana and any locality falling within the radius of 15 kms from the university, either in his/her name or name of his/her spouse (not legally divorced) or dependant children shall not be entitled to allotment of staff quarters if sufficient quarters are not available for allotment.**
- ii) An employee against whom any criminal case is/ has been pending in any court in the country or an employee who has been convicted in a criminal case by any court.
- iii) An employee with an unsound mind.
- iv) If in the opinion of the Vice-Chancellor or otherwise, an employee is considered as a persona non-grata due to misconduct, alcoholism, unruly and undesirable behaviour not in conformity with the public decency and whose presence in the campus residential area is prejudicial to the peace, tranquility and privacy of other allottees of the Vishwavidyalaya.

9. Application for Allotment:

- (i) Notification inviting applications for preparation of the list of eligible employees to be considered for allotment of staff quarters of the Vishwavidyalaya may be issued and be posted on the Web-site www.bpswomenuniversity.ac.in and the notice boards of the Vishwavidyalaya subject to availability of accommodations.

Note:- The employees who desire to apply for allotment of staff quarters of the Vishwavidyalaya are required to contact the concerned section or go through the web-site and the notice boards of the Vishwavidyalaya on regular basis to avoid any communication gap. Once the notification/information is posted on the web-site, the Vishwavidyalaya shall not entertain any grievance of any employee under the pretext of non-receipt of any information/notification issued by the Vishwavidyalaya relating to allotment of Staff Quarters of the Vishwavidyalaya.

- (ii) The Notification for inviting the applications in the prescribed format along with the terms and conditions shall normally be issued once in a year preferably between 1-30 days of January and the employees of the Vishwavidyalaya shall be required to submit their applications within 15 days from the date of issue of notification. In case the closing date is a holiday, the next working day shall be treated as the closing/last date. Incomplete applications and the applications received after the due date shall not be entertained. The Vice-Chancellor or the Registrar may order for issue of the

notification at any point of time during the year in case the notification inviting the applications for allotment could not be issued in the month of January due to whatever reasons. The Vice-Chancellor may also permit submission of application by an employee at any point of time in a year in exceptional circumstances for allotment by an employee, if he deems fit and if such an action is in the interest of the Vishwavidyalaya.

- (iii) The printed application form as placed at **Schedule-1 (page nos.)** shall be available in the General Branch of the Vishwavidyalaya. The employees may also download the application form from the Website of the Vishwavidyalaya.
- (iv) The members of the staff seeking allotment shall submit and register their applications with the concerned branch of the Vishwavidyalaya within the time period as prescribed in the Notification in this regard. A receipt to this effect shall be issued by the concerned branch to the applicant at the time submission of duly filled-in applications.
- (v) At the time of submission of application, every allottee has to sign the declaration/undertaking prescribed in the application to the effect that neither he himself/herself nor his/her spouse or dependant children has owned any house/flat **or** any accommodation is allotted to his/her spouse by any Government/Semi-Government/autonomous organizations, public sector organizations and private firm etc.
- (vi) The concerned unit of the Vishwavidyalaya shall prepare the provisional list for circulation and the employees may be required to submit their objections within 7 working days from the date of issue of notification, if any with specific details which shall be taken care of before preparing the final list of the employees. In case any employee fails to file his objection within the specified time limit, his objection at a later date particularly after the allotment of the concerned accommodation to his junior shall not be entertained. The final list as per the priority date shall also be placed on the web-site and notice boards of the Vishwavidyalaya for information of all the employees.

10. Allotment of Residences/Staff Quarters:

10.1 A residence, on falling vacant or becoming available for occupation, shall be allotted to an employee having the earliest priority date for that type of residence out of the priority list for that year.

10.2 No residence of higher type than he/she is entitled to shall be allotted to an employee.

Provided that if his/her request for the next lower type than his/her entitlement is received, he/she may be considered for the same according to his/her date of priority for that next lower type.

Provided further that if his/her name does not figure in the priority list for the next lower type, his/her date of priority shall be deemed to be the same as for the type of residence to which he/she is entitled.

10.3 An employee, who is on approved leave and is out of station, may authorize a member of his/her family or another employee whose name shall be communicated to the Estate Branch to accept the allotment on his/her behalf as per rules, provided always that on rejoining duty after leave, the employee to whom the residence is allotted shall complete all the formalities.

10.4 All type III, IV residences, will be allotted to Non-teaching and teaching employees in the ratio of separate roster which shall be maintained for allotment.

10.5 Out of the total number of residences of all type 10% in each type shall be reserved for Transit purpose only.

Explanation:

In the case of Type-III and IV houses the Roster for allotment in the ratio of 1:3 between the non-teaching and teaching staff shall be maintained separately.

- 10.6 Out of the total number of residences of all types 10% in each type shall be reserved under the Vice-Chancellor's quota.
- 10.7 Preference for allotment of house on the ground floor may be considered on medical grounds supported by a certificate issued by the CMO only.

11. Criteria for determining the Eligibility of the employee for allotment of staff quarters:

- i. An employee will be considered for allotment of accommodation as per the entitlement and provisions mentioned under clause 4, 5, 6, 7, 8 and fulfillment of other conditions as specified under these rules.
- ii. An employee who is entitled to a higher type of accommodation either on priority or otherwise may be offered lower entitled accommodation at the discretion of the competent authority.
- iii. The Registrar may cancel the existing allotment of an employee and allot him an alternative residence of the same type or in emergent circumstances an alternative residence of the type next below the type of residence in occupation of the employee if the residence in occupation of an employee is required to be vacated by the Registrar due to whatever reasons.
- iv. Where two employees of the Vishwavidyalaya are in occupation of separate residences allotted under these bye-laws marry each other, they shall within one month of the marriage, surrender one of the residences as per their convenience. Failure to surrender the residence within the prescribed time shall result in automatic cancellation of allotment of residence of one of them followed by imposition of double the market rent and initiation of disciplinary proceedings.
- v. Where both husband and wife are employed at the Vishwavidyalaya, the entitlement of each one of them for allotment of a residence under these rules shall be considered independently. Any one of them may opt for allotment as per his/her entitlement.
- vi. **Allotment of accommodations to the spouse, son, daughter-in-law, un-married daughters of the retiring employee under the General Pool Category:-** When a Vishwavidyalaya employee in occupation of any Vishwavidyalaya staff quarters superannuates on attaining the age of superannuation from the service, his/her spouse, son, daughter-in-law, un-married daughters may be allotted the Vishwavidyalaya staff quarters under general pool category on payment of normal license fee, if the proposed allottee satisfies the following conditions. However, this allotment shall not be treated as a matter of right:
 - a) The proposed allottee must be a Vishwavidyalaya employee eligible for allotment of the Vishwavidyalaya staff quarters as on the date of retirement of the original allottee.
 - b) He must apply to the Registrar in the prescribed format two months before the date of retirement of the original allottee.
 - c) He must have been residing with the retiring employees continuously for the last three years or more immediately preceding the date of retirement and should not have drawn HRA from the Vishwavidyalaya for the last three years as on the date of retirement of the original employee.
 - d) He must be a regular employee of the Vishwavidyalaya who shall be eligible for such concession if he secures employment in the Vishwavidyalaya on or before the date of retirement of the original allottee.
 - e) The retiring employee or the employee himself/herself or any dependant member of his/her family should not own a house in the village Khanpur Kalan or Town Gohana.
 - f) The employee under this category shall be allotted the accommodation to which he/she is entitled subject to availability of accommodation in the Vishwavidyalaya. This concession would not be

available to an employee under this category if any other member of the family is already in occupation of the Vishwavidyalaya accommodation.

- g) If, the dependant employee is not entitled to the type of accommodation in which he/she was staying with the retiring employee, he/she may be allotted a lower type of accommodation as per his/her entitlement. In case lower type of accommodation is not available for allotment, the employee concerned shall vacate the accommodation within the prescribed time limit as applicable to the retiring employee. It may be noted that allotment of such accommodation to the dependant of the retiring employee shall not be treated as matter of right

12. Issue of Offer and Allotment Letter:

- a. The offer of allotment as at– **Schedule-I (page no-)** shall be communicated to the allottee who will be required to submit his/her acceptance in the prescribed format (**page no.)** along with an affidavit if applicable as at **Schedule-II (page Nos-)** within 5 days from the date of receipt of the offer failing which the allotment shall be treated as cancelled and no request for extension of time shall be entertained in this regard. Consequently, the residence in question shall be allotted to the next eligible candidate in the waiting list immediately thereafter.
- b. On receipt of the acceptance in the prescribed format along with an affidavit from the allottee, the Allotment letter (**Schedule-II – page no-)** shall be issued to the concerned employee and he/she will be required to take possession of the staff quarters within 3 working days from the Junior Engineer of the University Works Department of the Vishwavidyalaya after completion of all formalities in this regard. The Junior Engineer shall be required to issue Occupancy Report (**Schedule-II – page nos-)** after taking the possession by the allottee.
- c. Every allottee *under the general pool* shall submit an undertaking/declaration in the prescribed format (**Schedule-II - page no.51**) on yearly basis in the first week of January to the effect that neither he himself/she herself nor his/her spouse or his/her dependant children has owned any house **or** any accommodation is allotted to his spouse by any Government/Semi-Government/autonomous organization or public sector organization or private firm etc. in the National Capital of Delhi during the calendar months between January to December. In case any allottee takes possession of any house at any stage after January or immediately after allotment, he/she shall instantly inform the Registrar with documentary proof through a formal declaration.
- d. The required condition at -C above shall not apply where the allotment is to be made under the earmarked, essential category and discretionary quota categories who have been allotted staff quarters in relaxation of the restrictions mentioned under clause 8 of these rules. In case the exigency of the work of allottee under the essential category is over and the residential accommodations allotted to him under essential category is converted to general pool accommodations due to his seniority as mentioned under Clause **6(ii) Note-A** of these rules, he/she has to submit an undertaking/declaration annually as mentioned above. Further, the above-mentioned clause shall not apply to those allottees who were allotted accommodations prior to the date of issue of the Notification of the earlier rules of the Vishwavidyalaya. However, they shall be required to submit the afore-mentioned undertakings prior to their retirement, resignation or other-wise for considering their requests for retention of residence as mentioned under clause 15 of these rules.

13. Non-acceptance of allotment or failure to occupy the allotted residence after acceptance:

If any allottee fails to communicate the acceptance of the offer of allotment of a residence within 5 working days or if any employee fails to take possession of that residence after acceptance within 3 working days from the date of receipt of allotment letter or refuses to accept the offer in writing, he/she shall not be eligible for another allotment for a period of two years from the date of refusal of the offer of allotment and the license fee for non-occupancy period from the date of offer of allotment

shall be recovered from his/her pay as specified in these bye-laws. The employee shall not be entitled to HRA for non-occupancy period also.

14. Change of residence/staff quarter:

- i. Change of residence shall not be a matter of right of any allottee. Before allotment of any staff quarters in a block, the allotting authority may at his discretion circulate by notification along with the application form prescribed at "**Schedule-I – (page Nos...)**" amongst all the allottees of the same block to exercise their option for change of accommodation. Change shall be offered as per the seniority to be counted w.e.f. the date of occupation of the quarters in a particular block irrespective of the priority date. Once an employee is permitted to change his accommodation either from upper floor to lower floor or from lower floor to upper floor, he shall not be permitted any more change of accommodation in future except under situations when he becomes entitled to higher category of accommodation.
- ii. It is the discretion of the Vice-Chancellor to float any vacant accommodation inviting applications for change of accommodation from one floor to the other on seniority basis or she may directly allot the accommodation to any eligible employee without permitting such change of accommodation depending upon the exigency of the situation.
- iii. If an officer fails to accept a change of residence offered to him within five working days from the date of the issue of such offer of allotment letter, he/she shall not be permitted any change of accommodation in future except under situations when he/she becomes entitled to higher category of accommodation.
- iv. Once the change of accommodation is permitted after accepting the offer, the process of occupation of the new residence must be completed within 7 working days and the earlier residence shall be surrendered within this period failing which market rent shall be charged on the earlier residence w.e.f. the 8th day onwards till the date of surrender of the old residence or the new residence as the case may be.

15. *Period for which allotment subsists and the concessional period for retention:*

An allotment of residence ordinarily shall continue to be in force until the employee ceases to be in the service of the Vishwavidyalaya. It shall however be within the competence of the Vice-Chancellor to cancel the allotment, in case any employee violates any of the terms and conditions of allotment of these rules due to whatsoever reasons.

The allotment of a residence shall come to an end automatically on the happening of any of the following events mentioned below. The employee or his legal representatives, as the case may be, on their written request may be allowed the grace period mentioned against each event at col.3 below, to vacate the premises. The grace period shall not confer any right on the allottee/legal representatives to retain the accommodation as the case may be and the allotting authority may at his discretion cancel the allotment, in case the accommodation is required by the Vishwavidyalaya. The events as mentioned below at S.No. (i) to (xi) shall apply in case of allotment under general pool, essential categories and ear-marked accommodations (except VC's, PVC's Bungalow). In case of VC, PVC and Registrar's accommodation, the events as mentioned at S.No.(xii) shall apply. The allottee/legal representative may be permitted to retain the quarters for the period noted against the events on payment of license fee as mentioned below:-

Sr.No.	Events	Permissible grace period for retention of the residence
1.	2.	3.
(i)	Resignation, dismissal or removal, from service, termination of services or unauthorized absence which results in break in service or Cancellation of allotment.	One month on normal license fee and another one month on double the license fee.
(ii)	Retirement or terminal leave	Two months on normal license fee and another two months on double the normal license fee. On medical /educational grounds:- Further retention of 2 months on four times of the normal license fees <i>and</i> subsequent 2 months on six times of the normal license fee subject to production of proof.
(iii)	Employee or his/her spouse or his/her dependant children who has owned house in the village of Khanpur Kalan or Town Gohana:-	One month on normal license fee and another one month on double the normal license fee from the date of retirement, acceptance of resignation, dismissal or in case of death of allottee.
(iv)	Cessation of essential duty under clause -6(ii)- Note-A)	One month on normal license fee and another one month on double the normal license fee after retirement or in case of <i>death of allottee</i> .
(v)	Death of the allottee	Four months on normal license fee and another four months on double the normal license fee if the deceased or his/her dependant does not own a house in the village of Khanpur Kalan or Town Gohana
(vi)	Leave (Other than preparatory to retirement, refused leave, terminal leave, medical leave or study leave)	Four months
(vii)	Leave preparatory to retirement	For the full period of leave on full pay subject to maximum of 180 days
(viii)	Study leave or *deputation in or outside India or proceeding on foreign service on lien within or outside India.	Maximum period of two years in the whole service career either in one spell or more than one spells combined. This period shall include the complete or by combining the fragmented period of retention of staff quarters already availed by an allottee while on deputation prior to the date of issue of the notification of these rules. However, in case the period of retention of staff quarters exceeds two years then it shall attract payment of double the market rent from the

		<p>allottees irrespective of the date of allotment.</p> <p>*In case any officer joins the new assignment on deputation in another organization/department and wants to occupy the house in the parent department, he/she is entitled to retain the house for the period as long as he is on deputation as per MDU rules/shall be required to deposit the HRA received from the borrowing organization/department along with the license fee as admissible under rule.</p>
(ix)	Leave on medical grounds	Full period of leave
(x)	On proceeding on training	Full period of training
(xi)	Maternity leave	For the period of maternity leave plus leave granted in continuation up to a maximum of 5 months
(xii)	<p>Rent Free reserved accommodation (VC, PVC's Bungalow and Registrar's Residence):-</p> <p>(a) On death of the officer</p>	Rent free accommodation for a period of three months from the date of officer's death.
	(b) On resignation, dismissal or removal	Rent free accommodation for a period of two months from the date of resignation, dismissal or removal.
	(c) On retirement, completion of term	Rent free accommodation can be retained for a period of two months.

- a. In special circumstances, the Vice-Chancellor is authorized to increase the period of retention of the staff quarters (except VC, PVC's Bungalow and in case of those allottees having their own houses in the village Khanpur Kalan or Gohana Town) up to a maximum period of two months on ten times of the normal license fee beyond the limitation period as prescribed in Rule-15 above. If it exceeds two months, the matter shall be reported to the Executive Council for an appropriate decision in this regard. As regards the rent free reserved accommodation, the matter shall be referred to the Executive Council for approval.
- b. Any employee retaining the accommodation for whatever reasons beyond the permissible limit will be charged license fee equal to double the market rent unless he has sought and obtained prior approval of the competent authority.
- c. An allottee may be permitted to retain the accommodation for a certain period on market rent which shall in any case not exceed a maximum period of 3 months after the entire grace period is over including the period of two months already availed on ten times of the normal license fee with the prior approval /permission of the Vice-Chancellor.
- d. If an employee who has been allotted the Staff Quarter of the Vishwavidyalaya before or after the date of issue of the rules of the Allotment of Residential Accommodations", 2012 owns a house in

the village Khanpur Kalan or Gohana Town in his/her name or name of the spouse(not legally divorced) or dependant children, he or she shall be required to vacate the staff quarters of the Vishwavidyalaya as specified under clause -15(iii)- a) & b) of these rules and after which no extension shall be allowed under any circumstances except the conditions as mentioned at -a. above.

- e. Notwithstanding anything contained in these rules when an employee is dismissed or removed from service or when his services have been terminated and the Vishwavidyalaya is satisfied and it is necessary or expedient in the interest of the Vishwavidyalaya to do so, the Vishwavidyalaya may cancel the allotment of the residence made to such employee either forthwith or with effect from such date prior to the expiry of the period of one month referred as item (i) of the table above.
- f. In addition to the above-mentioned events, the Vice-Chancellor may decide the period of retention in other cases which are not specified in the above-mentioned columns from S.No.(i) to (xi).

Note: If the accommodation is not vacated on the expiry of permissible period for retention of the residence under any of the clauses, Eviction and rent recovery proceedings as per law under **“Haryana Premises & Land Eviction and Rent Recovery Act – 1972”** shall be initiated by filling a case in the Court of Law and the person concerned shall be required to pay penal rent as under:

- i) Upto one month” normal rent+10%of the basic pay last drawn.
- ii) For 2nd and 3rd month: normal rent+20% of the Basic Pay last drawn.
- iii) For 4th to 6th month: normal rent+30% of the Basic Pay last drawn.

In any case i.e. after the retirement, an employee shall have to vacate the premises after nine months (i.e. 3 months permissible period and 6 months penal rent period mentioned above).

16. Cancellation of allotment:

- i. The allotment of staff quarters cannot be treated as a matter of right and the Vishwavidyalaya administration may cancel the allotment at any time and at any stage during an employee's service career depending upon the exigency of the situation which may be resorted to due to the following reasons by giving a notice of 2 months in advance:
 - a) When the accommodation of any employee is converted from General Pool to Ear-marked or Essential Category or vice-versa.
 - b) Implementations of the guidelines of the State Government, as amended from time to time.
 - c) When the accommodation is declared unsafe for habitation and if the accommodation is required to be placed under major repair and maintenance, demolition, reconstruction or any other structural flaw as per the certification of the University Engineer or the Engineer In-Charge. During this period of unauthorized occupation, the employee concerned shall be personally liable to any eventuality including his loss to life and property.
 - d) If the house is required by the Vishwavidyalaya due to administrative or any other emergent reasons whatsoever subject to the satisfaction of the Vice Chancellor. During such situations, the employee shall have to vacate the accommodation within three months and shall have no claim of allotment of an alternative residence of the same type or an alternative residence of the type next below the type of residence in occupation of the employee. It shall be the prerogative of the Vice Chancellor to consider allotment of alternative residence subject to availability of surplus accommodation as per his entitlement or one below category. However, it shall not be claimed as a matter of right.
- ii. The allotment of staff quarters shall be cancelled forthwith apart from initiation of disciplinary action against the allottee if he/she:

- a. Un-authorized subletting of the staff quarters on whatever considerations.
- b. erects any unauthorized structure in any part of the residence;
- c. tampers with the electric or water connections;
- d. puts the residence into improper use;
- e. conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his neighbours;
- f. Indecent and undesirable behaviour amounting to mis-conduct which interferes with the peaceful habitation of other residents;.
- g. has knowingly furnished incorrect information for securing allotment of the residence.
- h. Breach of rules /contract/discipline / terms of these rules governing the allotment of staff quarters.
- i. Carry-out activities such as gambling, unruly behaviour, misconduct of any kind, noise pollution, eve-teasing, alcoholism, indulgence in illegal activities which will attract forceful eviction from the quarters and disciplinary action shall also be initiated as per the rules.
- j. Holding religious functions without prior permission near to the residential area, inviting outsiders inside the campus and using PA system and music system for entertainment of the guests which disturb the peace and tranquility of the area and other inmates.
- k. Any other conduct/action which according to the decision of the Vice-Chancellor is detrimental to the general interest of the residents of the area/ or the Vishwavidyalaya as a whole;
- l. The Staff Quarters occupied by him/her is needed for allotment to any person under essential category in the interest of the Vishwavidyalaya.

17. Provision relating to License Fee:

Where an allotment of residence has been accepted or if any employee fails to take possession of that residence after acceptance within 3 working days from the date of receipt of allotment letter or refuses to accept the offer in writing, the license fee for non-occupancy period from the date of offer of allotment shall be recovered from his/her pay. The employee shall not be entitled to HRA for this period also. Provided that no license fee shall be charged from the Vice-Chancellor, Pro Vice Chancellor and Registrar occupying the accommodation earmarked for them under these rules except the events mentioned under clause -15(xii) above.

- i. Where an officer, who is in occupation of a residence, is allotted another residence and he/she occupies the new residence, the allotment of the former residence shall be deemed to be cancelled from the date of occupation of the new residence. He/she may, however, retain the former residence on that day and the subsequent day for shifting. Retention of the old residence beyond 7 working days shall be treated as unauthorized occupation and he shall be charged double the market rent.
- ii. The License Fee shall be recovered from the allottee as per the State Government rules as amended from time to time.

18. Personal liability of the allottee for payment of License fee till the residence is vacated and furnishing of surety bond by temporary employees:

- i. The employee to whom a residence has been allotted shall be personally liable to pay the license fee or the market rent as the case may be and also pay for any damage beyond fair wear and tear caused thereto the furniture, fixtures, fittings or facilities provided therein by the Vishwavidyalaya during the period of stay in the residence. The allottee is also required to ensure that all kinds of dues in respect of the allotted residence shall be cleared by the end of the same month, failing which the Vishwavidyalaya has the prerogative to recover the dues with interest @ 12% per annum. - added. It is also the responsibility of the allottee to surrender the residence in scheduled time as soon as the authorized period of stay is over to avoid imposition of penalty at the discretion of the Vice-Chancellor.
- ii. Where the employee to whom a residence has been allotted is not a permanent employee of the Vishwavidyalaya, he/she shall furnish a surety bond in the prescribed format given at Schedule-II (page no.) to be executed by a surety who shall be necessarily a permanent Vishwavidyalaya employee serving the Vishwavidyalaya for payment of license fee and other charges due from the allottee in respect of such residence and services and any other residence provided in lieu.
If the surety ceases to be in the service of the Vishwavidyalaya or becomes insolvent or ceases to be available for any other reasons, the officer shall furnish a fresh bond executed by another surety within thirty days from the date of his acquiring knowledge of such event or fact, and if he/she fails to do so, the allotment of the residence to him/her shall, unless otherwise decided by the Registrar, be deemed to have been cancelled with effect from the date of that event.

19. Surrender of an allotment and period of notice:

- i. An allottee may surrender his/her allotted accommodation at any time by giving intimation in writing so as to reach the Registrar at least one month in advance prior to the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the date of the expiry of the period. If he/she fails to give due notice as mentioned above, he shall be responsible for payment of the license fee for 30 days and no pro-rata should be allowed.
- ii. An allottee who surrenders the residence shall not be considered again for allotment of accommodation in the Vishwavidyalaya.

20. Maintenance of residences/staff quarters:-

- i. The maintenance of the Staff Quarters shall be made by the Construction Branch of the Vishwavidyalaya. The branch shall maintain an allotment/vacation register clearly showing the name of the allottees, date of possession/vacation etc., and reconcile its record with the records of the concerned branch on yearly basis and issue "Occupancy & Vacation Reports (Schedule-II, page nos.) at the time of possession and vacation of staff quarters.
- ii. A certificate declaring a house as dangerous should be issued by an officer not below the rank of University Engineer//Registrar (on the recommendation of a technical committee to be constituted for the purpose and duly approved by the University Works Committee with the association of at least two Civil Engineers not below the rank of Executive Engineer or Associate Professor either as member or co-opted as members.
- iii. The Vishwavidyalaya shall have the right to undertake any type of repair, maintenance and other related works including renovation even after occupation of the staff quarters by an allottee. There may be situations in which the repair of one staff quarters may have link with the other staff quarters located in the lower floors or higher/other floors of the same block. In such circumstances, the Works Department of the Vishwavidyalaya shall have the right to undertake the repairs in any of the staff quarters as may be deemed necessary. The allottees of these accommodations may be required even to vacate the accommodation in such circumstances to complete the repair and maintenance work, if necessary without any pre-condition of allotment of any alternative accommodation. In case

of any non-cooperation in this direction by any allottee, the allotment shall be cancelled forthwith by the Registrar after giving him/her a notice of two months and such an employee shall not be considered for allotment of accommodation in future. In case any particular accommodation or block is declared dangerous or unsafe for living by the competent authority, the allottee(s) shall be required to vacate the accommodations at the earliest but not later than one month to avoid any undesirable situation including loss of life and property. In case any allottee fails or willfully neglects the warning to vacate the accommodation, he/she will be responsible and shall be liable to any kind untoward situation or eventuality which is likely to cause in future. It is not the responsibility of the Vishwavidyalaya to provide any alternative accommodation or leased accommodation to such an allottee due to vacation of staff quarters which is declared unsafe. However, he/she will be paid HRA as per rules.

- iv. The Works Department shall be responsible for proper maintenance of the staff quarters including that of recovery of dues, if any.
- v. The charges shall be deducted from the pay of the allottee every month as per rules in force from time to time plus the charges towards amenities provided, if any and the allottee has to pay for the electricity consumption charges at the rate fixed by the State Government from time to time.
- vi. In case of any dispute amongst the residents, written complaints may be sent to the Registrar with documentary proof or statements from the eye witness(s) who shall decide the matter either directly or by ordering an inquiry through an impartial and independent committee. The details of the report of the inquiry shall be submitted to the Registrar at the earliest for further action in the matter. However, the decision of the Vice-Chancellor shall be final and binding on all concerned.
- vii. An employee to whom a residence has been allotted shall:
 - a) maintain the residence and surroundings and environment in a clean condition to the satisfaction of the Vishwavidyalaya. Such employee shall not grow any trees, shrubs or plants contrary to the instructions issued by the Registrar from time to time or cut or lop off any existing tree or shrub in any garden, courtyard or compound attached to the residence.
 - b) not to keep earthen pots, gamlas and other containers for growing plants in the balcony which may damage the structure, cement plasters or disturb the peaceful stay of the lower floor allottees.
 - c) not throw water, filth, garbage through the window which may disturb the peaceful stay of the lower-floor allottees.
 - d) not keep pets, animals without prior permission of the Registrar.
 - e) not make any additions or alterations and carry out any structural changes in the premises allotted .
 - f) not use the premises for any purpose other than residence
 - g) not use the premises against any rules or any other local authority whatsoever
 - i) save electricity and water.

21. Temporary Allotment:

- i) Temporary Allotment of Staff Quarters should be discouraged and should not be considered as a matter of right.
- ii) The temporary allotment of the staff quarters may be given at the discretion of the Vice Chancellor for the social functions/marriages etc. of the employee(s) of the Vishwavidyalaya and their dependants i.e. parents, son, daughter and dependant brother/sister only whose name figures in the declaration given by the employees for LTC and Medical Reimbursement etc., if any staff quarters has been lying vacant in the Vishwavidyalaya on payment of the following charges (including cleanliness charges):

Type-I : Rs.750/- per day
 Type-II: Rs.1000/- per day
 Type-III: Rs.1500/- per day
 Type-IV: Rs.2000/- per day
 Type-V: Rs.2500/- per day

In case of functions like marriage, betrothal, reception etc., the temporary allotment shall be strictly restricted to blood relations i.e. parents, real brothers and real sisters (not friends, distant relatives and acquaintances) or non-dependant family members i.e. "unmarried son and daughter" on payment of the afore-mentioned charges.

- iii) The allottee shall be required to deposit Rs.5000/- as the Security deposit.
- iv) It is the responsibility of the allottee to get the floors properly washed and clean the sanitary fittings and other fixtures neatly failing which the Works Department shall get such things done at the expenses of the allottee and deduct the requisite amount out of the security deposit.
- v) The period of allotment for such purposes shall normally be one week. However, the allotment for a period up to 15 days may be permitted in exceptional cases with the approval of the Registrar. The Vishwavidyalaya employees, who have been allotted temporary accommodations for any other purpose or regular stay for one month period or more, shall not be entitled to HRA.
- vi) The request for allotment in prescribed Application Form (Schedule-I – page no...) will usually be supported by documentary proof such as marriage invitation cards, etc.
- vii) The application in the prescribed format for temporary allotment may be submitted in the General Branch of the Vishwavidyalaya. The employees may also download the application form from the Website of the Vishwavidyalaya.
- viii) The electricity and water charges etc. as per norm shall be charged for the period of allotment.
- ix) Damages, if any, caused to the building shall also be charged to the allottee upon getting a report from the University Engineer. Allotment for marriage purposes shall not be made more than 15 days in advance of the actual date of marriage.
- x) No staff quarters shall be kept un-allotted intentionally without any justifiable reasons for the purpose of making such allotments.

22. The Allotment of Staff Quarters to the employees not connected with the Vishwavidyalaya.

- i. The allotment of residential accommodation to the out-sider under any Government/Autonomous bodies not connected with the Vishwavidyalaya shall be discouraged and this shall not be treated as a matter of routine.
- ii. However, the Vice-Chancellor may at his discretion allot any residential accommodation to any employee of the State Government/Autonomous Body on a temporary basis not exceeding six months on payment of the "usual Licence Fee +HRA" - being paid to the employee, as per the State Government rules or by his organization, whichever is higher. Further, the electricity and water charges etc. as per the prevailing rates shall be charged for the period of allotment.
- iii. At the time of allotment of the staff quarters, the concerned allottee shall be required to deposit an advance along with the refundable security deposits etc as mentioned below:

S.No.	Particulars	Amount
a)	Advance payment	Total licence fee of the actual period of allotment or part of it at the discretion of

		the Vice Chancellor(added)
b)	Refundable Security deposits	Rs.5,000/- (fixed)

- iv. The applications in the prescribed format for temporary allotment (**Schedule-I – page no-)** may be submitted in the General Branch of the Vishwavidyalaya. The application form may be downloaded from the Website of the Vishwavidyalaya or be obtained from the General Branch of the Vishwavidyalaya.
- v. Damages, if any, caused to the building shall also be charged to the allottee upon getting a report from the University Engineer.
- vi. The allottee shall be required to make all payments in time. In case he fails to deposit the payment within the prescribed time period, the amount shall be recovered from his pay based on the undertaking/declaration of the allottee duly accepted/recommended by the competent authority of his/her parent department. Even recoveries may be effected from the amount kept as security deposit.

23. Subletting and sharing of residences/staff quarters:

- i. No employee shall share the residence allotted to him/her or any of the out-houses, garages etc. with none other than the employees of the Vishwavidyalaya eligible for allotment of residences under these rules with the prior approval of the Vice Chancellor. The servant's quarters, out-houses garages etc., may be used only for the bonafide purposes including residences of the authorized servant of the allottee or for such other purposes as may be permitted by the Vice Chancellor.
- ii. No employee shall sublet the residential accommodation allotted to him/her.

PROVIDED that an employee proceeding on leave may with the prior approval of the Vice Chancellor, accommodate in the residence, any other employee eligible to share the Vishwavidyalaya's accommodation as a caretaker for the period of leave but not exceeding six months. The caretaker shall not be entitled to HRA during this period.

- iii. Any employee who shares his residence with any other employee of the Vishwavidyalaya with due permission, shall do so at his own risk and responsibility and shall remain personally liable for any license fee payable in respect of the residence and for any damage caused to the residence or its premises or grounds or services provided therein by the Vishwavidyalaya beyond fair wear and tear.
- iv. As regards the payment of HRA to the concerned employee sharing accommodation with another employee with prior permission of the Vice Chancellor, the admissibility etc. has to be decided as per the rules.

24. Consequences of breach of rules and conditions:

If an employee to whom a residence has been allotted, sublets the residence or charges rent from the sharer at a rate which the Vice Chancellor considers excessive or erects any unauthorized structure in or around any part of the residence or uses the residence or any portion thereof for any purpose other than that for which it is meant for or tampers with the electric or water connections or commits any other breach of the rules or of the terms and conditions of the allotment or uses the residence or premises for any other purpose which the Vice Chancellor considers to be improper or conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his/her neighbours or knowingly furnishes incorrect information in any application or written statement with a view to securing the allotment, the Vice Chancellor may without prejudice to any other disciplinary action that may be taken against him/her may cancel the allotment forthwith under intimation to all concerned.

Explanation:

- i. If an employee sublets a residence allotted to him/her or any portion thereof or any of the out-houses, garages etc. in contravention of these rules, he/she may, without prejudice to any other action that may be taken against him/her, be charged enhanced licence fee of 10 times of the flat rate of licence fee or double the market rent, whichever is higher.
- ii. Where action to cancel the allotment is taken on account of subletting of the premises by the allottee, a period of 30 days shall be allowed to the allottee and any other person residing therein to vacate the premises. The allotment shall be cancelled with effect from the date of vacation of the premises or expiry of the period of 30 days from the date of orders for the cancellation of the allotment, whichever is earlier.
- iii. The Vice Chancellor shall be competent to take all or any of the actions under these rules and also declare the employee ineligible who commits a breach of the rules of allotment of residential accommodation for the remaining period of his services and the disciplinary proceedings shall also be initiated for infringement of the provisions of these rules.
- iv. Where the allotment of a residence is cancelled for any misconduct prejudicial to the maintenance of harmonious relations with neighbors, the employee at the discretion of the Vice Chancellor may be allotted another residence of the same type. However, in case he/she is considered a persona non-grata, he/she may be asked to vacate the Vishwavidyalaya accommodation within a period of one month and stay in a rented house outside for which he/she shall be entitled to HRA.

25. Un-authorized stay in residence after cancellation of allotment:

Even after an allotment has been cancelled or deemed to be /have been cancelled under any provisions contained in these rules and the residence remains or has remained in occupation of the employee to whom it was allotted or of any person claiming through him, such employee shall be liable to pay damages for use and occupation of the residence, services, and garden charges, equal to the license fee at market rate as may be determined by the Vice Chancellor from time to time.

26. Inventory of Residences/staff quarters:

The Housing Inventory list has to be prepared by the University Works Department of the Vishwavidyalaya. At the time of taking possession of the staff quarters, the allottee shall be required to sign the Inventory list with a certification prescribed in the "Occupancy Report" that the staff quarters allotted to him/her is in good condition. Similarly, at the time of issue to vacation report, the Junior Engineer shall be required to report the deficiencies of the staff quarters in the Vacation Report. Before vacation of the staff quarters including ear-marked accommodations and VC/PVC's bungalow and Registrar Residence, the allottee is liable to clear all the dues relating to the licence fee, electricity and water charges etc. and to pay all for any damages, losses, theft etc. at market rate for which depreciation shall not be allowed.

27. Allotment prior to issue of rules:

Any valid allotment of residence which is subsisting immediately before the commencement of these rules shall be deemed to be an allotment duly made under these rules.

28. Relaxation of rules:

- i. The Executive Council may, under special circumstances to be recorded in writing for example on grounds of extreme hardship to any employee, or when the Vishwavidyalaya enters into a contractual obligation with a person whose services are required in the interest of Vishwavidyalaya, or for any other compelling reasons in the interest of the Vishwavidyalaya, relax all or any of the provisions of the Rules in case of any particular employee or residence or class of employee or type of residence.
- ii. Notwithstanding the provisions or procedures for allotment of accommodation contained in these rules, the Vice Chancellor at his discretion may allot any accommodation to any employee out of general pool accommodation, if his/her services are considered essential and in the interest of the Vishwavidyalaya. This allotment shall however be subject to ratification by the Executive Council and shall be considered to be valid as long as the services of such an employee come under essential category.

29. Removal of difficulties:-

- i) The Executive Council may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.
- ii) All existing rules and orders in relation to the matters covered under these rules shall stand superseded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these rules.

30. Interpretation:-

In case of any ambiguity or lack of clarity with regard to any clause of these rules, the decision of the Vice Chancellor shall be final.

31. Amendment of rules:-

The Executive Council shall have the authority to amend, modify, change, withdraw, suspend, and relax any or all the provisions of these rules. The decisions of the Executive Council shall be final and binding on all the employees.

32. Residuary matters:-

In respect of all matters not specifically provided for in these rules, the corresponding provisions as prescribed by the Govt. relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these rules clashes with any provision of the **MOA**, the provision of the MOA shall prevail and the provision in these rules shall stand superseded. In case any provision of these rules clashes with any rule of the Government relating to its employees, the provision of these rules shall prevail.

33. Territorial Jurisdiction:

In case of any disputes, the territorial jurisdiction for adjudication shall be Sonapat only.

34. Delegation of Powers & Functions:-

The Vice Chancellor may delegate any or all the powers conferred upon him under these Rules to any officer(s) under his control subject to such conditions as she may deem fit to impose.

35. General "Terms and Conditions:

- a) The staff quarters of the Vishwavidyalaya shall be allotted to the employees as per the classification of residences, category classified for allotment of staff quarters and entitlement as specified under clause 4, 5, 6, 7 & 8 of the "Rules Governing the Allotment of Residential Accommodations", 2012.
- b). The allotment will be governed by the Memorandum of Association, "Rules Governing the Allotment of Residential Accommodations", 2012 as amended from time to time and resolutions/orders of the Executive Council of the Vishwavidyalaya and rules of the Govt. of India/UGC adopted by the Vishwavidyalaya from time to time. The allottee shall abide by these rules as amended from time to time.
- c). The Vice-Chancellor, Pro Vice Chancellor and Registrar are entitled to the ear-marked accommodations as specified under clause 6 (i) of these rules. The category of staff whose services are essential for effective functioning of the Vishwavidyalaya and who are required to attend duties during odd hours, Sundays and holidays are to be considered for allotment of staff quarters under essential category subject to conditions as specified under clause 6 (ii) of these rules. The General Pool accommodation shall be allotted to the employees of the Vishwavidyalaya as per the priority date defined under clause 3 (o) and other conditions laid down under clause-8 (A) & (B) of these rules.
- d). The allotment of staff quarters cannot be treated as a matter of right and the Vishwavidyalaya administration may cancel the allotment any time and at any stage during an employee's service career depending upon the exigency of the situation as specified in the rules.
- e) The following categories of the employees shall not be eligible to allotment of residential accommodations as per clause 8 of these rules:
 - i) No employee shall be allotted a residence under these rules if his/her spouse, as the case may be, has already been allotted a residence either by Vishwavidyalaya or by any organization under the Government/ Semi Government or Autonomous Body, Public Undertaking or Non-government/ Private Sector at the village Khanpur Kalan and Town Gohana. This condition shall not apply where the husband and wife are residing separately pursuant to an order of judicial separation made by any Court of Law.
 - ii) An employee who owns any house in the village Khanpur Kalan and Town Gohana either in his/her name or name of his/her spouse (not legally divorced) or dependant children shall not be entitled to allotment of staff quarters.

NOTE:

This condition shall not apply where the allotment is to be made under the ear-marked or essential category.


- iii) An employee against whom any criminal case is/ has been pending in any court in the country or an employee who has been convicted in a criminal case by any court.
- iv) An employee with an unsound mind.
- v) If in the opinion of the Vice Chancellor or otherwise, an employee is considered as a persona non-grata due to misconduct, alcoholism, unruly and undesirable behaviour not in conformity with the

public decency and whose presence in the campus residential area is prejudicial to the peace, tranquility and privacy of other allottees of the Vishwavidyalaya.

- f). The allotment is purely temporary and is liable to be cancelled at any time when the staff quarters is required in the interest of the Vishwavidyalaya and the allottee shall vacate the quarters within the prescribed time period of the notice.
- g). The employees of the Vishwavidyalaya shall be required to submit their applications within 15 days from the date of issue of notification. In case the closing date is a holiday, the next working day shall be treated as the closing/last date. Incomplete applications and the applications received after the due date shall not be entertained. The Vice-Chancellor may order for issue of the notification at any point of time during the year in case the notification inviting the application for allotment could not be issued in the months of January and July due to whatever reasons. He may also permit submission of application at any point of time in a year for allotment by an employee, if he deems fit and if such an action is in the interest of the Vishwavidyalaya.
- h). The members of the staff seeking allotment shall submit and register their applications with the Administration Section of the Vishwavidyalaya within the time period as prescribed in the Notification in this regard. A receipt to this effect shall be issued by the concerned branch to the applicant at the time of submission of duly filled-in applications.
- i). At the time of submission of application, every allottee has to sign the declaration/undertaking enclosed with the application to the effect that neither he himself/she herself nor his/her spouse or dependant children has owned house/flat **or** any house/flat is allotted by any Government/Semi-Government/autonomous organizations, public sector organizations and private firm etc. in the village Khanpur Kalan or Town Gohana. However, this condition shall not apply in case of allotment to the ear-marked and essential categories of the Vishwavidyalaya.
- j). The concerned branch shall prepare the provisional list for circulation and the employees may be required to submit their objections within 7 working days from the date of issue of notification, if any with specific details which shall be taken care of before preparing the final list of the eligible employees. The final list as per the priority date shall also be placed on the web-site and notice boards of the Vishwavidyalaya for information of all the employees.
- k). An employee who is entitled to a higher type of accommodation either on priority or other wise may be offered lower entitled accommodation at the discretion of the competent authority.
- l). The Vice Chancellor may cancel the existing allotment of an employee and allot him an alternative residence of the same type or in emergent circumstances an alternative residence of the type next below the type of residence in occupation of the employee if the residence in occupation of an employee is required to be vacated by the Vice Chancellor due to whatever reasons.
- p). When a Vishwavidyalaya employee in occupation of any Vishwavidyalaya staff quarters superannuate on attaining the age of superannuation from the services, his/her spouse, son, daughter-in-law, unmarried daughters may be allotted the Vishwavidyalaya staff quarters on payment of normal licence fee, if the proposed allottee satisfies the conditions as prescribed under clause 10(ix) of these rules. However, this shall not be treated as a matter of right.
- q). Change shall be offered as per the conditions defined under clause 14 - of these rules. Once an employee is permitted to change his accommodation either from upper floor to lower floor or from lower floor to upper floor, he shall not be permitted any more change of accommodation in future except under situations when he becomes entitled to higher category of accommodation.

- r). It is the discretion of the Competent Authority Vice-Chancellor to float any vacant accommodation inviting applications for change of accommodation from one floor to the other or he/she may directly allot the accommodation to any eligible employee without permitting such change of accommodation depending upon the exigency of the situation as per clause 14 -ii of these rules. The employees eligible for allotment of accommodation under essential category or other- wise shall be given preference for allotment of ground floor or lower floors irrespective of rank/grade/seniority or seniority as per the priority date.
- s). The detailed terms and conditions, provisions, eligibility criteria, prescribed formats of applications for allotment/change of staff quarters, formats of affidavits, occupancy/vacation orders etc. and any other information relevant to the allotment of staff quarters are specified in the respective schedules of the "Rules Governing the Allotment of Residential Accommodations", 2012. For reference of the rules, employees may have access to the rules which shall be available in the Vishwavidyalaya's web-site- www.bpswomenuniversity.ac.in, Library and General Branch wherever possible.

Schedule-I

BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA		
		
KHANPUR KALAN (SONIPAT) HARYANA, INDIA		
Application for Allotment of Staff Quarters		
(To be filled up by the applicant)		
1.	Name (In block letters)	
2..	Designation & Department	
3.	Date of appointment in Vishwavidyalaya	
4.	Whether Permanent/Temporary If permanent, indicate the date of confirmation in the Vishwavidyalaya.	
5.	Whether the applicant is governed under the NPS?	
6.	Date of Superannuation	
7.	Date of Birth	
8.	Basic Pay as on the date of issue of notification for allotment	
9.	Type of Staff Quarters for which the applicant is entitled	
10.	Category under which you apply: i) Essential category ii) General Pool iii) Allotment to the spouse, son, daughter-in-law, un-married daughters of the retiring employee, give details iv) Others (please specify)	
11.	Marital Status	Married/Unmarried

12.	Present Address	
13.	Permanent Address	
14.	Have you ever been debarred from consideration of allotment of staff quarters? If yes, mention the date of such debarment	Yes/No
15.	Whether you have refused the offer of allotment within the last two years. If yes, give the date of the allotment	
16.	For temporary employees, indicate particulars i) Name of Surety ii) Designation iii) Date of Superannuation iv) Name of the Department v) Address of Surety	
17.	Whether you or your spouse are under occupation of any accommodation allotted by the Vishwavidyalaya or any other organization under the Government/Semi Government/Autonomous Body/Public Undertaking or Non-Government/Private Sector, If yes, please give details	
18.	Whether you/your spouse or dependant children, owns any house in the National Capital of Delhi? If yes, please give details	
19.	Any other information, if any	

DECLARATION BY THE APPLICANT

- i. I have read the terms and conditions of the "Rules Governing the Allotment of Residential Accommodations", 2012 of the Vishwavidyalaya and I hereby undertake that I shall abide by these rules as may be amended from time to time in case a residential accommodation is allotted to me.
- ii. I hereby declare that I or my spouse or dependant children have/ have not owned any house or allotted any accommodation in the village Khanpur Kalan or Town Gohana. I shall inform the Vishwavidyalaya as and when I or my spouse or dependant children become(s) the owner of any house subsequently within one month from the date of acquiring such ownership and the residential accommodations allotted by the Vishwavidyalaya shall be vacated as per clause-15-iii of these rules.
- iii. I hereby declare that no criminal case is/ has been pending in any court in the country or I have not been convicted in a criminal case by any court.
- iv. The information as declared by the undersigned is true to the best of my knowledge and belief. I also declare that no part of it is false and no material information has been concealed/suppressed. Further, I am aware of the fact that if my declaration as given above is found to be incorrect in any manner, my allotment is liable to be cancelled and disciplinary proceedings shall be initiated against me.

Dated.....

Signature of applicant

Name:.....

Designation:.....

List of Enclosures:

For office use only:-

Registration Number	Date of Receipt of application	Remarks
Dealing Assistant	Superintendent	Assistant Registrar/Dy.Registrar

**BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA
KHANPUR KALAN (SONIPAT) HARYANA, INDIA**



Application for Change of Staff Quarters

(To be filled up by the applicant)

1.	Name (In block letters)	
2.	Designation & Department	
3.	Date of appointment in Vishwavidyalaya	
4.	Date of superannuation	
5.	Date of birth	
6.	Basic Pay as on the date of issue of notification for change of accommodation	
7.	Name of the Section/Department	
8.	Type of Staff Quarters occupied	
9.	Date of occupation	
10.	Pool under which the applicant was allotted accommodation	
11.	Choice for change of accommodation	
12.	Reasons for change	
13.	In case, change is requested on Medical Ground, please give details with documentary proof/certificate issued by the concerned Medical Officer/Superintendent of the Hospital.	
14.	Any other Information, if any	

DECLARATION BY THE APPLICANT

- i. I have read the terms and conditions of the "Rules Governing the Allotment of Residential Accommodations", 2012 of the Vishwavidyalaya and I hereby undertake that I shall abide by these rules as may be amended from time to time in case a residential accommodation is allotted to me.
- ii. I shall inform the Vishwavidyalaya as and when I or my spouse or dependant children become(s) the owner of the house subsequently within one month from the date of acquiring such ownership and the residential accommodations allotted by the Vishwavidyalaya shall be vacated as per clause-15-(iii) of these rules.
- iii. I shall inform the Vishwavidyalaya as and when my spouse is allotted any quarters by the organization wherever he/she works..
- iv. I hereby declare that I have neither changed any quarters of my grade in the past nor any change was offered to me.
- v. I further declare that I have not made any application for change nor refused any change of accommodation in the past.
- vi. The information as declared by the undersigned is true to the best of my knowledge and belief. I also declare that no part of it is false and no material information has been concealed/suppressed. Further, I am aware of the fact that if my declaration as given above is found to be incorrect in any manner, my allotment is liable to be cancelled and disciplinary proceedings shall be initiated against me.

Dated.....

Signature of applicant

Name:.....

Designation:.....

List of Enclosures:

For office use only:-

Registration Number	Date of Receipt of application	Remarks
Dealing Assistant	Superintendent	Assistant Registrar/Dy.Registrar

**BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA
KHANPUR KALAN (SONIPAT) HARYANA, INDIA**



Application for allotment for holding functions and ceremonies

(To be filled up by the applicant)

1.	Name (In block letters)	
2.	Designation & Department	
3.	Name of the Section/Department	
4.	Period for which seeking allotment	
5.	Purpose with documentary proof	
6.	Name of the person getting married	
7.	Relationship with applicant	
8.	Date of submission of application	
9.	Any other information, if any	

DECLARATION BY THE APPLICANT

- i. I have read the terms and conditions of the "Rules Governing the Allotment of Residential Accommodations", 2012 of the Vishwavidyalaya and I hereby undertake that I shall abide by these Bye-Laws as may be amended from time to time in case a residential accommodation is allotted to me.
- ii. I undertake to pay the license fee in advance for the period of allotment as per rule. Further I undertake to clear all the dues in respect of the electricity and water charges.

- iii) I undertake to bear the cost of repairs of damages, if any, as assessed by the Vishwavidyalaya caused to the building, fittings, fixtures and lawn etc.
- iv) I undertake that during the period of allotment, the relatives or other members of family of the undersigned will not carry-out activities such as gambling, display of unruly behaviour, misconduct of any kind, noise pollution, eve teasing, alcoholism indulgence in illegal activities in the Vishwavidyalaya premises failing which the undersigned will responsible for all consequential action in this regard.
- v) The information as declared by the undersigned is true to the best of my knowledge and belief. I also declare that no part of it is false and no material information has been concealed/suppressed. Further, I am aware of the fact that if my declaration as given above is found to be incorrect at any stage of my service career in any manner, the allotment is liable to be cancelled and disciplinary proceedings can be initiated against me.

Signature of the Surety
(who must necessarily be an employee
of the Vishwavidyalaya)

Name.....

Designation.....

Signature of applicant

Name.....

Designation.....

List of Enclosures: **Dated**.....

For office use only:-

Registration Number	Date of Receipt of application	Remarks
Dealing Assistant	Superintendent	Assistant Registrar/Dy.Registrar

<p align="center">BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA KHANPUR KALAN (SONIPAT) HARYANA, INDIA</p> 		
<p align="center">Application for Temporary Allotment to the out-side officials (To be filled up by the applicant)</p>		
1.	Name (In block letters)	
2.	Designation & Pay Scale	
3.	Name of the parent organization/department	
4.	Complete Postal Address of the Organization/Department with name of the controlling officer and contact number	
5.	Pay drawn at parent department (with documentary proof)	
6.	Period for which the applicant is seeking allotment	
5.	Purpose (with documentary proof)	
6.	Date of submission of application	
7.	Any other information, if any	

DECLARATION BY THE APPLICANT

- i. I have read the terms and conditions of the "Rules Governing the Allotment of Residential Accommodations", 2012 of the Vishwavidyalaya and I hereby undertake that I shall abide by these Rules as may be amended from time to time in case a residential accommodation is allotted to me.
- ii. I undertake to the pay license fee in advance for the period of allotment as per rule. Further I undertake to clear all the dues in respect of the electricity and water charges.
- iii) I undertake to bear the cost of repairs of damages, if any, as assessed by the Vishwavidyalaya caused to the building, fittings, fixtures and lawn etc. In case the undersigned fails to compensate as mentioned above, my parent department will do so and for that purpose, I authorize my controlling officer to recover this amount from my salary.

- iv) I hereby undertake that during the period of allotment, the undersigned shall not carry-out activities such as gambling, unruly behaviour, misconduct of any kind, noise pollution, eve teasing, alcoholism indulgence in illegal activities in the Vishwavidyalaya premises failing which the undersigned will responsible for all consequential action in this regard.
- v) The information as declared by the undersigned is true to the best of my knowledge and belief. I also declare that no part of it is false and no material information has been concealed/suppressed. .

Dated.....

Signature of applicant

Name:.....

Designation.....

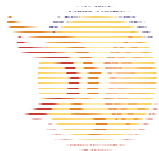
List of Enclosures:

Recommendations of the Head/Controlling Officer of his/her parent Department:-

Signature of Controlling Officer with seal

For Vishwavidyalaya office use only:-

Registration Number	Date of Receipt of application	Remarks
Dealing Assistant Superintendent Assistant Registrar/Dy.Registrar		



**BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA
KHANPUR KALAN (SONIPAT) HARYANA, INDIA**

No:.....

Dated:.....

.....

.....

.....

Sub:- OFFER OF ALLOTMENT OF STAFF QUARTERS NO:.....

This has reference to your application dated..... for allotment of residential accommodation in the Vishwavidyalaya. Accordingly, the Staff Quarters No..... is hereby offered to you for allotment under..... category. This allotment of accommodation shall be governed by the Memorandum of Association, "Rules Governing the Allotment of Residential Accommodations", 2012 as amended from time to time and resolutions/orders of the Executive Council of the Vishwavidyalaya. The allottee shall abide by these rules as amended from time to time. For reference of the rules, employees may have access to the rules which shall be available in the Vishwavidyalaya's web-site- www.bpswomenuniversity.ac.in , Library and the General Branch wherever possible.

Accordingly, you are required to communicate your acceptance within five working days from the date of receipt of this letter, failing which this offer will be treated as cancelled without any further communication in this regard and the residence concerned shall be allotted to the next eligible candidate in the waiting list as per the rule.

Assistant Registrar/Deputy Registrar(General)

To
The Assistant Registrar/Deputy Registrar(General) Dated:.....
Bhagat Phool Singh Mahila Vishwavidyalaya
Khanpur Kalan (SONIPAT) HARYANA.

Subject: Acceptance of “Offer of Allotment/Change of Staff Quarters No:”

Sir/Madam,

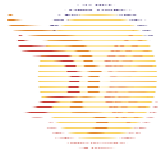
This has reference to this office letter No.....dated.....on the subject cited above. In this context, I am to inform that I have gone through all the terms and conditions of the "Rules Governing the Allotment of Residential Accommodations", 2012. I have understood the implications from all angles. Accordingly, I hereby accept the offer of allotment/offer of change of the Staff quarters No..... on the terms & conditions as laid down in the offer letter communicated to me vide letter dated..... under reference.

Yours
faithfully,

$$(\quad)$$

Copy to:-

1. The Superintending Engineer, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (SONIPAT)



**BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA
KHANPUR KALAN (SONIPAT) HARYANA, INDIA**

No:.....

Dated:.....

.....

.....

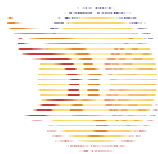
Subject:- Allotment of Staff Quarters No.....

With reference to this office letter No..... dated communicating the offer of allotment followed by your acceptance dated, you are hereby allotted the staff quarters No.....in the Vishwavidyalaya campus. You are required to take possession of the said staff quarters within 3 working failing which this allotment will stand cancelled without any further communication in this regard. You are required to deposit the requisite amount i.e. Rs..... as electric meter security and complete other formalities as prescribed under these rules under the intimation to the Works Department of the Vishwavidyalaya.

Assistant Registrar/Deputy Registrar(General)

Copy to:-

1. Assistant Registrar/Deputy Registrar(Establishment)
2. Assistant Registrar/Deputy Registrar (Accounts)
3. University Works Department with the instructions to hand over the possession to the allottee after completing necessary formalities in this regard.
4. Concerned file
5. Personal file



**BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA
KHANPUR KALAN (SONIPAT) HARYANA, INDIA**

No:.....

Dated:.....

.....

.....


Subject:- Change of accommodation: Staff Quarters No.....

This has reference to your application dated..... on the above quoted subject. I am directed to inform you that you have been permitted by the Competent Authority to shift from Staff Quarters No..... to Staff Quarters No..... Accordingly, you are required to submit your acceptance within five working days from the date of issue of this letter and to take possession of the Staff Quarters No..... within seven working days from the date of your acceptance. In case, you fail to submit your acceptance and occupying the above-mentioned staff quarters within the stipulated periods as given above, the offer of change will be treated as cancelled without any further communication in this regard. You may please note that if you fail to vacate the existing staff quarters No..... within 7 working days after submission of your acceptance, you will be charged market rent as per clause 14-iv of the Rules Governing the Allotment of Residential Accommodation 2012 from the 8th day onwards.

Assistant Registrar/Deputy Registrar(General)

Copy to:-

1. Assistant Registrar/Deputy Registrar(Establishment)
2. Assistant Registrar/Deputy Registrar (Accounts)
3. University Works Department with the instructions to hand over the possession to the allottee after completing necessary formalities in this regard.
4. Concerned file
5. Personal file

<p align="center">BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA KHANPUR KALAN (SONIPAT) HARYANA, INDIA</p> 			
<p align="center">VACATION REPORT OF THE VISHWAVIDYALAYA'S RESIDENCE (University Works Department)</p>			
1.	Name of the Allottee		
2.	Designation & Department		
3.	Date of vacation of the accommodation (FN/AN)		
3.	Particulars of accommodation vacated by the allottee i. Type ii. Quarter No. iii. Floor		
3.	Date & Time of vacationF.N / A.N.	
4.	Reasons for vacation i) Allotment of Higher Type ii) Surrendered by allottee iii) Change of floor iv) Transfer v) Dismissal/removal from service vi) Death vii) Superannuation viii) Eviction ix) Marriage Allotment x) Safety Ground(Staff Quarters declared unsafe) xi) Others		
8.	Details of the articles(durable non-non-durable) supplied furniture etc. appliances	Durable	Non-durable

9.	Details of shortcomings or defects in fittings		
10.	Amount to be recovered, if any		
11.	Any other information, if any		

UNDERTAKING BY THE ALLOTTEE

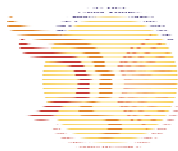
Certified that the staff quarters was surrendered by the allottee on.....(F.N./A.N) in good condition except the deficiencies mentioned at column No.9 of the Vacation Report.

**Signature of the Junior Engineer/
In-Charge with date**

Copy to:-

1. Shri/Smt....., allottee of Staff Quarters No.....
2. Assistant Registrar/Deputy Registrar(Accounts)
3. Assistant Registrar/Deputy Registrar(General))
4. Electrician
5. Concerned file
6. Personal file

**BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA
KHANPUR KALAN (SONIPAT) HARYANA, INDIA**



**OCCUPANCY REPORT OF THE VISHWAVIDYALAYA 'S RESIDENCE
(University Works Department)**

1.	Name of the Allottee		
2.	Designation & Department		
3.	Date of Occupation of the accommodation		
4.	Particulars of accommodation vacated by the allottee i. Type ii. Quarters No. iii. Floor		
5.	Category under which the allotment has been made	Ear-marked/Priority/General	
6.	Details of the articles(durable non-durable) supplied furniture etc. appliances	Durable	Non-durable
8.	Details of shortcomings or defects in fittings		
9.	Any other information, if any		

UNDERTAKING BY THE ALLOTTEE

Certified that I have personally checked the inventories, furniture, fixtures, sanitary & electrical fittings which are perfectly in good condition. I took possession of the Staff Quarters from the University Works Department after being satisfied with the condition of the Quarters.

**Signature of the Junior Engineer/
In-Charge with date**

**Signature of Allottee
with date**

Copy to:-

1. Shri/Smt....., allottee of Staff Quarters No.....
2. Assistant Registrar/Deputy Registrar(Accounts)
3. Assistant Registrar/Deputy Registrar(General))
4. Electrician
5. Concerned file
6. Personal file

**PROFORMA OF THE AFFIDAVIT ON NON-JUDICIAL STAMP PAPER OF RS.10/- DULY
CERTIFIED BY THE NOTARY TO BE SUBMITTED BY THE EMPLOYEE AT THE
TIME OF ALLOTMENT OF THE UNIVERSITY ACCOMMODATION**

I..... son/daughter/wife of.....employed
as..... in the Department/Section..... of
Bhagat Phool Singh Mahila Vishwavidyalaya do hereby solemnly affirm and state on oath as under:-

1. That the deponent states on oath that the deponent is employed as..... in the
Department/Section..... of Bhagat Phool Singh Mahila Vishwavidyalaya is fully
acquainted with the facts deposed herein below.

2. I have read the terms and condition of the Rules Governing the Allotment of Residential
Accommodations – 2012 of the Vishwavidyalaya and I hereby undertake that I shall abide by these
Rules as may be amended from time to time in case a residential accommodation is allotted to me.

3. That neither I himself nor my spouse or dependant children has owned house/flat **or** any
house/flat is allotted by Vishwavidyalaya or any Government/Semi-Government/autonomous
organizations, public sector organizations and private firm etc. in the village Khanpur Kalan or Town
Gohana. Further, I will submit undertaking annually to this effect during the period of occupation.

4. That I am aware of the fact that if my declaration as given by the undersigned is found to be
incorrect in any manner, the allotment is liable to be cancelled and disciplinary proceedings can be
initiated against me.

5. I shall inform the Vishwavidyalaya as and when I or my spouse or dependant children
become(s) the owner of the house subsequently within one month from the date of acquiring such
ownership.

6. That the deponent verified on oath that the information as declared above by the undersigned
is true to the best of my knowledge and belief. I also declare that no part of it is false and no material
information has been concealed.

Date.....

Place.....

DEPONENT

UNDERTAKING TO BE SUBMITTED ANNUALLY

I, Dr/Mr/Ms/Shri/Smt..... son/daughter/wife of Shri
.....employed as..... in the
Department/Section..... of Bhagat Phool Singh Mahila Vishwavidyalaya is
in occupation of the allotted accommodation (Staff Quarters Type & No.....of
Bhagat Phool Singh Mahila Vishwavidyalaya. As per the terms and conditions of the Offer of
Allotment duly accepted by the undersigned, I hereby declare that in the calendar year.....
neither I myself nor my spouse or dependant children has owned house/flat **or** any house/flat is
allotted by any Government/Semi-Government/autonomous organizations, public sector organizations
and private firm etc. within the village Khanpur Kalan or Town Gohana.

That I shall inform the Vishwavidyalaya as and when I or my spouse or dependant children become(s)
the owner of the house/Flat subsequently within one month from the date of acquiring such ownership.

The information as declared by the undersigned is true to the best of my knowledge and belief. I also
declare that no part of it is false and no material information has been concealed. Further, I am aware
of the fact that if my declaration as given above is found to be incorrect in any manner, the allotment is
liable to be cancelled and disciplinary proceedings can be initiated against me.

Date.....

Signature.....

Place.....

Name & Designation of the employee

SURETY BOND

I, Dr./Shri/Smt./Km. Son/Daughter of Shri/Smt. presently employed at Bhagat Phool Singh Mahila Vishwavidyalaya hereby stand surety (which expression shall include my heirs, executors and administrators) to the Vice-Chancellor (herein after called assignees) for payment by Shri/Smt./Km. of Licence Fee and other dues in respect of the residence now allotted to him by the Vishwavidyalaya and also for any other residence, additional accommodation, extra servant quarters, or garage that may be allotted to him from time to time by the Vishwavidyalaya.

I, the surety, shall indemnify the Vishwavidyalaya against all losses and damages until the delivery of the vacant possession of the residence is made to the Vishwavidyalaya. I, the surety, hereby undertake to pay the Vishwavidyalaya forthwith on demand by the Vishwavidyalaya and without demand all such sums as may be at liberty (and hereby irrevocably authorize to do so to recover the said sums from the salary payable to me and the decision of the Vishwavidyalaya as to the amount is to be recovered shall be final.

The obligation undertaken by me shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the Vishwavidyalaya to the said Shri (Name of the allottee) or any other matter of thing whatsoever which under the law relating to sureties would but for this provision have the effect so releasing me from such liability.

This guarantee shall not be discharged by my death nor shall it be recoverable by me at any time, except with the consent in writing of the Vishwavidyalaya until the delivery of vacant possession of any such residence, servants' quarters or garages, which is in occupation of the allottee.

Provided, however, that this guarantee shall terminate from the date Dr/Shri /Smt./Km. is declared as a permanent employee of the Vishwavidyalaya.

I agreed to bear the stamp duty, if any, for this document.

Signed and delivered by the

(Signature of Surety)

Said (Surety)

Designation:

At the New Delhi, dated.....

Section/Department to which attached.

Signature, address and occupation of witness:.....

Signature, address and occupation of witness:.....

Certified that the above-named surety is a permanent employee of the Vishwavidyalaya. He/
She is..... years of age and his pay is Rs.....

Date:.....

Signature of the Head of the
Department or Office in which
the Surety is employed
Office Stamp

Chapter-XXXV

UNIVERSITY V.I.P. GUEST HOUSE/ FACULTY HOUSE (OLD GUEST HOUSE)

1. The following rates per day will be charged from the persons staying in the University V.I.P.

Guest House:-

	V.I.P. Guest House	Faculty House (Old Guest House)
1.1 Persons Coming on University duty	Free of Cost	Free of Cost
1.2 Persons coming on duty other than University Duty (including candidates coming to attend Interviews in BPSMV only)	400/-	200/-
1.3 PRIVATE		
a) Employees of BPSMV/other Universities/ affiliated Colleges not on official duty/private person.	200/-	100/-
b) Members of EC/AC/Court/Selection Committee/Estt. Committee while on duty	Free of Cost	
c) Persons/Officials allowed by the Pro-Vice-Chancellor/ Vice-Chancellor to be treated as University Guests.	Free of Cost	
1.4 Dinning Hall (PER DAY)		
i) For University employees strictly for the marriage of self/Children/dependent of employee of the University.	2000/-	per day
ii) For official engagement/farewell functions in favour of retiring employee of the University	Free of cost	
1.5 University Faculty House Lounge/ Lawns (can be allowed to be used only in exceptional Cases by the Registrar/Pro-Vice-Chancellor/ Vice-Chancellor)	2000/- +Electricity Charges for University Employees 4000/-+ Elect. Charges as per actual use for others.	

2. Payments of reservation of room(s) will have to be remitted in advance. For requests received by the post, rent will be charged on occupation of room.

3. Officers of Government of India/Haryana and other States equivalent and above the rank of Deputy Secretary will be entitled for accommodation at rates applicable to category mentioned in Para 1.1 above, if they come on official duty.

4. Check out time will be 12.00 noon.

5. Ordinarily, no person will be permitted to occupy accommodation for a period exceeding 7 days except in the case of BPSMV employees joining on first appointment or on transfer. Stay beyond this period will be allowed only with the permission of Vice-Chancellor/Pro-Vice-Chancellor.

6. Officers applying for reservation of accommodation should indicate whether they would be on duty or on leave on the dates for which reservation is required.

7. Officers applying for whom accommodation is reserved must inform the reservation authority well in time in case they do not intend to occupy the accommodation reserved for them so that accommodation can be made available to other officers. In case reserved accommodation is not availed of on the first day and no intimation of any change in programme is received by the reservation authority, the reservation made will be liable to be cancelled.

8. Faculty House shall neither be normally used as Guest House nor as a transit facility by any other kind of guest except in extraordinary situations.

9. Not more than two persons shall be allowed to stay in a room.

10. A person suffering from an infectious or contagious disease shall not be allowed to stay in the faculty house.

11. SMOKING AND CONSUMPTION OF LIQUOR IS STRICTLY PROHIBITED IN THE UNIVERSITY VIP GUEST HOUSE/ FACULTY HOUSE.

12. Meal services will not be provided in the rooms of the Faculty House.

13. Only persons authorized to stay will be allowed to stay in the Faculty House.

14. Entry into the Faculty House after 10.00 p.m. by the Guests is prohibited.

15. All the dues must be cleared by the guests and keys must be handed over to the concerned waiter after handing over the items to the waiter before leaving the room.

MEALS CHARGES per day per person

Sr. No.	Description	V.I.P. Guest House	Faculty House
1.	BREAKFAST	75 (Ordinary)	50 (Ordinary)
		100 (Special)	75 (Special)
2.	LUNCH/DINNER	150 (Ordinary)	100(Ordinary)
		200 (Special)	125 (Special)

3. RATES FOR MISC,/EXTRA ITEMS

a) Tea	Rs. 6/- per cup
b) Milk (Sweet)	Rs. 40/- per kg.
c) Paranthas (stuffed)	Rs. 12/- per piece
d) Bhurji of 100gm paneer	Rs. 20/- per serving

In case of group meal, the Special service will be charged as under in addition to the normal rates:-

i) Group of 5 to 50 persons	Rs. 500/-
ii) Group of more than 20 but less than 50 persons	Rs. 1000/-
iii) For a group of 50 or more	Rs. 2000/-

NOTE I: The host Department/Office shall arrange for the payment of meals, etc. for university guests.

NOTE II:-Care-Taker, Faculty House shall follow the instructions that:-

The total income i.e. profit is to be deposited with the University Cashier on 1st week of each month (in case of holiday the next working day).

Permission to allow accommodation in the Faculty House except Air Conditioner rooms shall be granted by the Assistant Registrar (General) during office hours. The manager Hospitality may also permit non-AC rooms after office hours. Reservation to A.C. Rooms shall be allowed with the permission of the Registrar only.

CHAPTER-XXXVI

USE OF UNIVERSITY VEHICLES/BUSES

1. Ownership:- All the University vehicles and buses shall be owned by the Registrar, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan Sonipat.

2. Controlling Officer:- The Registrar shall be the controlling officer of the University vehicles and buses.

3. Maintenance of Log Books and Repairs Registers etc:-

a. For University Vehicles and Buses:

The Transport Officer, **under the control of DR/AR(General)**, shall maintain:-

- i) In Form S.W.I., a log book of each vehicle showing particulars of the journeys performed by the vehicles both for official and private use and also of petrol/diesel and Mobile oil etc. consumed. All entries in the log books shall be checked by the Transport Officer. The officer/official, using a University vehicle shall sign in the log book in respect of journeys performed by him/her;
- ii) in Form S.W.II, a register of repairs/replacements etc. in respect of each vehicles;
- iii) in Form S.W.III, a register of receipts and expenditure.
- iv) An inventory of equipment, tools and spare parts shall be made and it shall be checked by the Transport Officer on quarterly basis. Any loss arising out of negligence or default shall be recovered from the person(s) at fault.
- v) Other record of insurance, taxes, passing of vehicles and sale/purchase of vehicles.
- vi) The Transport Officer shall be responsible for the proper use, care and maintenance of the University vehicles and regulate their journeys in accordance with the rules.
- vii) The Transport Officer shall keep the record of repairs, replacements and other articles purchased for the bus in the Transport Office.

4. Procedure for Requisitioning:

a. The University Vehicles

The functionaries needing a vehicle for official work of the University shall send their requisitions to the Registrar. Use of a staff car shall be allowed **only** by the Vice-Chancellor. Other vehicles, may however, be allowed by the Registrar. In case the Vice-Chancellor is not in station, the Registrar may allow use of the staff car in anticipation of the approval of the Vice-Chancellor and ex-post-facto approval shall be obtained from the Vice-Chancellor on her return. Such action shall be taken by the Registrar only in case of emergency.

If the vehicle is required for local use and official work of the University, the Transport Officer may allow use of a vehicle. For out station journeys, approval of the Registrar or the Vice-Chancellor, as the case may be, is necessary.

Such requisitions shall be sent well in advance for taking final orders and a vehicle shall be provided keeping in view its availability and urgency of work.

b. For University Buses:

- i) Requests from students shall be entertained only when these are recommended by the Head of the Department concerned. In case, students are from various departments for a party, they shall send their requisition through the Dean Students' Welfare. However, the Registrar may in exceptional cases entertain a request direct also.
- ii) Whenever the bus is needed for official purpose, the indenting officer shall write to the Registrar. If the bus is required free of charge, it shall be allowed by the Vice-Chancellor.
- iii) Staff members shall send their requests directly to the Registrar. A notice in advance shall be given for requisitioning the bus, unless there is an emergent reason for not doing so. The allocation shall be made on the basis of priority of purpose.

5. Purpose of Requisitioning the Bus:

a. For Official Purpose:

University vehicles are intended for use on journeys for bonafide official work of the University. These may also be used for journeys.

- a) by members of the University bodies or VIPs, in connection with the University work; b) by the Vice-Chancellor for University work or functions connected with public relations of the University.

b. For Private Purpose:

University vehicles may be permitted for private journeys on the rates shown at point No.8 for such journeys, subject to the condition that;

- a) Official journeys shall have preference over private journeys;
- b) Use of the vehicle shall not be permissible for journeys to places of entertainment and public amusement;
- c) The following classes of private (non-duty) journeys shall be regarded as permissible and paid for the rates indicated at **point no. 8 below.**
 - i) Urgent visit to hospitals in connection with serious illness of members of staff or students.
 - ii) Emergency trips by members of staff, or their families, or the students.

6. Use of University Buses

a. For Official Purpose:

- i) The University Bus is intended primarily for journeys by the students for bonafide educational purpose such as educational tours, functions and seminars etc.
- ii) It may also be used for official purpose in connection with the University functions etc. whenever needed and available.

b. For Private Purpose:

i) The Vice-Chancellor/Registrar may allow the bus in emergency, i.e., in case of accidents or death to an employee or a group of employees.

7. Insurance

a. For University Vehicles:

Comprehensive Insurance shall be taken out for all the vehicles. The insured amount shall include approximate cost of the vehicle including spare parts, tools and accessories etc. Third party insurance may also be taken out in respect of a particular vehicle, if it is suitable, after obtaining permission from the Vice-Chancellor. Insurance should cover riots and strikes, legal liability of the driver/conductor and passengers etc. The Transport Officer shall ensure that the policies are renewed regularly.

b. For University Buses:

Comprehensive Insurance, as per the assessment of a nationalized Insurance company, shall be done including legal liability of 54 passengers, Driver and Conductor. The Transport Officer shall ensure that the policy is renewed regularly.

8. Rates

Following shall be the rates for official /private use of the University Vehicles and Buses:-

Type of Vehicle	<u>Rates (in Rupees per km)</u>	
	<u>For Official Journey outstation</u>	<u>For private Journey</u>
Staff Car/Gypsy	<u>5</u>	<u>6</u>
Jeep	<u>5</u>	<u>6</u>
Matador	<u>5</u>	<u>6</u>
Matador Open	<u>5</u>	<u>6</u>
Maruti Van	<u>5</u>	<u>6</u>
Truck	<u>10</u>	<u>12</u>
Mini Bus (32 seater)	<u>10</u>	<u>12</u>
Bus (52 seater)	<u>14</u>	<u>16</u>

Conditions:

- i) Mileage shall be counted from garage to garage.
- ii) Night stay charges for heavy vehicles shall be Rs. 300 per night.
- iii) If a vehicle is used for students welfare activities i.e. functions/seminars and other field work of students, sports, **industrial trips, court visits**, NSS programmes etc., charges shall be recovered on official rates from the concerned departments. The Vice-Chancellor may, however, allow use of a vehicle free of charge or only on actual petrol/diesel expenses.

- iv) For out station journeys, whether official or private, an amount equal to the DA payable to the Driver/Cleaner shall be charged extra.
- v) Above rates shall be applicable for use of vehicles within the normal working hours on working days. Working hours shall mean office timings. In case of private use of a vehicle, before or after working hours, extra charges of **Rs. 20 per hour subject to a maximum of Rs. 160 on working days and Rs. 300/-** on Sunday and holiday shall be charged. These extra charges shall not be applicable in case of official journeys.
- vi) In case a student or a University employee or a dependent of the later is moved, in the event of emergency, to the local Medical College and Hospital or to another hospital in Haryana/Punjab/Chandigarh/Delhi for medical treatment, on the advice of concerned Head of the department, Medical College and Hospital, a University Vehicle may be provided and official rates shall be charged for such use.
- vii) the charges, prescribed above, shall be recovered from the concerned person through bills in Form S.W.IV presented to them by the Transport Officer, who shall issue a receipt in Form S.W.V and shall credit to the University under Head-(A) Reimbursement and Recoveries, (B) Recoveries-University Vehicles.

The Transport Officer shall be responsible for the proper and prompt recovery of these charges and their credit to the University account. He shall bring to the notice of the Registrar, any persistent delay in the payment of bills on the part of an official.

- viii) For University Buses, the Vice-chancellor may condone off the charges if the bus is used for official purpose.

9. Procedure for Repairs and Replacement of University Vehicles and Buses:

The concerned driver shall inform the Transport Officer in writing about the repairs/replacement in the vehicle. All major repairs shall be got done from a Government Workshop after obtaining approval of the Registrar. If Government workshop is not in a position to undertake a particular job, a certificate to this effect shall be obtained and repairs shall be got done from a private workshop on competitive rates by the Transport Officer after obtaining approval of the Registrar. Minor repairs costing upto **Rs. 500/-** shall be allowed by the Transport Officer without obtaining any quotation/NAC from any Government Workshop. However, the lowest market rates shall be verified by the Transport Officer and above by the Registrar. If the Haryana Roadways, Sonipat/Government Workshop do not take the repair job, the urgent repairs shall be allowed by the Registrar without obtaining N.A.C. from Haryana Roadways, Sonipat/Any Government Workshop. If there is some defect due to negligence of the driver, responsibility shall be fixed by the Transport Officer, and suitable action shall be taken against the driver concerned.

10. Servicing, Oil and Filter change etc.

Staff Cars, Jeeps, light vehicles and all other vehicles shall be serviced in accordance with the instructions provided in the company manual.

Engine, differential and gear-box oil shall be got checked at the time of servicing. Mobile Oil and filters etc. shall be changed as per standards provided in the company manual. The transport officer shall ensure that the vehicles are serviced regularly and timely.

11. Condemnation of Vehicles

If a vehicle has covered the prescribed mileage or period fixed by the government for condemnation of a vehicle and the use of the vehicle has become uneconomical or it is damaged in an accident, it may be disposed off with the approval of the Executive Council. For this purpose, a committee shall be constituted by the Vice-Chancellor including in it inter-alia an officer of the state Transport Department. The report of the Committee shall be placed before the Executive Council for its approval.

12. Distance Limit for Buses:

The bus shall be allowed for a maximum limit of 500 kms. on one side journey. In exceptional cases or circumstances, the Vice-chancellor may, on the recommendations of the Controlling Officer, allow it for another 200 kms.

13. Time Limit for Buses:

For out-station journeys, the time limit shall be 5 days, inclusive of the day of departure and the day of arrival. In special circumstances, the Vice-Chancellor may, on the recommendations of the Controlling Officer, extend the period for another 3 days.

14. The income accrued/expenditure incurred on account of the University bus shall be credited/debited to the concerned University head of the account.

15. Any point not covered by these rules, shall be decided by the Vice-Chancellor.

Chapter-XXVII

USE OF AMBULANCE OF THE UNIVERSITY HEALTH- CENTRE

(MSM Ayurveda Hospital)

1. The Ambulance will be under the charge of the Medical Supdt/ Deputy Medical Supdt or any other Officer duly authorized by the Medical Supdt/ Deputy Medical Supdt.
2. The ambulance may be used to take the doctors to the residence of the patients or the patients to the hospital strictly in the case of emergency, and on the specific permission of the Medical Supdt/ Deputy Medical Supdt. However, the indoor patients admitted in **the Hospital** may be allowed the use of the Ambulance for being transported to outstations on the recommendation of the Medical Supdt/ Deputy Medical Supdt on duty in Ayurveda Hospital.
3. Charges for the use of ambulance will be as under **and as amended by the State Govt. from time to time:**

- | | |
|---|-----------------|
| i) University employees (Self) | Rs. 5/- per km. |
| ii) Family members/dependents
of the university employees | Rs. 5/- per km. |
| iii) Retired employees of the
University | Rs. 8/- per km. |
| iv) Bonafide/full time regular
students of UTDs/Maintained | Free of charge |

Colleges/institutions/K.G.S.S. School/Campus

School in case they are referred

by the M.S./D.M.S. for Medical

treatment to approved Hospital/Medical Institutes.

Ambulance shall return immediately after leaving the patient at the recommended destination and the total distance covered both ways shall not exceed 500 km. in any case.

Ambulance charges for carrying dead bodies from hospitals to the University Campus/home town or from the University Campus to hometown will be as under:

- i) For employees (self) and students-----Free of charge
- ii) For dependents of the employees ----- Free of charge

The University employees sustaining injury on duty will however be allowed use of Ambulance free of charge.

4. When the Medical Supdt/ Deputy Medical Supdt is required to visit any University employees or his dependent, the Ambulance charges will be borne by the concerned employee.

5. Charges for the use of Ambulance will be deducted from the salary of the concerned employees for the month following that in which it has been used by the Bill Section of the Accounts Branch on receipt of the information from the Medical Supdt/ Deputy Medical Supdt.
6. The Driver will maintain a log-book giving full record of exact distance covered in each journey and obtain the signature of the user against the relevant entries.
7. Sick students shall be provided Ambulance without any charge to bring them from hostel to the M.S.M. Ayurveda Hospital or the Referred Hospital and back on receipt of request from Warden/Chief Warden/Chairperson of the Department concerned or the Dean, Students' Welfare.
8. If the student is referred by the Medical Supdt/ Deputy Medical Supdt. to Govt women Medical College, Khanpur Kalan; Medical College, Rohtak; P.G.I., Chandigarh ;All India Institute of Medical Sciences, Delhi or any other Nursing Home, the Ambulance may be allowed free of cost for onward journey only, if the Medical Supdt/ Deputy Medical Supdt is of the view that the patient is required to be transported in the Ambulance.
9. In case a sick student requests for Ambulance for going to her home town the Ambulance will be allowed on payment of charges @ Rs. 5/- per km., if the Medical Supdt/Deputy Medical Supdt is of the view that the patient should be transported in the Ambulance.
10. **Free of charge for medical camps organized by the University.**

Chapter-XXXVIII

USE OF UNIVERSITY STAFF CARS

Controlling officer

1. The University owned staff cars will be under the administrative control of the Registrar.
2. The Controlling Officer will be responsible for the proper use, care and maintenance of Staff Car/s and for strict enforcement of these rules.
3. The Transport Officer will maintain:
 - a) Particulars of the Staff Car(s)
 - b) A log-book in the form prescribed by the Government, showing:
 - i) Particulars of journeys performed by the Staff Car(s) both on duty and otherwise (non-duty);
 - ii) Petrol and Mobile-oil consumed.
 - c) A register showing the cost of repair etc;
 - d) A register of receipts and expenditure;
 - e) The spare parts and other equipment on Staff Car/s will be checked by the transport officer every month and any loss arising out of negligence or faults shall be liable to be recovered from the persons concerned.

Entry for petrol/diesel purchased will always be made in the log-book and the same will be ticked by the Audit while passing the bill(s).
4. The Transport Officer will submit a half-yearly report to the Registrar/Vice-Chancellor with the expenditure incurred on the maintenance of the Staff Cars for information and necessary action. In this half-yearly report, average distance covered per liter of Petrol/Diesel/Mobil-oil shall also be given.

Use of Staff car/s for Official Work:

5. The University Staff Car/s is/are meant only for official use subject to its/their availability and permission by the Registrar/Vice-Chancellor as the case may be.

Note- Journeys performed in Staff Cars on the following occasions shall be treated as official:-

- i) Journeys performed by non-officials, who have to attend an official meeting in the interest of the University, and who, after the meeting is over have to be taken to their respective places of local residence.
- ii) Journeys performed when officers have to be picked up from their residences or taken back in cases when they are required to attend official meetings (a) during the normal working hours if the meetings have been convened at place outside their normal places of work or (b) outside the normal working hours.
- iii) Journeys performed by Vice-Chancellor and Other senior faculty members belonging to the sister Universities, government officers/visitors/guests approved by the Vice-Chancellor.

- iv) Journeys performed with the approval of the Registrar/Vice-Chancellor in case of emergency, such as deaths, serious illness, and accidents or similar other cases, when the person is removed from his office either to a hospital or to his residence.

Use of staff car/s for Non-Duty Purpose

- 6. University Staff Car may be permitted to be used for non duty journeys on the condition that its use for such purpose shall not interfere with the official requirements in any way. The charges for the use of Staff Car for non-duty journey will be at the rate approved by the Govt/EC from time to time for purposes of T.A. by Car.
- 7. The use of the University Staff Car to places of public amusement such as cinemas, races, clubs etc., will not be permitted.
- 8. The charges prescribed will be recovered from officers through bills in prescribed form presented to them by the Transport Officer who will acknowledge the amount against receipt. The Transport Officer will be responsible for the proper recovery of charges and credit to the University account. He will bring to the notice of the Registrar/Vice-Chancellor the cases of inordinate delay in payment of bills on the part of officers.

Log-Book

- 9. Log Book shall be maintained in the prescribed form standardized under 'S' (S-263) and may be had from the Government of India Forms Stores direct.
- 10. Entries in log books shall be made in ink or ball-point pen.
- 11. Officers using the Staff Cars should note in the log book in their own hand-writing the mileage at the start and at the completion of their trips after verifying the mile-meter and give specific destinations to indicate that the journeys were on official business. **The drivers holding the charge of the vehicle shall ensure correct entries in the log book and also obtain the signature of the user.**
- 12. The Transport Officer shall be responsible for scrutinizing the log book once a month so as to ensure that there is no misuse and that all officers who used the Staff Cars have made the necessary entries. A certificate to this effect should be recorded in the log book by the Transport Officer.
- 13. The log book in respect of each Staff Car should be closed at the end of the month and a summary prepared in the log book showing details of duty and non-duty journeys performed during the month.
- 14. The log books may be preserved for a period of five years reckoned from the date of last entry in them or one year after their examination in local audit, whichever is earlier, provided, however, that no log book becoming due for destruction after the stipulated period, should be destroyed until the settlement of all audit objections relating to any entry therein.

Chapter-XXXIX

PUBLICATIONS

1. RESEARCH JOURNALS

Scope of the Journal:

The journal(s) shall cater to the research needs of the Scholars and Teachers of the University and shall throw up new facts, ideas, innovations etc.

Name:

The name of the journal shall be as decided by the Department/Faculty concerned.

Language:

The language of the journal shall be Hindi/English/Sanskrit. The research paper, neatly typed in double space, should be submitted in duplicate in English language except in case of Hindi and Sanskrit where Articles in these languages shall be accepted.

Periodicity:

The journal shall be yearly to begin with. The periodicity may be varied by the Vice-chancellor on the recommendations of the Chief-Editor.

Date of Publications:

The date of publications shall be decided by the Editorial Board.

Publisher:

The Publisher of the Journal shall be the Chief Editor, who shall be appointed by the Vice-chancellor from amongst the Professor and Associate Professor of the Departments/Faculty.

Printing:

The Journal shall be printed at a quality printing press, either at Rohtak or Sonipat or an outside agency may be entrusted with this job. A committee consisting of Chief Editor (Convener), One member of Editorial Board and the Finance Officer shall finalize the printing of the journal with the approval of the Vice-chancellor.

Proof Reading:

The final proof reading shall be arranged by the Chief Editor by engaging suitable person/persons to be selected by him and he/they may be paid remuneration @ Rs.20/- per page or as decided by the University from time to time.

Evaluation of Articles:

The members of the Editorial Board shall not be appointed as experts for evaluation of articles/research papers. An amount of Rs. 1500/- or as decided by the University from time to time shall be paid as honorarium to the expert(s) for evaluation of article/research paper for publication in the Research journal of the University.

Budget:

The Chief Editor of every journal shall prepare a budget for the journal in the beginning of the year of the journal and shall present it for approval of the Vice-chancellor.

Price:

The price of the journal shall be fixed by the Chief Editor and approved by the Vice-chancellor every year, on the basis of cost of production. While fixing the price, the commission to be given to the distributors and the number of complimentary copies shall be taken into consideration. The bonafide students/teachers of the University shall be supplied the journal at half the printed price. The deficit, if any, shall be met by the University.

Funds:

A revolving fund of about Rs. 5 lacs may be created by the University for the printing of research journal(s). The funds shall be maintained by the Finance Officer.

Records:

The stock register(s) shall be maintained by the Chief Editor(s).

Distribution/Sale:

In order to ensure proper sale of the journal there shall be a committee of each journal consisting of the Chief Editor, Circulation Manager if any, Librarian and the Finance Officer. The committee at the beginning of the session would spell out the procedure of sale and distribution: as to how sale may be arranged, including terms & conditions to be entered with the distributing agencies. The recommendations of the Committee shall be referred to the Vice-chancellor for approval.

Distribution of Complimentary Copies:

Complimentary copies shall be sent to:

- i) Two copies of the issue to each advertiser
- ii) One copy to each author and co-author in which his/her/their article(s) appear(s).
- iii) One copy to each member of the Editorial Board.
- iv) One copy each to Chancellor, Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Dean of the Faculty concerned, Dean of Students Welfare, Library and Departments of the concerned faculty.
- v) 20 copies shall be placed at the discretion of Chief Editor for presentation to the dignitaries visiting the University, Scholars, men of eminence, etc.
- vi) One copy each shall be supplied to other universities for getting their journals on reciprocal basis.

Advertisement Rate Card

Position	Rate
Inner cover full page (2 nd & 3 rd pages)	Rs. 5000/-
(25% extra for guaranteed position on inner pages)	

Inner page full	Rs. 2000/-
Inner page half	Rs. 1500/-
Inner page quarter	Rs. 1000/-

Terms and Conditions for Acceptance of Advertisements

Minimum space acceptable would be quarter for inner page. In the case of cover pages only full page advertisement shall be accepted. Both instructions and advertisements shall be accepted and the relevant material (including blocks) should reach the Chief Editor at least one month before the date of publication. Rs. 500/- per colour would be charged extra for printing in colour. No responsibility shall be accepted for damage or loss of blocks etc. supplied by the advertiser, although utmost care would be taken by the publishers to avoid such an occurrence.

The advertisements shall be considered for publication by a committee of three persons to be constituted by the Chief Editor. **The committee shall ensure that no advertisement is published that is controversial in nature. The Advertisements should not go against the rules and objectives of the university.**

The rates of advertisement are subject to revision on the recommendations of a committee to be appointed by the Vice-Chancellor.

Advertisement Agents:

- | | |
|---------------------|-----|
| a) Casual Insertion | 15% |
| b) 6 insertions | 20% |
| c) 12 insertions | 25% |

The Editorial Board shall be constituted by the Chief Editor with the approval of the Vice-chancellor. The number of members on the Editorial Board (including the Chief Editor) shall not be more than five. However, there may also be an Advisory Board, constituted by the Editorial Board.

Patron

The Vice-Chancellor shall be the patron of the Journal(s).

2. BOOKS OF MERIT PRODUCED BY THE MEMBERS OF TEACHING COMMUNITY OF THE UNIVERSITY AND MAINTAINED /AFFILIATED COLLEGES

1. The Committee of experts to be appointed from time to time by the Vice-Chancellor on the recommendations of the Dean/Head of the Department concerned shall judge merit of the work.
2. The work may include books/thesis/outstanding research work.
3. The committee of experts mentioned at point No.1 above shall also decide the University share of royalty, on the merit of each case.

4. The expenditure for the publication shall be met out of the University funds, provided that the expenditure incurred on publication should not exceed the amount of royalty to be received by the University.
5. It shall be the duty of the author to supply the copies of the manuscript for sending to the experts.

The author/Dean/Chairperson of the Department shall approve the proofs before publication.

3. TEXT BOOKS

Publication and Prescription of text books

1. The publishers shall be invited to submit/publish books as and when required.
2. Only those publishers shall be invited by the University who have at least 200 titles to their credit.
3. The members of the Board of Studies/Faculty/Academic Council shall not be permitted to submit Text books.
4. **Submission of Books:** On the basis of the book requirement, as supplied by the Board of Studies concerned, an advertisement shall be sent to national dailies by the University office asking for submission of 10 copies of each text, under intimation to the Chairperson of the Board of Studies concerned. The Board of Studies shall select the text for each class for prescription, which shall finally be approved by the Academic Council.
5. **Publication of books:** For the selection of publishers for the publication of University books a standing Committee of 4 or 5 members shall be constituted by the Academic Council from amongst its members for selecting a panel of publishers having at least 200 titles to their credit irrespective of any tender received or not. The Vice-Chancellor, who is the Chairperson of the Academic Council, shall finally approve the publisher(s) out of the panel prepared by the Standing Committee to undertake the job of production of texts.
6. The Academic Council shall settle terms and conditions regarding the supply and price of texts. If at any time a book is found to have been sold by a publisher at a higher price than the price fixed by the University or found to be substandard in production as per specification in the price formula prescribed by the University, the University shall have power to cancel the contract.
7. The decision of the Academic Council on selection/prescription/rejection/replacement of text shall be final and binding and shall not be challenged in any court.
8. Subject to the provision of the above clause-7 the text accepted for prescription would continue normally for not more than two years at a time.
9. Authors/compiler/Editors shall be paid royalty to be determined by **the Academic Council of the University and the publishers.**

Chapter-XL
PRESERVATION/DISPOSAL OF OLD RECORD

Item No.	Description of Record	Period of Preservation
1.	OFFICE OF CONTROLLER OF EXAMINATIONS	
A.	RECORD RELATING TO ENTRANCE EXAMINATIONS	
1.	Press copies of question papers received back from the confidential printers; Officer copies of question papers and unused question papers	6 months after the date of declaration of the entrance exam
2.	Used and unused question booklets and answer sheets (other than those of UMC cases), signature Charts Absentee reports, Secrecy Memo etc.	-do-
3.	All relevant records relating to various court cases or Disputed cases	3 years or one year after the case is finally decided by the respective court/ appellate courts/ authorities, etc. whichever is later
4.	Files containing noting, correspondence, panels /names of paper setters and other registers, etc. relating to various entrance examinations	3 years from the date of declaration of result
5.	Result Gazette/ Merit List	1 year
B.	RECORD RELATING TO GENERAL EXAMINATIONS	
1.	Press copies of question papers received back from the Confidential printers; office copies of the question papers and unused question papers	6 months after the date of declaration of result of the entrance examination
2.	Centre statements, print orders and related correspondence Either with the concerned branches or the confidential Printers etc.	-do-
C.	OTHER RECORDS/ FILES	
1.	Diary and dispatch registers and related papers such as UPC lists, postal registration receipts, peon books, etc.	3 years
2.	Complementary copies of old prospectuses, handbooks of Information, etc.	3 years
3.	Files and registers relating to payments to paper setters, Confidential printers, computer agencies, adjustment of advances, imprest files/ registers	10 years or till the post-audit is complete, whichever is later

4. Stock Registers

Permanent

2. Re-evaluation Branch

- | | | |
|----|---|--|
| 1. | All papers and correspondence including complaints etc. relating to Re-evaluation of Answer-books. | One Year |
| 2. | Record Register of Re-evaluation of Answers Books. | Five years or till the post audit of fee etc. is completed, whichever is later. |
| 3. | Diary and Dispatch Registers, Related papers such as UPC Lists, Postal Registration receipts, Peon books etc. | Two Years |
| 4. | Registers of Dispatch of answer books to the examiner/re-evaluators. | Three years |
| 5. | Files regarding proposals and orders of the Vice-chancellor for amendment in re-evaluation rules, Resolutions/ Decisions of the Academic Council/ Executive Council thereof. | Permanent |
| 6. | Files relating to rulings in important cases, Files of permanent nature, standing orders obtained from time to time. | Permanent |
| 7. | Lists of names and addresses of Re-evaluators and files containing approval of names of re-evaluators , Orders/ correspondence regarding drawal of advance and adjustment thereof. | 3 years or till the adjustment of advance, whichever is later. |
| 8. | All relevant records, registers Answer-books etc. relating to Court cases or disputed cases. | 3 years or one year after the case/dispute is finally decided by the respective Court/Appellate Court/ Authorities etc., which is later. |
| 9. | Re-evaluated/re-checked Answer books /re evaluation cases/forms for various Examinations, including award lists of ‘No Change Cases’ | 1 year or till the post audit of fee is completed whichever is later |

10.	All relevant record relating to receipt and issue of Answer-books.	3 years from the respective examinations.
11.	Marked Answer-books	06 months after the declaration of result
12.	Marked Answer-books detained by various Branches on requisition in any case	3 years from the respective examinations
13.	Cases which are pending for non-adjustment Of fee account	6 months or till the fee is adjusted whichever is later

Note:-

These rules shall not be applicable in the cases where an enquiry is going on and/or cases are pending in the Courts of Law.

3. RESULT BRANCH

1.	Admission forms for various examinations	3 years
2.	Award Lists/Re-evaluation Awards	3 years
3.	Cut lists	permanent
4.	Application forms of which certificates have been issued (i) Duplicate detail marks, Date of Birth, Provisional merit Certificate, Counter-foils and degree in absentia (ii) Fee Registers	2 years 5 years
5.	Office copies of various Correspondence	2 years
6.	Dispatch record of Roll Nos., Detailed Marks Card/Degrees	2 years
7.	Receipt and Dispatch registers	2 years
8.	Centre Statements	2 years
9.	Result Gazettes/Notification of Examinations	Permanent
10.	Ruling files of various Exams.	Permanent
11.	Counter foils of duplicate Roll Nos.	2 years
12.	Statistical Information	Of six previous years excluding Current year.
13.	Result Sheets	Permanent
14.	Re-evaluation cases	3 years
15.	Attendance/ signature charts	1 year

4. CONDUCT BRANCH

1.	Appointment registers indicating the name of the Supdts. / Deputy Supdts./supervisors Center-wise	3 years
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2.	Supervisory rolls (indicating names) of the supervisors and Deputy Superintendents center-wise	3 years
3.	Acceptance forms (Supdts. & Deputy Supdts. Center-wise)	3 years
4.	List of Supdts. (5 copies)	Permanent
5.	Correspondence Files	2 years
6.	Main approval/Substitute approvals of the Supdt. and Deputy Supdts.	2 years
7.	Approval of the supervisor with T.A. and Halting Allowance.	3 years
8.	Flying Squad Observers' approval lists	Permanent
9.	Superintendents last packets, seating plans etc.	6 months

Practical and Date sheets

1.	Programme Chart	5 years
2.	Examiners' Acceptance	3 years
3.	Examiners Lists	5 years
4.	Other correspondence etc.	2 years
5.	Figure Register	2 years
6.	Question Paper and Date Sheets	2 years

Unfair Means Cases

1.	U.M.C. Files	2 years from the period of disqualification
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5. SECRECY BRANCH

1.	Examiner's Registers	6 years
2.	Examiner's Card, Registers for making entries regarding the examinership held by an individual in various years	Permanent
3.	Acceptance Forms	3 years
4.	Gap/Never lists	3 years
5.	Proceedings of the revising Committee	2 years
6.	Paper setters Instructions	2 years
7.	Confidential Reports	4 years
8.	Disqualification Case	Permanent
9.	Correspondence/office copies' file	3 years
10.	Registers containing names of paper setters	6 years
11.	Files containing correspondence with paper setter/Examiner (separate files for each exam).	3 years

12.	Corrected Lists of External/Internal/Single Examiners	5 years
13.	Registers Containing names of Examiners for thesis	6 years
14.	Entries regarding working of External/Internal/Single examiners	Permanent
15.	Record of Dispatch of material to the Examiners appointed every year for various exams	1 year
16.	Register containing lists of affiliated and associated Institutions	2 years
17.	Record file containing AC/ECs decisions etc.	Permanent
18.	Disqualification Register regarding disqualification of Examiners	Permanent
19.	Files of individuals-disqualified	Permanent
20.	Payment Registers for Theory Papers	5 years
21.	Office copies	2 years
22.	Paid bills	2 years
23.	‘Important cases’ files including Executive Council’s Resolution	Permanent
24.	Checking Assistants lists and original forms	3 years
25.	COE/Registrar’s Approvals for TA to Examiners	2 years
26.	Lists of Head-Examiners, recommending issue of advance to them	2 years
27.	Registers regarding receipt of answer books	3 years
28.	Counting Registers regarding receipt of answer books	3 years
29.	Registers regarding dispatch of answer books	3 years
30.	Secrecy Workers’ Register regarding work done by Secrecy Workers	3 years
31.	Receipt Register for stray answer books	3 years
32.	Register regarding Special Checkers for checking of Answer-books	3 years
33.	Supdts. Memos regarding detail of answer-books sent by them	2 years
34.	Groupings showing distribution of answer books among sub-examiners	2 years
35.	Centre Statements	2 years
36.	All papers and correspondence relating to re-checking of answer Books	1 year
37.	Other correspondence relating to complaints etc.	1 year
38.	Evaluated Answer Books	4 months after declaration of result

39. Dissertation/Training Report/ Project Report(PG Classes)	6 months
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5 (A) SECRECY BRANCH-Ph.D SECTION

1. Examiner's Report (Ph.D)	3 years
2. Proceedings of Research Degree Committee (Ph.D)/	5 years
3. Other Record (Correspondence files) (Ph.D)	5 years

6. ACADEMIC BRANCH

1. Papers for various elections	6 months
2. Files pertaining to Ruling of Academic Council/ and decisions of Executive Council	Permanent
3. Files pertaining to the minutes of Academic Council/ EC/Court (three copies)	Permanent
4. Office copies of the disposal of AC/EC/Courts' paragraphs and and other routine letters.	3 years
5. Draft Agendas of AC/EC/Court	3 years
7. Sets of amended regulations as circulated to fellows and approved by Government from time to time.	5 years
8. University Calendars, Part-I, II & III (ten copies)	Permanent
9. Office copies of letters circulated to various institutions/Branches of the office regarding alterations/amendments in the act/Statutes /Ordinances/rules & Regulations or till such time the calendars are reprinted	5 years
10. Academic Council/Executive Council decisions relating to Syllabi & books	3 years
11. Circulars and notifications relating to syllabi and course	3 years
12. Record of registration of publishers	3 years
13. Registers containing lists of members of Univ. Bodies	10 years
14. Registers regarding books, publishers' fixation of price etc.	3 years
15. Proceedings of the meetings of the Board of Studies	5 years
16. Proceedings of the meetings of Faculties	5 years
17. Proceedings of the Academic Council (two copies)	Permanent
18. Proceedings of the Academic Planning Board	Permanent
19. Equivalence Committee Proceedings	Permanent
20. Records of Constitution/Election of Univ. Bodies	3 years

21.	Proceedings of Price Board (Published Books)	3 years
22.	Clarification of Service and Conduct Regulations:-	
	(i) Rulings	Permanent
	(ii) Office copies	5 years
23.	Various resolutions of the various Unions	3 years
24.	Non-recognition files of various examinations of other Universities	5 years
25.	Recognition files of various Universities etc.	5 years or till such time the Recognition List is Reprinted
26.	Calendars and syllabi of other Universities etc.	3 years
27.	Proceedings of Association of Indian Universities/standing Committee of A.I.U.	Permanent
28.	Information for inclusion in Handbook of Association of Indian Universities	3 years
29.	Information for Commonwealth Universities' year-book for the Association of Commonwealth Universities, London	3 years
30.	Printed Syllabi and Prospectus (5 copies duly bound)	Permanent
31.	Rulings obtained from time to time	Permanent
32.	Court Cases	Permanent
33.	Files pertaining to Foreign Teachers	3 years
34.	Late admission of students	2 years
35.	Books	3 years after which they be transferred to library
36.	Declaration forms pertaining to submission of books	3 years

7. ACCOUNTS BRANCH

1.	All vouchers in support of expenditure	8 years
2.	Used up Receipt books	8 years
3.	Details of Budget Estimates (two copies duly bound)	Permanent
4.	Registers of Contingent Expenditure	5 years
5.	All accounts or documents relating to Trust, Donation and Subscriptions:	
i)	Record connected with claims to service and personal matters affecting persons in service	Permanent

ii)	Cash Books	Permanent
iii)	Income & Expenditure Registers	Permanent
iv)	Classified Register of Receipts and Expenditure	Permanent
v)	Standard Measurement Books	Permanent
vi)	Calculations relating to particular designs	Permanent
vii)	Provident Fund Ledger and Liability Register	Permanent
6.	Applications for refund of securities and other fee for which no refund is made	2 years after a reply is sent
7.	Correspondence relating to compliance of Audit Objections (except objections raised on fundamental nature)	2 years after the withdrawal of the audit Objection/ Requisition
7(a)	Audit requisitions on important subjects	2 years after the dropping of audit paras
8.	Bank Statements	5 years (subject to re-conciliation)
9.	Applications for grant of financial assistance out of poor students' Aid Fund	3 years
10.	Demand and Collection Register of students' dues (tuition fee etc.)	8 years from first admission provided these have been checked by Audit
11.	Challan files of income deposited with the bank by Maintained/ Constituent Institutions	3 years
12.	Demand sheets of Private Candidates	3 years
13.	Demand and collection Registers of college candidates	3 years
Note: To be destroyed after these have been checked by the Audit and the defaulters have been carried over in the demand and collection Register of defaulters.		
14.	Bill Registers relating to payments to:-	4 years
i)	Examiners remuneration, contingencies etc.	
ii)	Supervisors, Laboratory Staff of Exam. Centre	
iii)	Supdts. Examiners, Flying Squads, Observers, Supervisors and other officers/officials on account of TA	
15.	Register of advances	3 years

		(Subject to adjustment)
16.	Wheat Loan Recovery Register	2 years
17.	Insurance Premium Register of employees	3 years
18.	Income Tax deduction Register	8 years
19.	House Rent and Water charges Recovery Register	3 years
20.	Register containing record of Bank Drafts received (Maintained by Income Section)	3 years
21.	Approval for TA to Examiners	2 years
22.	Office copies of withdrawal of Provident Fund & advance from it	5 years
23.	Miscellaneous Statistical Information supplied to UGC, Govt of India, State Govt. and other organizations from time to time	5 years
24.	Register regarding verification of Registration fee.	5 years
25.	IPO Card receipts	8 years
26.	Paid bills (contingency)	2 years
27.	Diary/ Dispatch Register	Permanent

Note: The period mentioned against each item is subject to clearance of all the Audit Objections from the Audit Branch.

8. REGISTRATION BRANCH

1.	Correspondence files relating to award/payment of scholarship	3 years from the expiry of award of Scholarship
2.	Register regarding verification of Registration fee	5 years
3.	Registration Return Record	7 years
4.	Migration cases correspondence etc.	2 years
5.	Migration/Students' Registers	Permanent
6.	Change in name cases	2 years
7.	Change in Date of Birth	5 years
8.	Various scholarship schemes including UGC scholarship	5 years
9.	Admission and withdrawal register of students	Permanent

8(A) REGISTRATION BRANCH-SCHOLARSHIP SECTION

1.	Registers of various Scholarships, Schemes including State Govt., UGC, CSIR Scholarships/ Fellowships	7 years after the expiry of award of scholarship/ Fellowship
2.	Correspondence files Research Projects of various Funding agencies and correspondence files of UGC &	2 years after the dispatch of Utilization Certificate

CSIR Research Associates		and final report to the Concerned funding Agency
3. Files of Ph.D registration of the students of various Teaching Departments		Upto 7 years from the date of their enrolment For Ph.D
4. Department wise Ph.D enrolment register		Permanent
9. GENERAL BRANCH		
1. Recovery Register of Rent & Water Charges of houses/shops/booths etc.		8 years
2. Other correspondence relating to Convocation		3 years
3. Allotment of quarters		Permanent
4. Allotment of Shops		Permanent
10. PURCHASE & STORE BRANCH		
1. Tenders, Quotations and other papers relating to Stores		10 years
2. Printed material relating to Convocations (2 files)		Permanent
3. Quotation Files		5 years
4. Stock Account Book		
a) Non-consumable items		Permanent
b) Consumable items		5 years
11. CONSTRUCTION BRANCH		
1. Measurement Books		Permanent
2. Arbitration Cases		8 years
3. Tenders/Quotations files		10 years
Note: For other records, the rules provided for Accounts Branch shall be followed.		
12. COLLEGE BRANCH		
1. Correspondence with the Colleges and their Annual Reports		3 years
2. Affiliation of New Colleges		Permanent
3. Extension of Affiliation		Permanent
4. Association of Institutions (OT/MIL)		Permanent
5. Periodical Inspection Reports of Colleges		4 years
6. Files pertaining to complaints of Teachers/ Principals of Non-govt. Affiliated Colleges		8 years

7.	Files and Circulars pertaining to Model rules for Non-teaching Staff of Non-Govt. affiliated colleges.	10 years
8.	Revision of Pay Scales/AGP 7000/AGP 8000/AGP 9000 of College Teachers.	10 years
9.	a) Individual Teacher's return of all colleges	5 years
	b) Registers of college teacher approval	Permanent
10.	Annual qualification returns	3 years
11.	Files regarding Executive Council paras pertaining to Qualifications/period etc.	Permanent
12.	Files relating to collection of information regarding changing of management, teaching staff, income and expenditure	Permanent
13.	Copies of Form B-1 of the affiliated colleges and university teaching departments including consolidation registers and consolidated copies of Form-B for Ministry of Education/UGC	4 years
14.	Register containing the list of Affiliated/Associated Institutions	Permanent
15.	Files pertaining to Endowment Fund of Non-Government Affiliated Colleges.	Permanent
16.	Proposal for Establishment of colleges/ Additional Subjects without processing/ affiliation fee	1 year
17.	Record pertaining to counseling of B.Ed/ D.Ed	1 year
18.	Record pertaining to Court Cases	Till the finalization Of the case
19.	Diary/ Dispatch Record	3 years

13. PUBLIC RELATIONS OFFICE

1.	Material for University Annual Reports from the affiliated college	2 years
2.	University Annual Report (2 copies duly bound)	Permanent

14. ESTABLISHMENT BRANCH

1.	Applications for various posts and copies of synopsis	3 years
2.	Service Books	5 years after death or retirement whichever is earlier, except disputed cases.
3.	Personal files and confidential reports	5 years after the death or retirement or resignation or termination, except

4.	Departmental permission files and registers	disputed cases. 3 years
5.	Advertisement files	3 years from the date of Payment of the bills except Disputed cases.
6.	Leave Register (other than Casual Leave) Maintained by the Estt. Branch	3 years
7.	Office copies of General Enquiries regarding qualification Grades etc.	10 years

15. MISCELLANEOUS

1.	Casual Leave Applications of the staff	1 year from the Close of the Calendar year
2.	Casual Leave Account	5 years
3.	Attendance Register of Students	5 years from the declaration of result of the class concerned
4.	Leave Applications of Students	After the Academic Session is over
5.	Orders and sanctions of permanent nature, until Revised	Permanent
6.	Receipt and Dispatch Registers	Permanent
7.	Office copies of routine correspondence	2 years
8.	Attendance Register of Staff	5 years
9.	Correspondence/office copies files	3 years
10.	Outdoor and indoor Dak Registers	5 years
11.	Postal certificate record	5 years
12.	Other records including office copies of correspondence	2 years
13.	Office copies regarding general enquiries	2 years
14.	Used up receipt Books	8 years
15.	Class tests, Assignments and other record Of internal assessment	3 months after declaration of result
16.	List of admitted students and merit list of entrance test	Permanent
17.	Record of combined counseling of admission	3 years
18.	Notice for information of students	1 year
19.	Record of stipends/ scholarships for backward Classes including SCs/ STs	3 years
20.	Merit scholarship	3 years
21.	Admission forms/ registration record	2 years
22.	Record of disciplinary proceedings	3 years
23.	Proceedings of Departmental Committee	3 years

24.	Record and other documents pertaining to committee And sub-committees constituted in the Department	3 years
25.	Record of Seminars/ workshops/symposia etc.	6 year (list of participants)
26.	Records of various other activities during the Calendar year	2 years
27.	Other miscellaneous record related to stationery And other consumable items	1 year
16.	UNIVERSITY LIBRARY SYSTEM	
1.	Accession Register	Permanent
2.	Recommendations of books and other reading material	2 years
3.	Copies of book/ journal purchase orders (Printed or electronics)	2 years
4.	Library Membership Forms	1 year after issuing 'No Dues Certificate'
5.	All used receipt books	8 years (Same as provided under Accounts Branch)
6.	Data sheets for data entry of books in computer	1 year after data entry
7.	Check-out Check-in Slips	6 months after return Of books

Note:

1. If any item is not mentioned in a particular Branch, provision laid down in any of the branches on the subject shall be applicable.
2. 'No Objection Certificate' shall be obtained from all concerned (including Legal Cell) with regard to withholding of any documents(s), before disposing of the old record as per limit prescribed above.

Chapter-XLI

SCHOLARSHIPS & STIPENDS

Scholarships are offered to deserving and needy students to encourage them to take up Higher education. This incentive falls in line with the motto of Higher Education: Access, Equity and Quality. The following kinds of scholarship schemes are available to the students of Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan subject to their fulfilling all eligibility conditions:

General Conditions

- 1) No student shall hold more than one scholarship at a time.
- 2) Scholarships shall be awarded on the express understanding that the holder shall attend the University Teaching Department as a regular student and pursue his studies with industry, should it appear at any time that the scholar has failed to make satisfactory progress or has been guilty of gross misconduct or has been irregular in attendance, she shall, after due warning, be reported by the Chairperson of the University Teaching Department to the Vice-Chancellor who may withdraw her scholarship.
- 3) The Scholar shall be informed of her having been awarded the scholarship. If she does not give her acceptance of this scholarship, in writing, within two weeks, to the Registrar, she shall be liable to forfeit the scholarship which may be awarded to the next eligible candidate.
- 4) The students selected for scholarship shall not accept or hold any appointment, paid or otherwise, and will not receive any emoluments, salary, etc. from any other source during the tenure of scholarship.
- 5) Scholarships shall be awarded to students after the recommendations of a duly constituted committee in accordance with the norms laid down by the statutes and ordinances of the university from time to time.
- 6) Students leaving the university on their own accord without completing the programme of study may be required to refund the amount of scholarship received during that period.
- 7) Scholarships are liable to be withdrawn, partially or wholly, in case of deliberate concealment of material facts and/or supply of false information.

A. Funded by the Government:

1. POST MATRIC SCHOLARSHIP TO THE STUDENTS BELONGING TO SCHEDULED CASTES

The scheme has been instituted by the Govt. of India to provide financial assistance to the SC/ST students of Haryana studying at post matriculation stage to enable them to complete their education. The students whose parents'/guardians' annual income is Rs. 2.00 lac or below are given scholarships including reimbursement of maintenance allowance, tuition fee, exam fee and other fund.

The Rate of Stipend:

Rs.530/- P.M. to Day Scholars.

Rs.820/- P.M. to Hostlers.

2. POST MATRIC SCHOLARSHIP FOR WELFARE OF BACKWARD CLASSES

The Scheme has been instituted by the Govt. of India to promote education among students of Haryana belonging to Backward Classes. This scheme provides a stipend and reimbursement of tuition fee and examination fee to those BC students whose parents'/guardians' annual income from all sources is not more than Rs. 1,00,000/-. At present, as per the guidelines of the social welfare department, the eligible students are given only maintenance allowance.

3. ANUSUCHIT JATI CHHATTRA UCCH SHIKSHA PROTSAHAN YOJNA:

This Scheme is meant for the Scheduled Castes girl students studying in under Graduate/Post Graduate classes in Science, Commerce and Professional courses in Private aided/unaided and Government Institutions/ Colleges/ Universities. The main objective of the scheme is to arrest the drop out of Scheduled Caste girl students and to encourage them for higher education after 10+2 class to Post Graduate classes and also to bridge the gap of adverse female sex ratio. The class-wise scholarship to be given under the scheme is as given below:-

(Amount in Rs.)			
Group	Class	Hosteller	Non-Hosteller
I	The students studying in diploma in Technical/ Professional courses after 10+2	7,000	5,000
II	The students studying in Graduation in Commerce/Science.	9,000	7,000
III	The students studying in Graduation in Technical/Professional courses	11,000	9,000
IV	The students studying in Post Graduation in Commerce/Science courses	12,000	10,000
V	The students studying in Post Graduation in Technical/Professional courses.	14,000	12,000

Conditions and Eligibility:

1. The students should belong to Scheduled Castes and should be bonafide residents of Haryana State.
2. Annual income of the parents/guardians of the students should be between Rs.1.00 lakh and Rs. 2.40 lakh per annum.
3. The students who are once awarded scholarship under this scheme and secure promotion to the next higher class will get renewal of scholarship in the next class for the whole duration of that course.
4. The students who are awarded scholarship under this scheme will not be entitled to get scholarship under any other scheme except meritorious scholarship/incentive.
5. The award of scholarship is subject to satisfactory progress and conduct of the student. If a student is found to have obtained a scholarship by giving false statements her scholarship will be cancelled forthwith and the recovery of amount of scholarship paid will be at the discretion of the State Govt.
6. **The students who avail scholarship under the Govt. of India “Post Matric Scholarship Scheme for Scheduled Castes students” or any other scheme will not be eligible to get benefit under this scheme.**

How to Apply:

Complete application in the prescribed Proforma given below along with all relevant document e.g. attested copies of Scheduled Caste certificate, Income Certificate, Haryana Domicile certificate, Bank Account No., proof of promotion to the higher class and original fees paid for admission in the course/class by the student is to be submitted to the head of the concerned institution. The head of the concerned institution shall forward all the applications (in original) under the signatures of competent authority with seal to the District Welfare Officer concerned in which the institute is situated. The students who are studying out of Haryana, their applications should be forwarded to the District Welfare Officer of the district to which the student actually belongs.

4. POST MATRIC SCHOLARSHIPS FOR STUDENTS BELONGING TO LOWER INCOME GROUP

This scheme was formulated by the State Govt. with the aim of reaching out to the economically weaker sections of the society, i.e., low income group students who without the financial support provided by the Government would not be in a position to pursue higher studies. The students whose parents'/guardians' annual income limit is Rs. 12,000/- or less are covered in this scheme. Under this scheme a stipend of Rs. 27/- P.M., Tuition Fees, Exam Fees and other funds are given to the students.

5. STATE MERIT SCHOLARSHIP

The Govt. of Haryana has introduced this scheme to motivate the meritorious students of Haryana. This scheme provides an award to the students of Govt./Non-Govt. Colleges on the basis of Board/University merit. Detail of Rates of scholarship are as under:-

At Graduate level	300/-	per month	for the whole year
At Postgraduate level	450/-	per month	for the whole year

6. MERIT-CUM-MEANS SCHOLARSHIP FOR MINORITY COMMUNITIES STUDENTS

The objective of this scheme is to provide financial assistance to the poor and meritorious students belonging to minority communities to enable them to pursue professional and technical courses.

Under this scheme, students belonging to Minority Communities of Haryana, who get admission in technical/Professional courses and whose parents'/ guardian' annual income is not exceeding Rs.2.50 lakh are given scholarship.

7. PROMOTION OF SCIENCE EDUCATION (POSE) SCHOLARSHIP SCHEME

A) Introduction

In order to attract the students in pure/basic science courses at Under Graduate and Post Graduate level and to continue their study up to research level, a scheme was started from 2009 – 10 for students of B.Sc. Honours (Three years course) and M.Sc. (Two years course) by providing scholarship to the meritorious students. The students who have been ranked in the top positions as per the criteria of this scheme will be given the scholarship. The details of the scheme are as under:-

For B.Sc. (Honours) students: Scholarships will be provided to the students during three years of B.Sc.(Honours) Courses in basic sciences like Physics, Chemistry, Mathematics, Botany, Zoology and Geology from the colleges / universities located within Haryana.

For M.Sc. students: Scholarships will be provided to the students during two years of M.Sc. Courses in basic sciences like Physics, Chemistry, Mathematics, Botany, Zoology and Geology from the colleges / universities located within Haryana.

B) Rates of Scholarship

The amount of scholarship for the students studying in B.Sc. (Honours) classes will be Rs 4000/- per month plus contingency stipend of Rs. 4000/- once in a year.

The amount of scholarship for the students studying in M.Sc. classes will be Rs. 6000/- per month plus contingency stipend of Rs. 5000/- once in a year.

C) Terms & Conditions

This scholarship will be given to the students studying science in under graduate / post graduate classes in recognized Colleges / Universities located within Haryana.

The institution / college from where the previous (qualifying) examination has been passed for award of scholarship should be situated in Haryana.

Compartment / Re-appear students will not be considered for this scholarship in future.

Only those students would be eligible who have obtained minimum 60% marks at the previous (qualifying) class. Further, the students have to maintain at least 60% marks and 75% attendance throughout (in every semester) for continuation of this scholarship. The principal of the concerned institute should have to furnish a certificate regarding the attendance of the student concerned, for the year / semester for which the scholarship is to be released.

The students should not be involved in any type of indiscipline or unfair means.

Only regular students will be eligible for this scholarship. The students studying privately or through correspondence / distance mode or in unrecognized institutions will not be eligible for this scholarship.

The student getting scholarship under this scheme can also avail the benefits of any other scholarships / fee concessions given by the institution.

There is no income limit for these scholarships.

Photocopies of all the certificates from 10th onwards duly attested by the institute presently studying in will have to be attached with the application.

While finalizing the merit list, if two or more students acquire same marks / rank in the merit list as per the selection criteria of this scheme, then all such students will be awarded the scholarship.

D) Mode of Payment

The scholarship will be paid to the students for all the twelve months in a year starting from the month in which the admission is obtained. It will be from July to June.

The scholarship will be released to the students in two half yearly installments semester wise.

All the students who apply for award of scholarship will have to open their accounts in the nationalized banks having Electronic Transfer / ECS facility and furnish the bank details along with MICR / IFSC codes for online transfer (RTGS / NEFT) in the application format. The amount of scholarship will be transferred to the accounts of the students through electronic transfer.

The payment of scholarship will be made through Demand Draft / Cheques in favour of student only in exceptional circumstances.

The amount of scholarship will be released only after obtaining the attendance certificate from the principal / head of the institution where the student is studying.

E) Selection Criteria

An advertisement in the leading newspapers will be published for inviting the applications through universities / colleges for the award of scholarship after the admissions in the Under Graduate / Post Graduate classes. All the universities of Haryana will also be requested for collecting and forwarding the applications of students to the office of Secretary/EC, Haryana State Council for Science & Technology, Panchkula. Thereafter, the applications received through proper channel will be scrutinized and a final list of the selected students for award of scholarships will be prepared and a sanction in this regard will be issued by the State Government for payment of scholarship to the eligible meritorious students. The selection criterion for the preparation of final list of students for the award of scholarships is as under:-

During B.Sc. I

10th Class (20 Marks)	12th Class (20 Marks)	Total (40 Marks)
10 Marks for 60 % and 1 mark for each 4% above 60% or equivalent grading	10 Marks for 60 % and 1 mark for each 4% above 60% or equivalent grading	

Note: In case of grading system, the equivalent % will be taken into consideration.

During B. Sc. II & III

The scholarship for the B.Sc. (Honours) IInd and IIIrd year would be renewed for those students who were getting scholarship during the previous year and further maintain the 60% or above marks and other terms & conditions of the scheme.

During M.Sc. (Previous)

10th Class (20 Marks)	12th Class (20 Marks)	B.Sc. (30 Marks)	Total (70 Marks)
10 Marks for 60 % and 1 mark for each 4% above 60% or equivalent grading	10 Marks for 60 % and 1 mark for each 4% above 60% or equivalent grading	10 Marks for 60% and 2 marks for each 4% above 60% or equivalent grading	

Note: In case of grading system, the equivalent % will be taken into consideration.

During M. Sc. (Final)

The scholarship for the M.Sc. final year would be renewed for those students who were getting scholarship during the previous year and further maintain the 60% or above marks and other terms & conditions of the scheme.

Note: The number of scholarships and its subject wise distribution will be decided after the receipt of the applications.

8. NATIONAL SCHOLARSHIP FOR PERSONS WITH DISABILITIES

Applications (in Hindi or English) in the prescribed Proforma are invited from students with disabilities for financial assistance for pursuing higher and technical education. Eligibility conditions etc. for the Scholarship are as follows:

I. Eligibility: -

- (1) Financial assistance will be available to Indian students with at least 40% disabilities certified as per definition under Persons with Disabilities Act 1995.
- (2) Financial assistance will be given for pursuing Post-Matric /Post-Secondary technical and professional courses including Ph.D & M.Phil from recognized institutions. However, for students with disabilities of Cerebral Palsy, Mental Retardation, Multiple Disabilities, and Profound or Severe Hearing Impaired, the minimum educational qualification will be class VIII pass and scholarship will be awarded to them for pursuing general, technical, vocational or professional courses.
- (3) Scholarship will be awarded to one student for pursuing only one course.
- (4) Financial assistance can be given for computer with editing software for blind/ deaf graduate and postgraduate students pursuing professional courses and for support access software for cerebral palsied students.
- (5) Continuation/ renewal of the award for next year will depend on successfully completing the course in the preceding year with minimum 45 (forty fifty) percent marks for professional courses and 40% for other courses.

- (6) The Assistance under this Scheme is not intended for Post-Matric/Post Secondary Technical/Professional courses having duration of less than one year.
- (7) A scholarship holder under this scheme will not concurrently hold any other scholarship/stipend. If already any other scholarship/stipend awarded, the student is required to exercise his/her option for choosing the scholarship that he/she proposes to avail and inform awarding authority about the same.
- (8) Monthly family income of the beneficiary should not be more than Rs. 15,000/- from all sources. Family income includes income of the parent/guardian.

II. Awards: -

Up to five hundred, awards are to be given annually through institutions in which students are pursuing studies/courses. Scholarship will be given to different categories of disabled students as under:

Male Students, Female Students

- (1) Students with orthopaedic disability (Male 58; Female 58)
 - (2) Students with blindness or low vision (Male 58; Female 58)
 - (3) Students with hearing disability (Male 58; Female 58)
 - (4) Students with Cerebral palsy, Mental Retardation, Multiple Disabilities, Profound or Severe Hearing Impairment (Male 76; Female 76)
-

Amount of scholarship will vary among courses and will also depend on availability of hostel/residential facility with the institution. The details are given below:

(Rs. Per month)	S.No	Courses of Study	Rate of scholarship hostellers (Rs/per-month)	Day scholars (Rs/per-month)
(1)		Ph.D. / M. Phil and Post Graduate/Graduate level courses in Engineering/Indian and other systems of Medicine/ Agriculture/Veterinary/ IT/ Biotechnology, Education Management / Architecture, Physiotherapy, Music and other professional courses	1000	700
(2)		Diploma and certificate level professional courses	700	400
(3)		In respect of students with cerebral palsy, mental retardation, multiple disabilities and profound or severe hearing impairment, for pursuing general/professional/technical/vocational courses after class VIII	700	400

9. THE RAJIV GANDHI NATIONAL FELLOWSHIP (RGNF) SCHEME FOR SCHEDULED CASTE AND SCHEDULED TRIBES

The Rajiv Gandhi National Fellowship (RGNF) Scheme for Scheduled Caste and Scheduled Tribes is formulated and funded by Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs. The scheme is open to candidates who belong to Scheduled Caste & Scheduled Tribe and wish to pursue higher studies such as regular and full time M. Phil. and Ph.D. degrees in Sciences, Humanities, Social Sciences and Engineering & Technology. There are 2000 slots for Scheduled Caste and 667 slots for Scheduled Tribe candidates every year for all the subjects.

The scheme has been initiated keeping in view the social background of the candidates for the deprived section of the society and to provide them opportunity to undertake advanced studies and research. The objective of this award is to provide fellowships in the form of financial assistance to students belonging to SC/ST to pursue higher studies leading to M.Phil. and Ph.D. degrees in Sciences, Humanities and Social Sciences and Engineering & Technology.

The candidate should belong to SC/ST and should have passed the Post Graduate examination. The selection will be made on the basis of merit of the candidates. The candidate must get himself/herself registered for M.Phil./Ph.D. at the first available opportunity but not later than within a period of two years from the receipt of award letter. This period is not extendable. However, the actual payment of fellowship will be made with effect from the date of approval of fellowship or date of joining whichever is later.

The tenure of fellowship is initially for two years under the RGNF Scheme. Before expiry of this period, the work of the Fellow will be evaluated by a Committee of three members comprising of

Head of the Department, Supervisor and one outside subject expert to be constituted by the concerned Department of the /University/Institution/College. If the research work is found satisfactory, his/her tenure will be extended further for a period of three years under the enhanced emoluments of the Rajiv Gandhi National Senior Research Fellowship (RGNSRF). The recommendation of the Committee shall be submitted to the UGC for up gradation to the level of RGNSRF. The work done and the time spent on scholarships or fellowships of any agency other than the UGC will not be taken into account while considering the proposals for enhancement in the value of fellowship. The fellowship may be withdrawn if the work is not considered satisfactory or the candidate fails in any of the examinations related to Ph.D. In case the work for the first two years is not found satisfactory, an additional year will be given to him/her for improvement. However, during this period he/she will be designated as Rajiv Gandhi National Junior Research Fellow. In such cases work will be evaluated again before third year of the tenure, and if improvement is found, the Fellow will get two more years under the RGNSRF. Thus, the total period of fellowship (RGNJRF and RGNSRF) is for five years, with no further provision of extension.

The candidate would be eligible for following financial assistance:

Fellowship in Humanities, Social Sciences, Sciences, Engineering & Technology	@Rs.16000/-p.m. for initial two years @Rs.18000/-p.m. for remaining tenure	RGNJRF RGNSRF
Contingency A	@Rs.10000/-p.a. for initial two years @Rs.20500/-p.a. for remaining tenure	Humanities & Social Sciences
Contingency B	@Rs.12000/-p.a. for initial two years @Rs.25000/-p.a. for remaining tenure	Sciences, Engg. & Technology
Departmental Assistance	@Rs. 3000/- p.a. per student to the host institution for providing infrastructure	For all disciplines
Escorts/Reader assistance	@ Rs. 2000/- p.m. in cases of physically handicapped & blind candidates	For all disciplines
HRA	As per rules of the University/ Institutions	For all disciplines

B. FUNDED BY THE UNIVERSITY:

1. Merit-cum-means Scholarship

- i) There will be 50 Merit-cum-Means Scholarships in the University every year for professional UG & PG Programmes. Each scholarship will be of the value of Rs. 10000/- per annum. These scholarships will be awarded by the Vice-Chancellor on the recommendations of the Committee to be appointed by her keeping in view the merit and the means of the students concerned. Only such students will be eligible for this scholarship whose parents' income from all sources does not exceed **Rs. 200000/-** per annum. The scholar shall submit an income certificate from the competent authority with the University to this effect. This scholarship shall be awarded for a period of one year. In the event of marks of two or more students being equal, the amount of scholarship shall be distributed equally among such students.
 - ii) No student shall hold more than one scholarship at a time.
2. **University Merit Scholarship Scheme:** Gold medal shall be given to the toppers in lieu of University Merit Scholarship.

Note: The above university scholarships shall be awarded subject to the availability of funds.

C. FUNDED BY PRIVATE AGENCIES:

1. DLF FOUNDATION UNDERGRADUATE SCHOLARSHIP (RAGHVENDRA SCHOLARS)

Engineering, Information Technology and Medicine (MBBS)

Introduction

DLF Foundation has been established as the philanthropic arm of DLF Limited with the aim of undertaking welfare and community development activities. It is considered that the scholarship programme will go a long way in achieving the objective of promoting quality education to the underserved communities. The scholarship programme is founded with a view to provide opportunities for the development of talented students and ensure a better life through quality education to the underprivileged sections of society.

Aims and Objectives:

1. To nurture talent by instituting need based scholarship programme for meritorious students.
2. To address needy talented students.
3. To preferably encompass professional avenues.
4. To act as a source of inspiration and motivation to peers.

Scholarship Title

The scholarships will be instituted as “Raghvendra Scholars”.

Under-Graduate Scholarships: (Commencing from F.Y. 2011-12)

The scholarships are intended to nurture talent amongst 'meritorious' and 'economically underprivileged' students. The undergraduate scholarship programme encompasses a large number of disciplines such as engineering, medicine and information technology (IT). The scholarships programme would begin from academic year 2011-12.

Highlights of the Scholarships Programme:

The main highlights of the programme are as follows:

- a) About 55 new scholarships will be awarded every year, which would go up to a total of 205 scholarships over a period of time, that would be awarded for pursuing professional courses in the fields of engineering, medicine and computer sciences alone.
- b) DLF Foundation would provide two (2) scholarships in Engineering and two (2) scholarships in Information Technology
- c) The duration of the scholarships will be 4 years (5 years for computer Science). While we support additional new students entering the first year, scholarships will be reviewed every year for continued academic performance of the students and their parents continuing to meet the annual income criteria.
- d) The maximum scholarship amount admissible per student, per year will be Rs. 40,000/- which will include tuition fees and allied expenses on books, instruments and equipments.
- e) The scholarship amount given by the DLF Foundation shall be Rs. 40,000 per year. The fees and other mandatory charges, including hostel fees will be based on the Admission Booklet and will be paid directly to the Partner Institution. The balance amount will be sent by cheque to the scholar through the institution.

Eligibility Criteria for Scholarships

The eligibility criteria for the scholarships would be the following:

- a) The candidate must be an Indian citizen and a resident of India.
- b) Income of the parent/guardian not to exceed Rs. 1.80 lakh per annum. An Affidavit would be required to be furnished giving the details of land/properties held by parents.
- c) Preference for altest one seat per discipline, per institution will be given to women candidates, fulfilling eligibility conditions. In case of gender specific institutions, this criterion will be waived off.**
- d) The scholarship will be merit based. The foundation will accept the results of the selection test conducted by the institute or other centralized body for admitting students to their institute as the basis for deciding the meritorious candidates.
- e) Initially, the scholarship programme will cover regions in the states of Haryana, Uttar Pradesh and Union Territory of Delhi. Additional States/regions may be added subsequently by the DLF Foundation, at their discretion.
- f) In case the eligible candidates are more than the number of scholarships available, the candidates will be assessed against overall weightage laid down by DLF Foundation on their current ranking in the merit list, past academic record, economic conditions and personal interview by a selection panel, if required.
- g) Visit to the residence of the applicant may be made to verify the income criteria/economic condition of the parents before approving the scholarship. Decision of DLF Foundation will be final in this regard.
- h) The DLF Foundation reserves the right to waive off the above mentioned conditions in deserving cases, depending on its merits.
- i) DLF Foundation would accept applications only from those Academic Institutions that have signed the MoU with DLF Foundation.

j) Students who have been admitted formally by the partner academic institutions and those students who meet the listed qualifying criteria for the scholarship would be finally considered by the DLF Foundation for awarding the scholarships.

2. DR. HARI PRAKASH MEMORIAL SCHOLARSHIP

This Scholarship is awarded to the topper of B.A.I of the subject Sanskrit (Elective). The amount of the scholarship is Rs. 1200/- per annum. The objective of this scholarship is to promote the study of Sanskrit.

3. MASTER GIAN CHAND MEMORIAL SCHOLARSHIP

This Scholarship is awarded to the topper of B.A. II of the subject Sanskrit (Elective). The amount of the scholarship is Rs. 1200/- per annum. The objective of this scholarship is to promote the study of Sanskrit.

4. SMT. PANMESHWARI DEVI MEMORIAL AWARD

This Scholarship is awarded to the topper of B.A.I of the subject Geography. The amount of the scholarship is Rs. 1200/- per annum. The objective of this scholarship is to promote the study of Geography.

5. CH. SURAJ MAL SANGWAN MEMORIAL AWARD

This Scholarship is awarded to the topper of B.A.II of the subject Geography. The amount of the scholarship is Rs. 1200/- per annum. The objective of this scholarship is to promote the study of Geography.

Note: The Scholarships mentioned at Sr. No. 2, 3, 4 & 5 are offered by various Individuals to the students of BPS Institute of Higher Learning and Research

Documents required for claiming Scholarships

1. Original Caste, Income Certificate.
2. Photo Copy of Adhar No., Bank A/C/ No., with Address.
3. Anti-Ragging Affidavit.
4. Undertaking for compulsory 75% attendance in College.

Bond to be executed by the Research Scholars/ Scholars/ Fellows on Admission with the BPS Mahila Vishwavidyalaya Khanpur Kalan.

KNOW ALL MEN BY THESE PRESENTS THAT

We (1) and (2) do hereby bind ourselves and each of us our and each our heirs, executors and administrators to pay to the BPS Mahila Vishwavidyalaya Khanpur Kalan or assignees on demand the sum of(Rupees..... Only) the amount drawn during extended period of Research Scholarship is extension is allowed signed and dated this day of 200.....

Whereas the above bounden (1) Is nominated to Research Scholarship/ Fellowship of the BPS Mahila Vishwavidyalaya Khanpur Kalan and whereas the above bounden (1) as nominee of such Scholarship/ Fellowship under the rules and conditions comprised in the Ordinance relating to the award of Research Scholarship of the University entitled to a scholarship/fellowship of per month foryear.

Now the condition of the written obligation is that in the event of the above (1) not confirming to or observing, the rules and conditions under a subject to which the Scholarship/Fellowship has been awarded to him/her or of discontinuing the research before the completion of prescribed period of years and the extended period if extension is allowed whichever is later for no valid reason the above bounden (1)92) shall forthwith refund to the BPS Mahila Vishwavidyalaya Khanpur Kalan all moneys paid to him/her in respect of the said Scholarship/Fellowship and in the matter deciding that moneys are to be paid, the decision of the University shall be final. Upon the making of such refund, the above written obligation shall be void and of no affect; otherwise shall be and remain in full force and virtue.

Provided always that the said above written bond is entered by the above bounden (1) and (2) On further condition that any forgiveness on the part of the BPS Mahila Vishwavidyalaya Khanpur Kalan towards the above bounden In respect of his/her failure or neglect to conform or to observe the rules and conditions hereinbefore mentioned to make such refund, as aforesaid, shall not, in any way, receive or exonerate the above bounden (2)in respect of his/her liability under the above written bond.

Signed by the above bounden (1)

(Full Signatures)

In the presence of (Full Signatures)

Name and Address.....

Signed by the above bounden (2)

(Full Signatures)

In the presence of (Full Signatures)

Name and Address.....

1. Full Name of the Scholar

Address:

2. Full Name of the Surety

Address:

Witness in token of identification by any two persons with their addresses who are well aware of the charter and conduct of the scholar.

1. Checked & Verified

2. Countersigned

Supervisor

Chairperson of Department

Chapter-XLII

DUTIES AND POWERS OF PROCTOR

1. The Proctor shall be an Officer of the University having the functions hereafter assigned.
2. Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor, from amongst the teachers of the University, who shall be of the rank of professor, on such terms and conditions as the Vice-Chancellor may recommend to the executive council and shall hold office for a term of two years which may be extended by one more year. The Proctor shall be responsible to the Vice-Chancellor and shall assist him in the matters concerning discipline among students in the University.
3. Discipline
 - i. Discipline includes the observance of good conduct and orderly behavior by the students of the University.
 - ii. 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 her duty to behave decently at all places.
 - (b) No student shall visit places or areas declared by the Proctor as “Out of Bounds” for the students.
 - (c) 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 Staff or Library Staff and any other officials of the University.
 - (d) Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
 - (e) The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Proctor.
 - iii. Breach of discipline, inter alia, shall include:
 - (a) Irregularity in attendance, persistent idleness or negligence 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 the teachers or the authorities;
 - (d) Misconduct or misbehavior of any nature at meetings or during curricular or extra-curricular activities of the University.
 - (e) Use of unfair means or the misconduct or misbehavior of any nature at the Examination Centre;

- (f) Misconduct or misbehavior 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 rumor amongst the students;
 - (j) Mischief, misbehavior 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) Any act and form of ragging.
 - (m) Any other conduct anywhere which is considered to be unbecoming of a student.
4. 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 her powers as she deems proper to the proctor or to the Proctorial Board as the case may be or any functionary of the University
5. It shall be the duty of the Proctor 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 scenario 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 Proctorial Board.
 - (e) Issue all orders relating to disciplinary proceedings against students.
6. 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 Proctorial Board.

7. The Vice-chancellor may refer any matter concerning discipline of University students in the University Campus or outside to the Proctorial Board constituted as under:-

- i. Proctor (Convener)
- ii. Dean Student's Welfare
- iii. One of the Deans to be nominated by the Vice-Chancellor for a term of two years.
- iv. Chief Warden
- v. Concerned Head of the Department.

Three members will form the quorum. The case of indiscipline referred to the Board shall be disposed of by the Board within 3 weeks or such further period as may be allowed by the Vice-Chancellor.

8. Any act of indiscipline on the part of the student will be reported to Proctor in writing routed through Chairperson or Chief Warden as the case may be.

9. The Proctor shall exercise such powers and perform such functions and duties in respect of the maintenance of discipline among students as the Vice-chancellor may direct from time to time.

10. **Entitlement of Proctor**

- i. The Proctor shall be entitled to telephone facility upto a limit of Rs. 500/- per month.
- ii. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve of from time to time.