

ORDINANCES

Ordinance I—Admissions

1.(1) Admission of Students in the University Teaching Departments and University maintained/recognised Colleges shall be regulated by a Committee consisting of the following :

- (a) Vice-Chancellor or his nominee.
- (b) Pro-Vice-Chancellor.
- (c) Deans of the Faculties.
- (d) Dean, Students' Welfare.
- (e) Dean Academic Affairs.
- (f) Proctor.
- (g) Chief Warden.
- (h) Dean of Colleges.
- (i) One Principal from each of the following categories of Colleges/Institutions recognised/maintained by the University to be nominated by the Vice-Chancellor for a term of two years :
 - (i) Colleges/Institutions maintained by the University, other than the Colleges of Education.
 - (ii) Govt. Colleges other than the Colleges of Education.
 - (iii) Professional Colleges including Colleges of Education.
 - (iv) Other Non-Govt. Colleges.
- (j) Director, Distance Education.
- (k) Two members to be nominated by the Academic Council, from among its own members, for a term of two years.
- (l) President, Kurukshetra University, Students' Union.
- (m) Controller of Examinations.
- (n) Registrar.

Two-fifth of the members will form the quorum.

The members of the Colleges and the Faculties on the Campus only will be invited if at such a meeting matters concerning the University Teaching Departments/Colleges on the Campus alone are to be discussed.

(2) The Admission Committee shall, subject to the provisions of Ordinances, decide :-

- (i) the manner in which admission to the University Teaching Departments and to the Colleges recognised/maintained by the University shall be regulated;
- (ii) in particular and without prejudice to the generality of the foregoing power, the Committee may lay down :—

(a) the principles for drawing up merit lists of

candidates applying for admission, and the categories of candidates for which any seats are to be reserved and/or to whom any weightage is to be allowed for placement in the merit lists;

- (b) the number of seats to be available in the Departments and in the Colleges;
- (c) the schedule of dates for admission to the various courses;
- (d) such other matter as may be referred to it by the Vice-Chancellor.

(3) (i) If the concerned authorities are not satisfied with the character, past behaviour and antecedents of a candidate, they may refuse to admit him/her to any course of study in the University/College. In order to ensure academic standards, discipline and peaceful atmosphere in the University, the Vice-Chancellor may cancel the admission of any student for a specified period.

- (ii) (a) An Under-graduate student will continue to be on the rolls of the College affiliated to/administered by the University for maximum period of four years (counted from the year of admission to First Year of a Bachelor's Degree Course). For a stay as a regular student beyond the stipulated period, the student concerned will be required to seek the prior permission of the Vice-Chancellor.

Provided that no student who has completed the prescribed course of studies for an Under-graduate Course in a recognised/ maintained College and has failed in the examination twice, shall be allowed re-admission in a College in that class. For this purpose a student who does not appear in the Examination after having completed the prescribed course shall be considered to have failed. Such a student may, however, appear in that examination as an ex-student/private candidate, if otherwise eligible under the Rules.

- (b) A Graduate candidate will be allowed admission to either (i) LL.B. Course or (ii) Post-graduate Course for a maximum duration of (i) 4 years (ii) 3 years respectively, subsequent to his/her admission in that course. For a stay beyond the stipulated period as a regular student, he/she will be required to seek the prior permission of the Vice-Chancellor.
- (c) A Post-graduate candidate admitted to the M.Phil. Course shall continue as a regular student only till August 31st of the next year. In case, he/she desires to continue as a regular student beyond this date, he/she will require the prior permission of the Vice-Chancellor.

(4) The minimum eligibility condition for admission to various Courses for Scheduled Castes or Scheduled Tribes candidates will be the Pass Marks in the qualifying examination.

(a) Blind/Physically and Visually Handicapped candidates shall be given 5% relaxation in the minimum eligibility conditions for admission to the various courses in the University and its affiliated Colleges.

Ordinance II—Register of Students

1. The Registrar shall maintain a Register of all Under-graduates and Graduates studying for University Examinations in the University Teaching Departments including Regional Centres and the recognised institutions or carrying on research work in the University or appearing in a University Examination in the capacity of Private candidates.

2. The register shall contain, in respect of each student, the name in full, the name of father, Institution entered, year of admission, particulars of the last public examination passed, every pass or failure in a University Examination with roll number, and any University scholarship, medal or prize won, every degree taken and serious penalty awarded to him by the Institution or the University.

However, mother's name instead of father's name can be entered into the records of a candidate at the specific request of the parent/ candidate duly forwarded by the Principal of the College/Chairperson of the Department and with the permission of the Registrar on merit of each case.

2-A. Every student shall attend his classes on all working days unless he is granted leave of absence by the Chairperson of the University Department/Principal of the College concerned. If a student remains absent from his classes for a continuous period of seven working days without any valid reason, medical or otherwise, his name shall be struck off the rolls, irrespective of the fact that he has paid his dues.

However, the student may be re-admitted with the permission of the Chairperson of the Department/Principal of the College concerned on payment of Rs.20/- in addition to arrears of fees, if any, provided that the Chairperson of the Department/Principal of the College is satisfied that if re-admitted the student will not fall short of requisite percentage of lectures etc.

3. A student from any other University/Board or from a Board of Education (other than the Board of School Education, Haryana) shall be eligible for admission to the University only on the production of a Migration certificate, in original, showing that the University or the Board has no objection to his joining this University and on payment of the prescribed Migration fee. However, the requirement of submission of Original Migration Certificate will not be applicable to the students pursuing studies through Directorate of Distance Education of this University and in lieu thereof all such students, who have passed their last examination from any other University/Board (other than Board of School Education, Haryana) will be required to submit with their admission form an affidavit, duly attested by the Magistrate First Class, affirming that:-

- (i) he/she will not pursue more than one course in the same academic session, except those permitted by the University;
- (ii) he/she has not been debarred/disqualified/expelled by the previous University/Board from appearing in any University examination; and
- (iii) no case of use of unfair means in the University examinations has been pending against him/her at the previous University/ Board.

If the candidates seeking admission to Directorate of Distance Education submits the original Migration Certificate with the Admission Form, he/she will not be required to submit the Affidavit.

Provided that the condition of production of Migration Certificate shall not apply in case of students passing their examinations from a Foreign University.

Provided further that in case a candidate does not submit his/her Migration Certificate along with Admission Form, he/she may submit the same without any late fee by the last date prescribed by the University for submission of Examination Forms without late fee i.e. December 21 of the year. Provided still further that in case the candidate does not submit his Migration Certificate even up to aforesaid date, he may be allowed to submit the same up to 28th February of the year or declaration of his/her result with the Late Migration Fee, as prescribed by the University from time to time.

However, the candidates who do not submit their Migration Certificate up to 28th February, will be allowed to appear in the University Examination provisionally but their result will not be declared until they submit their Migration Certificate. The result of such a candidates shall be declared only on payment of the Late Migration Fees, as prescribed by the University from time to time and submission of an affidavit, duly attested by the Magistrate First Class to the effect that the candidate has not appeared in any examination from any other University/Board simultaneously.

Provided that a candidate of another University/Board who could not clear Compartment/re-appear subject of his/her lower qualifying examination at the first chance, i.e., in Supplementary examination and is given second chance to clear his/her Compartmental/re-appear subject at the Annual Examination with his/her main examination, i.e., B.A./B.Sc./B.Com./B.Sc. (Home Science) Part-I/II/III Examination, in terms of Clause 7.2 of the respective Ordinance, may submit his/her Migration Certificate upto 30th June of the same year without late fee. If such a candidate fails to submit his/her Migration Certificate by the 30th June, his/her candidature for the main examination shall be cancelled. However, his/her candidature for B.A./B.Sc./B.Com./B.Sc. (Home Science) Part-I/II/III, as the case may be, may be revived if the Migration Certificate is submitted by 31st October of the same year with a late fee of Rs.100/- and an affidavit duly signed by the Magistrate First Class, to the effect that he/she has not appeared simultaneously in any other examination except his/her compartmental/re-appear subject of lower qualifying examination from another University/Board.

Provided still further that the above conditions shall not apply to a candidate for the First Semester Examination (where there is a Semester System of Examination) and for the First and Second Trimester Examinations (where there is a Trimester System of Examination). However, the candidate for the Second Semester or Third Semester shall have to follow the procedure prescribed for the candidate appearing under the Annual Examination System.

4. Every student, who is not registered with the University, shall pay to the University, at the time of admission, through the Department/College which he joins, the Registration fee and the continuation fee per annum thereafter, as prescribed by the University from time to time. In case of re-admission of a student, whose name is struck off the rolls of the Department/College, he shall pay the prescribed fee for making necessary entries in the University Register. No further fee for registration shall be charged.

An Eligibility fee, as prescribed by the University, in addition to the Registration fee shall be charged from a private candidate as well as from a regular student who seeks admission after passing the lower Examination from any other Indian University/Foreign University/Board.

5. The Chairperson of the University Teaching Department and the Principal of every recognised/maintained College shall forward to the Registrar, within one month of the last date for admission or in case of admission with late fee, within 40 days, from the date of actual admission, the names of the students in the prescribed form together with their Registration fee. In case a Department/ College fails to do so, the penalty as imposed by the University, shall be charged for each day's delay, subject to a maximum amount fixed by the University. In the case of a student who is already registered with the University, the Registration Number will be indicated and in his case the Registration fee shall not be payable, but such a candidate shall pay the Continuation fee per annum, as prescribed by the University from time to time.

6. Students registered under this Ordinance shall be called "Students of the University". A student who is not registered shall not be admitted to any University Examination.

7. On registration, the student shall be provided with a Registration Card through his Chairperson of the Department/Principal indicating the number under which his name has been entered in the Register, and that number shall be quoted in all subsequent reports concerning the student, and in all applications by that student for admission to a University Examination.

Provided that applications for correction in the particulars of the candidates shall be entertained by the Registrar up to three months from the date of issue of the Registration Card without any Correction fee.

Applications for Corrections in the particulars received after the expiry of the aforesaid period shall be entertained with the prescribed fee.

8. Applications for admission to University Examinations shall be scrutinised with reference to the University Register. The Registrar may refuse to accept the application of a candidate about whom complete particulars have not been reported or have been reported incorrectly and require him to forward a complete statement of the particulars together with an additional fee as prescribed by the University. Such particulars shall, in the case of a student on the rolls of a Department/College, be forwarded through the Chairperson of the Department/Principal concerned.

9. A person who applies for permission to appear in an examination as a private candidate shall quote his registered number. If he is not already registered with this University, he shall get his name registered before he is allowed to appear in the examination.

10. A person applying for change of his name in the Register shall submit his application :-

- (a) in the case of a regular student, through the Chairperson of the Department/Principal of the College last attended by him;
- (b) in the case of private candidate, through the Chairperson of a University Teaching Department or the Principal of a Recognised College, or an Officer of the University not below the rank of an Assistant Registrar or a Government

Gazetted Officer, or in the case of a Government employee, through the Head of the Department in which he is employed.

The application shall be submitted alongwith the prescribed fee and the photocopies of the Certificate(s) of lower qualifying examination, on the basis of which particular are to be changed, duly attested by the competent authority.

11. If a student's name is struck off the rolls of the institution, or he migrates to another institution or is rusticated or expelled, such a fact shall immediately be reported to the Registrar for record in the Register of Students and for such other action as may be necessary.

Ordinance III—Migration of Students

A—Migration from another University to the Kurukshetra University.

1. A Student from any other University or from a Board of Education (other than the Board of School Education, Haryana), shall be eligible for Migration to the University only :-

- (i) if he possesses the minimum qualifications prescribed for admission to the course and his marks, including weightages, if any, are not less than those of the candidates admitted last on the merit list during the days of admission without or with late fee. However, in a genuine case, such as transfer of parents or a student coming from overseas, the Vice-Chancellor, on the recommendation of the Head of the Institution/Department concerned, may allow migration even if the marks of the candidate are less than those of the candidate admitted last but he must possess the minimum qualifications prescribed for admission to the course;
- (ii) on the production of a Migration Certificate showing that the University or the Board has no objection to his joining this University; and
- (iii) on payment of the prescribed Migration Fee.

Provided that the condition of production of the Migration Certificate shall not apply in the case of students passing their examination from a Foreign University.

Provided further that in case a candidate does not submit his/her Migration Certificate along with Admission Form, he/she may submit the same without any late fee by the last date prescribed by the University for submission of Examination Forms without late fee i.e. December 21 of the year. Provided still further that in case the candidate does not submit his Migration Certificate even up to aforesaid date, he may be allowed to submit the same up to 28th February of the year or declaration of his/her result with the Late Migration Fee, as prescribed by the University from time to time.

However, the candidates who could not submit their Migration Certificate up to 28th February, will be allowed to appear in the University Examination provisionally but their result will not be declared until they submit their Migration Certificate. The result of such a candidates shall be declared only on payment of the Late Migration Fees, as prescribed by the University from time to time and submission of an affidavit, duly attested by the Magistrate First Class to the effect that the candidate has not appeared in any examination from any other University/Board

simultaneously.

Provided further that the above conditions shall not apply to a candidate for the First Semester Examination (where there is a Semester System of Examination). However, the candidate for the Second Semester shall have to follow the procedure prescribed for the candidates appearing under the Annual Examination System.

2. A student who has not completed his course of studies, or, having completed his course of studies, has not appeared at the examination for which he was reading in any other University or a college admitted to its privileges or in any college under the control of a Board of Intermediate Education shall not be admitted to the University except on production of the following documents in addition to the certificate mentioned in the preceding Clause :-

- (a) leaving certificate from the Principal of the College or from the Registrar of the University which he leaves;
- (b) certified copies of the entries against his name in the Register of Students of the University concerned;
- (c) a certificate from the Chairperson of the University Teaching Department/Principal of the College, to which admission is sought by the student, to the effect that he has attended, in the subject offered by him at this University, sufficient number of lectures in the College/University from which he wishes to migrate, so as to enable him to complete the course of studies prescribed by the University.

3. (*Migration to a College in the Faculty of Engineering and Technology*)

Rules for Migration in the Engineering Colleges.

Notwithstanding anything contained in any other rules, regulations, ordinance with regard to the matters covered hereunder, the following rules shall apply for migration to Engineering Colleges in the Faculty of Engineering & Technology, Kurukshetra University, Kurukshetra.

1. The candidate must have valid reason(s) (supported by documentary proof) for migration. Migration cannot be claimed as a matter of right and can be refused without assigning any reason.
2. Migration would be considered only subject to availability of seats after allowing change of Branch to the existing students as per rules of the University. Provided further that in no case migration would be considered against additional seat.
3. The degree of the University from where the student seeking Inter-University Migration should be recognised as equivalent to the degree of this University. The academic attainments in respect of the syllabi of the 4-year degree course should be similar and there should not be any material difference from the Corresponding examination of this University. In other words, the scheme of examination and the syllabi of the course should be the same.
4. Application(s) for migration must reach the University on the prescribed forms available from the University Press (The Manager, Printing & Publications, K.U.K.) on payment of such charges as are fixed from time to time, at the latest by 15th July of the year or the next working day in case 15th of July is a holiday. In no case request for migration will be entertained after the above quoted date.
5. (a) Migration will only be considered in second year (Third Semester) of the B.Tech./4 year B.E. course does not exist and that too only in the beginning of the semester.
(b) Migration to 1st year (First and/or Second Semester) of the B. Tech. 4 year degree course is NOT PERMISSIBLE under any circumstances whatsoever.
(c) Request from the students seeking admission under LEET System and desirous of migration from one Engineering College to another is NOT PERMISSIBLE under any circumstances whatsoever.
6. Students allowed admission on migration shall be governed by the provisions of rules prevailing in the concerned Ordinance and there shall be no relaxation to such migrating students.
7. Candidates admitted against paid seats will be considered for migration only against vacant paid seats. Similar provision also prevails for other categories of student.
8. Migration may only be considered from amongst the eligible applicant(s) strictly in order of merit as determined by :
 - i) Marks obtained in Physics, Chemistry and Mathematics at the qualifying examination;

- ii) Marks secured in the Common Engineering Entrance Examination; and
 - iii) First year Engineering Examination (both semesters taken together) by giving equal weightage to all the three examinations.
9. Candidate(s) considered for migration will be required to produce all such certificates and has to pay all such fees/dues as may be prescribed by the University from time to time.
 10. Candidate(s) seeking migration must possess the minimum qualifications prescribed for admission to the Course and must have appeared in the Common Entrance Engineering Examinations conducted by the admitting State/University. In no case his/her marks, including weightages, if any, should be less than those of the candidates admitted last. Candidate seeking migration must have passed First Year (1st & 2nd Semester Examinations) of B.Tech./B.E. 4-year Engineering Degree Course in one sitting.
 11. Migration fee per candidate to be charged shall be as fixed by the University from time to time and the Migration fee once paid by the student shall not be refunded in any case/under any circumstances.
 12. Candidate(s) seeking migration to 3rd Semester (Second year) of the B.Tech. 4 year Engineering Degree Course must fulfill the following and the Principals of both the Colleges must specifically authenticate and certify the fulfilment of the conditions while recommending case(s) for migration to the University.
 - (a) A candidate shall have passed an examination equivalent to 10+2 Examination of (10+2) Board of School Education, Haryana with such minimum marks in the subjects of Chemistry, Physics, Mathematics and English as prescribed for admission to the first year of the B.Tech. 4-year degree course and his/her percentage of marks including weightage, if any, is not less than those admitted last on the merit list and has also appeared. There is no such qualifying candidate in the Common Entrance Engineering Test held by the admitting State/University.
 - (b) The candidate shall have passed and secured at least 55% marks (rounding of marks is not permissible) in the First year (1st and 2nd Semester Examinations) of B.Tech. 4-year Engineering Degree Course in one sitting and there should be no gap between his passing the last examination and the year of migration in the College.
 - (c) The candidate shall produce a certificate from the Principal of the College/Institution last attended i.e. from where he is migrating that the College/Institution has 'NO OBJECTION' to the student migrating from his/her College/Institution and that his/her conduct and behaviour during his stay in the College/Institution have been good.
 - (d) The seat to which the candidate has applied for migration has been checked and the same is lying vacant.

4. A—(Migration to a Department in the Faculty of Law)

- (1) Migration cannot be claimed as a matter of right.

- (2) The Vice-Chancellor may consider and allow the migration to LL.B. I and LL.B. II year in hard cases during First or Second Term only subject to the following conditions that —
- (a) LL.B. Degree of the University has been recognised as equivalent to LL.B. Degree of this University;
 - (b) seats are available;
 - (c) he possesses the minimum qualifications prescribed for admission to First Year of the Course and his marks, including weightages, if any, are not less than those of the candidate admitted last in the category to which the applicant belongs, on the merit list during the days of admission without or with late fee;
 - (d) he has passed LL.B. 1st year, if he is seeking admission to the LL.B. 2nd year after attending classes as a regular student;
 - (e) he produces a Migration Certificate to show that the University has no objection to his joining this University;
 - (f) he pays the Migration fee;
 - (g) the application is supported by a Character Certificate from Head of the Institution/Department last attended alongwith certificate showing the total number of lectures delivered paper-wise and the number of lectures attended by the student.

Provided that no student shall be allowed migration unless he has attended at least 66% lectures in that Institution/Department.

- (h) the difference in the papers of LL.B. Course of this University and the University from which the candidate is migrating is not more than two papers;
- (i) the candidate may seek exemption in the paper(s) prescribed by this University which he had already passed in that University.

He shall have to pass the paper(s) of this University which he had not passed in that University as additional paper(s) without being required to attend the classes for those papers.

- (j) such a candidate should obtain eligibility certificate before being admitted in the Department of Law;
- (k) in case a candidate fails to join the institution after migration within 15 days, he/she shall pay a token fee of Rs.1000/- provided seat is available.

B—Migration from the Kurukshetra University to another University.

1. A student, already registered with this University, may be allowed to migrate to another University or educational Institution, outside the territorial jurisdiction of the University and be granted a Migration Certificate on his applying on the prescribed form and on paying fee as prescribed from time to time. Migration fee once paid, shall not be refunded even if the candidate, after having applied for Migration Certificate, later on withdraws his application.

2. If a student takes a Migration Certificate to join another University his registration of the University shall lapse. However, he may subsequently return with the Migration Certificate from that University or return the Migration Certificate issued by this University to take further examination of the University, in which case he shall follow the same procedure and pay the same fee as prescribed for candidates of another Universities/Boards migrating to the University and the Registration Number already allotted to him shall be renewed.

C—Migration from one College of the Kurukshetra University to another.

1. A student who has joined one college of this University and wishes to migrate to another college of the University for the same course shall be permitted to do so only if -

- (i) the Principals of both the colleges agree to the migration and the application is forwarded to the Registrar for sanction through the Principals of both the colleges, accompanied by prescribed fee.
- (ii) the Principal of the College from which he intends to migrate has given the leaving certificate;
- (iii) if he possesses the minimum qualifications prescribed for admission to the course and his marks, including weightages, if any, are not less than those of the candidate admitted last on the merit list during the days of admission without or with late fee. However, in a genuine case, such as transfer of parents or a student coming from overseas, the Vice-Chancellor on the recommendation of the Head of the Institution/Department concerned, may allow migration even if the marks of the candidate are less than those of the candidate admitted last but he must possess the minimum qualifications prescribed for admission to the course.

Provided that no migration shall be allowed, after the submission of examination Admission Form except for the following reasons :-

- (a) if the student or his/her father or guardian has been transferred and the fact has been certified by the Head of the Office/Department in which he/she or his/her father or guardian is employed. (To be supported by a copy of transfer orders etc.).
- (b) if the migration has been necessitated by the reason of a student's ill health supported by a Medical Certificate from a Govt. Doctor of a Gazetted Rank or the Medical Officer of this University.
- (c) if a woman student has married and the station to be migrated to is a station of the residence of her husband/ father-in-law.

2. The Academic Council may allow migration in special cases not covered by Clause 1(i) above.

3. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken, etc., the Principal shall specifically mention this in his remarks on the application referred to in Clause 1(i) above.

4 The College Leaving Certificate shall not be given by the Principal until the transfer has been notified by the Registrar. No admission without such sanction shall be considered valid.

5. When migration of the student from one college to another college has been sanctioned, he must join the new college within 15 days. Provided that if a student does not avail himself of the migration, within fifteen days from the date of receipt of the letter by the Principals of the colleges concerned, he shall have to apply afresh and pay fresh fee in order to revalidate the previous migration.

6. If a student changes his mind after putting in his application for migration, he must inform the colleges concerned as also the University immediately.

7. If the student changes his mind after migration has been sanctioned by the University, he must apply for re-migration and follow the entire procedure prescribed by the University once again if he has joined the other college. If he has not, he must apply for cancellation of the Migration Certificate through the Principal of the College concerned and return his Migration Certificate.

8. No Migration Certificate can be issued unless the student has been registered with the University.

9. A college is entitled to the tuition fees for the month in which the migration is sanctioned by the University and the college to which the student migrates is not entitled to charge fees for the fraction of a month.

10. Migration of a student from a Professional College to the First Year of the Course in an Arts or Science College is permitted, and not vice-versa, provided the courses are of equivalent position.

D—Rules for Migration of Students to Shri Krishna Government Ayurvedic College, Kurukshetra.

Any student studying in an Ayurvedic College admitted to the privilege of the University, whose standards and examinations are recognised as equivalent to the standards and examinations of this University by Faculty of Ayurveda and are following the Syllabus/ maintaining minimum standards of teaching as per instructions from Central Council of Indian Medicine, shall be eligible to migrate to S.K. Government Ayurvedic College, Kurukshetra, in the same class. The migration will only be allowed after the student has passed B.A.M.S. 1st year Professional.

(i) The student seeking migration must have :—

Passed the Pre-Medical/B.A.M.S.-I and B.A.M.S.-II or B.A.M.S. 1st Professional in first attempt. He/she must pass basic qualifications required for admission in S.K. Government Ayurvedic College, Kurukshetra. The candidate should also fulfil all

eligibility conditions as required for admission laid down in the prospectus of S.K. Government Ayurvedic College, Kurukshetra.

- (ii) The marks of the migrating student should not be less than those of the candidate last admitted to the B.A.M.S. Part-II/III/2nd Professional respectively.
- (iii) The migration will be permissible only, if a vacant seat is available to the class to which migration has been sought. The number of students will not increase the number of seats in particular class, i.e., the admission strength of the class.
- (iv) The candidate must obtain the permission of the Principal of College concerned as well as the University from which he wants to migrate with full justification of migration.
- (v) The migration will be permissible within three months from the declaration of result of B.A.M.S. I/II/1st Professional of this University and not thereafter.
- (vi) The migrating student must join the new College within 15 days of the sanction of the migration by the University. In case a candidate fails to join the institution after migration within 15 days, he/she shall pay a token fee of Rs.1000/- provided seat is available.
 - (a) Migration/Transfer would be permitted in B.A.M.S. II/III/2nd Professional Class only and not thereafter.
 - (b) The migration/Transfer would be permitted by the University on the recommendation of the Principal of College concerned from which the migration/transfer is being sought.

E—Rules for Migration of Students to Bachelor of Dental Surgery (B.D.S.) Course.

1. (a) Migration cannot be claimed as a matter of right and may be refused by the University without assigning any reason. However, if there is/are any vacant seat(s) out of the sanctioned strength in the year of admission and the candidate has valid reasons for migration, his migration can be considered after he has obtained a certificate of eligibility for migration from this University.
 - (b) The vacant seat(s) shall be advertised in at least two leading news-papers by the Principal of the College in the beginning of the session within one month after the declaration of the result of First Bachelor of Dental Surgery Examination of this University. The candidates seeking migration, who have obtained eligibility certificate from the University, shall apply for migration to the Principal of the College.
2. The applicant must have passed :-
 - (i) the medical Entrance Examination or where the medical Entrance Examination is not held, the Senior Secondary Certificate (10+2) or its equivalent examination obtaining marks not less than the marks obtained by the last candidate in the aggregate of the compulsory subjects of English, Chemistry (Organic or Inorganic), Physics and Biology who was admitted on open merit in the Dental College affiliated to this University in the year in which the candidate got admission in his

College;

- (ii) the First Professional B.D.S. Examination of the University in all the subjects in first attempt.
3. Migration shall not be allowed before the passing of 1st B.D.S. Examination. However, students studying in a recognised Dental College, after the passing of 1st B.D.S. Examination, may be allowed to migrate to another Dental College of this University or a Dental College affiliated to another University provided syllabi and curricula etc. are similar and B.D.S. Examination passed by candidate is recognised by the Dental Council of India.
 4. Migration will be allowed from amongst the applicants who have obtained eligibility certificate from Kurukshetra University, strictly in order of merit as determined by marks obtained in the qualifying examination i.e. English, Physics, Chemistry and Biology and 1st B.D.S. Examination by giving equal weightage to the two examinations. However, preference will be given to candidates of the State of Haryana.
 5. The request for migration must be made by the applicant to the Principal of the Dental College affiliated to this University on the prescribed proforma available from the University Press/Office of the Principal of the Dental College alongwith migration fee of Rs.50,000/- through Bank Draft drawn in favour of the Registrar, K.U. Kurukshetra latest by 31st October of the year.
 6. The applicant must have obtained permission of the Principals of both the Dental Colleges concerned for migration.
 7. The applicant will be required to produce all such certificates as may be demanded by the University office/Principal of the Dental College to which he desires to migrate.
 8. On migration, the applicant shall be required to pay all the fees prescribed under the rules to the College to which migration has been allowed.
 9. The migrating students must join the new College within 15 days of the sanction of the migration by the University. In case a candidate fails to join the institution after migration with 15 days, he/she shall pay a token fee of Rs.1000/- provided seat is available.

F—Rules for Migration of Students from one college to another college of this University for various Professional Courses :

1. Unless otherwise provided/restricted in any other rules/ Ordinances/instructions, a student who has joined one college of this University and wishes to migrate to another college of this University for a Professional course shall be permitted to do so if -

- (i) the application has valid reasons for Migration;
- (ii) has passed 1st year/1st & 2nd semester professional examinations;
- (iii) has obtained concurrence of the Principal of both the colleges concerned for migration;
- (iv) produces all such documents/information as may be demanded by the principal of the college to which he is desirous to migrate;

- (v) pay all the dues as may be demanded by the Principal of the college to which the migration has been allowed by the University;
- (vi) must have already been registered with this University;
- (vii) same category of vacant seat is available i.e. Free/NRI in the institution where he wants to migrate.

2. No candidate can claim migration as a matter of right. The Principal of the institution to which migration is sought may reject the application without assigning any reason.

3. Application for migration must be submitted to the University on the prescribed form, obtainable from the Manager, Printing & Publications, Kurukshetra University, on payment, alongwith requisite fee.

4. The student shall be permitted to migrate only if the Principals of both the colleges agree to the migration and the prescribed application is forwarded to the Registrar for sanction through the Principals of both the colleges, accompanied by a fee of Rs.20,000/-.

5. The applicant must possess the minimum qualifications prescribed for admission to the course and his marks including weightages, if any, are not less than those of the candidates admitted last in the category to which the applicant belongs, on the merit list during the days of admission without or with late fee.

6. No such migration shall be considered and allowed after 31st October of the year.

7. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken etc., the Principal of the college from where the migration is sought, shall specifically mention such remarks on his application.

8. The college leaving certificate shall not be given by the Principal until and unless migration has been notified by the Registrar. No admission without such sanction shall be considered valid.

9. When migration of the students from one college to another college has been sanctioned, he must join the new college within 15 days. Provided that if a student does not avail himself of the migration within 15 days, he shall have to apply afresh and pay fresh fee in order to revalidate the previous migration.

10. A college is entitled to tuition fee for the month in which the migration is sanctioned by the University and the college to which the student migration is not entitled to charge fees for fraction of a month.

G-Rules for Inter-College Migration in the D.Ed. Colleges

“Notwithstanding anything contained in any other rules regulations ordinance with regard to the matters covered hereunder, the following rules shall apply to Inter-College Migration in respect of D.Ed. course in the faculty of Education, Kurukshetra University, Kurukshetra”.

1. The candidate must have valid reason(s) supported by documentary proof for inter-college Migration. Inter College Migration cannot be claimed as a matter of right and can be refused without assigning any reason.
2. Migration would be considered on mutual basis and subject to availability of seats in

the D.Ed. Course. Provided further that in no case Inter-College- Migration would be considered against additional seat.

3. Application(s) on the prescribed form available from the University Press (Manager Printing & Publications, KUK) on payment of such charges as fixed from time to time for Inter-College Migration must reach the University by 30th October of the year.
4. Inter-College Migration on mutual basis can be considered in the 1st year of the D.Ed. Course after finalizing Registration/allotment of Registration No. to the candidate.
5. Students allowed admission on migration shall be governed by the provision of rules prevailing in the concerned ordinance and there shall be no relaxation to such migrating students.
6. Candidate considered for migration will be required to produce such certificates and should be registered with this University in the 1st year of the Course and has to pay all such fees dues as may be prescribed by the University from time to time.
7. Inter-College Migration fee of Rs.2500/- will be charged from each candidate (both candidates in case of mutual migration Rs.2500/- each) or as fixed/revised by the University from time to time. The Inter-College Migration fee once paid by the candidate shall not be refunded in any case/under any circumstances.
8. Candidates seeking Inter-College Migration to 2nd year (3rd or 4th Semester) of the D.Ed. Course must fulfil the following conditions and the Principals of both the colleges must specifically authenticate and certify the fulfillment of these conditions while recommending the case for Inter-College Migration to the University.
 - (a) The candidate should have fulfilled the eligibility conditions for D.Ed. Course.
 - (b) The candidate shall produce a certificate from the Principal of the college/Institution last attended i.e. from where he is migrating that the College has "NO OBJECTION" to the student migrating from his/her college and that his conduct and behavior during his/her stay in the College have been good.
 - (c) If the candidate is not applying for migration on mutual basis then the migration will be allowed against the vacant seat and the marks of the candidate should be more than the last candidate admitted in that College.
9. The Principals of both the Colleges agree to the migration and the application is forwarded to Registrar for the sanction through the Principals of both the Colleges.
10. He/She possesses the minimum qualification prescribed for admission to the course and his/her marks, including weightage, if any, are not less than those of the candidate admitted last on the merit list during the days of admission without or with late fee. However, in genuine case, such as transfer of parents or a student comes from overseas, the Vice-Chancellor, on the recommendation of the Head of the Institution concerned, may allow migration even if the marks of the candidate are less than those of the candidate admitted last but he/she must possess the minimum qualifications prescribed for admission to the course.
11. No migration shall be allowed after submission of examination admission form except

for the following reasons:

- (a) If the student or his/her father or Guardian has been transferred and the fact has been certified by the Head of the Office/Department in which he/she or his/her father or Guardian is employed. (To be supported by a copy of transfer etc.)
 - (b) If the migration has been necessitated by the reason of the student's ill health supported by a medical certificate from a Government Doctor of a Gazetted Rank or the Medical Officer of the University.
 - (c) If the woman student has married and the station to be migrated to is a station of the residence of her husband/father-in-law.
12. If the applicant be a detained student or one who has been degraded or against whom any disciplinary action has been taken, etc. the Principal shall specifically mention this in the application.
 13. When migration of a student from one college to another college has been sanctioned by the University he/she must join the new college within 15 days, failing which he/she shall have to apply afresh and pay fresh fee in order to re-validate the previous migration.
 14. If a student changes his/her mind after migration has been sanctioned by the University he/she must apply for re-migration and follow the entire procedure prescribed by the University once again, if he/she has joined the other college. If he/she has not joined he/she must apply for cancellation of the Migration Certificate through the Principal of the college concerned and return his/her Migration Certificate.
 15. A college is entitled to the tuition fee for the month in which the migration is sanctioned by the University and the College to which he/she migrates is not entitled to charge fee for the fraction of a month.
 16. The Migration Certificate of the students, who are already registered, will be issued only after the receipt of Registration Return, (on Proforma RF-6) alongwith continuation fee.

5. Migration to Master of Business Administration (M.B.A.) Course in the University School of Management of this University shall not be permitted.

Ordinance IV—Change of Category, Subject(s) or Faculty, by a Student/Candidate.

1. Subject to the restrictions as contained in the relevant Ordinance, a student of an Under-graduate Course may be permitted to change his subject(s) or faculty within one month of the commencement of the session or within one month of the date of joining, whichever is later only if his marks, including weightages, if any, are not less than those of the candidate admitted last on the merit list during the days of admission without or with late fee.

However, in a genuine case, such as parent's transfer or a student coming from overseas, the change over from one subject to another may be allowed up to 1st October, at the risk and responsibility of the student himself.

2. A student who joins B.Sc. (General) Part-I or B.Com. Part-I Class may be allowed to change over to Arts/Commerce subjects immediately after the first term, if his marks including weightages, if any, are not less than those of the candidate admitted last on the merit list during the days of admission without or with late fee, provided that —

- (a) the request is recommended by the Principal; and
- (b) the change over is effected by October 1st.

3. The lectures in the case of student, allowed to change his subject(s) under this Ordinance, shall count from the date of the change which shall not in any case go beyond October 1st.

4. The Chairperson of a University Department/Principal of a recognised College may recommend a change in the category of a student from regular college student to that of a Private candidate, if —

- (a) he is eligible to appear as a Private candidate under the Ordinance relating to Private candidates. The Chairperson of the Department/Principal shall furnish necessary information and particulars about the capacity under which the candidates can appear privately;
- (b) the recommendation for change in category is received by the University latest by 10th March of the year alongwith the following fees :
 - (i) Rs.5/- as change of candidature fee;
 - (ii) extra late fee of Rs.40/- if the request is received up to 3rd March of the year and Rs.150/- if the request is received up to 10th March of the year concerned. However, the Vice-Chancellor may in a hard case, with valid reasons accept an application under this Clause after the expiry of the last date with late fee of Rs.150/-;
 - (iii) difference between admission fee of a regular student and a Private candidate.

However, the request for change of category in the examinations held under Semester System will be considered if received at least 15 days before the date of commencement of the examination, accompanied by an extra late fee of Rs.40/- and 10 days before the date of commencement of the examination with an extra late fee of Rs.150/-, in addition to the fees prescribed in (i) and (iii) above.

The Vice-Chancellor may in a hard case, with valid reasons accept an application under this Clause after the expiry of the last date with late fee of Rs.150/-.

Ordinance V—Condoning Deficiency in Lectures, etc.

1. A candidate who has not attended the percentage of lectures/practical etc., as prescribed by the Ordinances, and the deficiency thereof has not been condoned by the Chairperson of the Department/Principal, shall not be eligible to appear in the examination.

2. If the Chairperson/Principal is not satisfied with the reasons for the shortage given by the student, it is not obligatory on his part to condone the shortage. The decision of the

Chairperson/Principal shall be final.

3. If, at the time of submission of Admission Form, a student has not completed the required percentage of lectures etc., his name may be sent up for the examination provisionally. The Chairperson/Principal shall, 15 working days before the date of commencement of examination, intimate to the Controller of Examinations if the student has made up the required percentage of lectures or if the deficiency has not been condoned. If after despatch of this information Roll Number Slips in respect of such students are received by the Principal these shall be immediately returned to the Controller of Examinations.

4. Attendance at Seminars will be counted as lectures but a test or a quiz shall not count for this purpose.

5. When, owing to an epidemic, a Department/College is closed for more than a fortnight, the Chairperson/Principal may give full credit for the number of lectures etc., a student might have attended had the Department/College not been closed.

6. Lectures shall be counted up to the last working day before lectures cease and the Department/College closes for preparatory holidays.

7. If a student migrates from another University/College, the lectures/practicals etc., attended by him in the previous institution(s) shall be taken into account for determining whether he has attended the requisite percentage of lectures/practicals etc.

8. Unless otherwise provided in any other Ordinance, if the percentage of attendance is deficient on account of –

- (i) participation in Inter-University, University or Inter-Collegiate Sports Tournaments/Youth Festivals, University Level Debates, National and International Tournaments, with the previous sanction of the Chairperson/Principal; or
- (ii) attendance at the N.C.C. Camps or University Educational Excursions or other extra-curricular activities, certified by the Chairperson/Principal;
- (iii) attendance at Mountaineering Courses :-
 - (a) by N.C.C. students;
 - (b) by students sent by the Youth Welfare Department;
- (iv) Voluntary donation of blood, certified by a Govt. Doctor of Gazetted rank or University Medical Officer.

Credit may be given for the number of days on which lectures were delivered or tutorials or practicals work done during this period of attendance or participation aforesaid, provided that the total period of absence shall not exceed 21 days in an academic year and that for (iv) above it shall not exceed 2 days.

- (v) The Vice-Chancellor may condone further shortage of attendance in highly meritorious cases of sports-men/women.

However, a sports person who is unable to take the examination because of participation in coaching camps/tournaments may be permitted to move to the next class and keep terms in higher

classes. He may, thereafter, be permitted to appear in the subsequent examination(s) cleared from one examination to another, till the entire course is completed and he/she becomes eligible for the degree.

9. In the case of a candidate for any Competitive Examination, conducted by the Government for Public Services, the days spent in the examination (i.e., from the first to the last paper of the candidate concerned and in travelling connected herewith) shall be counted, on production of satisfactory evidence as attendance at lectures delivered to his class during the aforesaid period, subject to a maximum of ten days in an Academic year.

10. A student of a University Department/College, in a Faculty other than the Faculty of Engineering, Medical Sciences and Ayurvedic Medicine, who is unable to appear in an examination owing to shortage in prescribed course of lectures etc. in a subject or subjects may be allowed to appear in that examination in the following year (in the following examination if he is a candidate for an examination for which a supplementary examination is held for failed candidates) if he attends a Department/College for at least one term, to make up the deficiency in the subject(s). If he leaves the Department/College after one term, he may be allowed to appear in the examination as an ex-student but if he attends the Department/College for the whole academic year and completes the requisite percentage of lectures in that year, he may be allowed to appear in the examination as a regular student.

Such a student shall be charged tuition fee for each full term in which he attends classes.

11. Permission for joining late shall not be accepted as a justification for condoning deficiency in lectures. Provided that in case of a candidate who is allowed admission late as a result of any change in the rules/admission policy made by the University, the lectures shall be counted from the date of admission or from the eleventh day of the date on which the decision to change of the result/admission policy is taken, whichever is earlier.

Provided further that in the case of a candidate who joined late owing to late declaration of results or who sought admission provisionally till the declaration of the result of the lower examination, the lectures etc. shall be counted from 15 days after the declaration of the result or the date of his joining whichever is earlier.

12. In the case of the students, who do not complete the required percentage of lectures/practicals/tutorial assignments etc., their attendance calculations with shortage in the preceding two months, shall be notified by the Chairperson/Principal concerned after every two months. Information of the same be also sent to the parents/guardians of the defaulting student for every term, under certificate of posting.

Ordinance VI A—Constitution and Functions of Staff Councils and/or Departmental Committees in University Teaching Departments.

1. All the teachers of a Department shall be members of the Departmental Staff Council. Only confirmed teachers will have voting right.

2. The Staff Council will have the power to approve/modify the recommendations and decisions of the Departmental Committee(s) that it may constitute to help in the proper functioning of the Department(s).

3. (a) The Chairperson of the Department shall call at least one meeting of the Staff Council every term of the Academic year. A meeting of the Staff Council may be requisitioned by 1/3rd

(but not less than 2 members) of the number of confirmed teachers (not counting those on long leave).

(b) The notice for the meeting of the Staff Council will be issued at least a week in advance. However, an emergent meeting of the Staff Council can be held, if need be, after indicating sufficient ground for the same and giving one day's notice.

4. The quorum for meeting of the Staff Councils shall be 50% of the total strength of the confirmed teachers as per Clause **3 (a)** above. For want of quorum, a meeting shall be adjourned. There will be no quorum for an adjourned meeting.

5.1. The duties/powers of the Staff Council shall include the following :-

- (i) To consider the ways and means of ensuring research facilities for as many teachers as possible within limitations of the Departmental Budget.
- (ii) To decide on allocation of funds provided by or through the University excluding personal research schemes for research and other academic activities of the department and for purchase of equipment, chemicals and other requirements.
- (iii) To consider and propose the Annual and Supplementary budget of the department.
- (iv) To make recommendations for changes in syllabi and courses of studies.
- (v) To make recommendations for creation and upgradation of staff.
- (vi) To make recommendations for non-teaching supporting staff.
- (vii) To make detailed duty charts for non-teaching staff.
- (viii) To make recommendations regarding specialisation of teaching posts keeping in view the overall growth of the department. The specialisation can be modified by the Vice-Chancellor in consultation, with the Chairperson/Senior Expert.
- (ix) To consider and decide other matters brought to its notice by the Departmental Committee or by any member.
- (x) Assignment of duties within the Department to various teachers.
- (xi) Introduction of new courses and syllabi.
- (xii) Panel of experts in the subject of nomination as external members on various bodies of the University and for Selection Committees. The consensus panel showing the specific specialisation of each nominee will be forwarded to the Vice-Chancellor. In case of dissension, each dissenting teacher will send two names of teachers in case of University Bodies and eight names of teachers specifying the specialisation against each person, in case of Selection Committee.
- (xiii) Any other matter relating to the Department.

Note :- Decisions of the Staff Councils shall be taken by simple majority voting by ballot (secret or otherwise).

5.2. If any member(s) of the Staff Council has/have a grievance about any decision of the Staff Council/Chairperson, the concerned teacher(s) may present the matter to the Chairperson in the first instance who will be obliged to convey his decision on the representation to the person(s)

concerned within 3 days of the receipt thereof in the office of the Chairperson. If the teacher(s) concerned is/are still not satisfied he/they will be free to represent to the Vice-Chancellor direct, with a copy to the Chairperson.

6. The Staff Council shall elect at the start of every academic year, a Secretary to the Staff Council who would be responsible to convene the meeting, in consultation with the Chairperson, and supply the necessary agenda for the same. It will be advisable for him to keep the confidence of all the members. He will be obliged to prepare the proceedings of the meetings which should be signed and issued by him for circulation among the members of the staff after approval of the Chairperson, within ten days of the meeting. After confirmation of the same in the next meeting, copies of the proceedings duly signed by the Chairperson and the Secretary will be prepared for distribution to the individual members and one copy sent to the Academic Branch.

Ordinance VI B—Duties and Functions of the Chairpersons/ Directors

The duties and functions of the Chairperson of a Teaching Department/Director of an Institute, included in Statute 26, shall be as under :

1. Hold meetings of the Staff Council at regular intervals, give effect to its decisions, and maintain record thereof.
2. Dispose of, promptly and expeditiously, all proposals/requests put up by the faculty in the manner required and/or prescribed.
3. Draw time-table for teaching and practical work well in time and allot teaching workload to the teachers according to approved norms of the University.
4. Exercise effective control over teaching schedule and ensure regular class teaching, without any unauthorized absence and indifference.
5. Convene meetings of Board(s) of Studies as and when required, get their business transacted well in time, and maintain record thereof.
6. Provide necessary support for timely conduct of examinations and prompt evaluation work in respect of the courses offered.
7. Facilitate quick processing and submission of research proposals by the faculty and hassle-free subsequent execution of research projects on approval.
8. Propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.
9. Promote healthy work culture in the department, and conduct oneself in a just and fair manner, in the interest of overall academic growth.
10. Maintain effective liaison with the students in order to learn and redress their grievances and effectively draw them into the teaching learning activities of the department.
11. Suggest and organize Seminar/Workshops/Conferences on the topics of contemporary importance.
12. Monitor and update the University Website in respect of ones Department/Institute on a continual basis.
13. Perform all such functions as are laid down in the Statutes, Ordinances, and rules of the

University, or those laid down by the University Authorities.

14. Discharge such other duties as may be assigned by the Vice-Chancellor
from time to time.

Ordinance VII—Powers, duties and functions of Dean of Students' Welfare.

1. The Dean of Students' Welfare will be an ex-officio member and Vice-Chairman of the following Committees :-

- (i) Youth Welfare Committee.
- (ii) National Service Scheme Committee.

2. The duties and functions of the Dean of Students' Welfare shall be :-
- (i) to supervise co-curricular and cultural activities of the students in the University Campus;
 - (ii) to look after the Physical Welfare, Sports, N.C.C. and N.S.S. activities of the students in the University Campus;
 - (iii) to operate the accounts of the Amalgamated Fund allocated to the Sports/Students/Youth Welfare Department for co-curricular activities of the University students in the Campus;
 - (iv) to devise ways and means for promoting the well-being of the University students, social, moral and emotional and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth;
 - (v) to perform such functions/duties concerning students as may be assigned to him by the Vice-Chancellor.

Ordinance VIII—University Finance.

1. The Vice-Chancellor shall exercise general supervision over the funds of the University and shall advise it as regards its financial policy.

2. Subject to the powers of the Executive Council, the Vice-Chancellor or an officer authorised by him, shall manage the property and investments of the University.

3. The annual accounts and the financial estimates of the University shall be submitted to the Executive Council with the recommendations of the Finance Committee.

4. Vice-Chancellor can allow re-appropriation of funds within the budgetary allocations in the annual budget approval by the Finance Committee/Executive Council.

5. Subject to the control of the Executive Council the Registrar or any other officer may be authorised by the Vice-Chancellor to be responsible for —

- (i) the preparation of the annual accounts and financial estimates and their presentation to the Executive Council and the Court;
- (ii) maintenance of accounts and seeing that all moneys are expended on the purpose for which they are allotted; and
- (iii) signing all contracts made by the University.

In the absence of any officer, authorised to attend to these functions, the Vice-Chancellor shall take such action as he deems necessary for their proper performance.

6. The Vice-Chancellor may, in consultation with the Executive Council empower the Registrar, the Chairperson of a Department, the Principal of a College or any other officer with such financial powers to sanction expenditure, to pass bills and to make payments to the extent defined in each case as he may

consider necessary.

Ordinance IX—Establishment Committee.

1. Subject to the control of the Executive Council, the Establishment Committee shall be constituted as follows :—

- (1) The Vice-Chancellor or his nominee not below the rank of a Dean (Chairman).
- (2) One of the Deans of Faculties nominated by the Vice-Chancellor.
- (3) One person nominated by the Executive Council.
- (4) Expert(s) nominated by the Vice-Chancellor, whenever deemed necessary by him.
- (5) The Registrar (*Ex-Officio Member and Secretary*).

2. The nominated members shall hold office for two years provided that the Dean or the member nominated by the Executive Council shall cease to be member of the Establishment Committee as soon as he ceases to be a Dean or member of the Executive Council as the case may be.

3. The Committee shall have the following powers and duties :-

- (a) Advising the Executive Council on appointments and promotions to Class-A posts (Non-teaching/technical), including the posts in the University Library, Sports Department, Research Assistants, etc. (other than such other posts for which a separate Selection Committee may have been provided).
- (b) Considering and making recommendations on matters relating to organisation, service conditions, etc., of the administrative and ministerial staff, coming within the purview of the Committee, as may be referred to it from time to time by the Executive Council or the Vice-Chancellor for opinion and advice.
- (c) To make recommendations to the Executive Council on the appointment of Director, Distance Education, Principals of University maintained Colleges (*viz.* University College, College of Education and any other College to be set up and maintained in future), the posts being administrative.

Ordinance X—Residence, Health and Discipline.

1. (1) Every student on joining one of the University Departments/Colleges on the campus of the University will as far as possible, be accommodated in one of the University Hostels. Only bonafide students admitted to a programme of studies of the University and admitted to a Hostel will be permitted to reside therein. Unless otherwise exempted on medical or other grounds, every resident student shall be required to join the Hostel Mess.

Residents shall not accommodate any person in their rooms without the written permission of the Warden of the Hostel. Any violation of this rule may result in the expulsion of the concerned resident from the hostel by the Chief Warden as also liable to any other punishment provided for in the Rules of the University and approved by the Vice-Chancellor on the recommendation of the Proctorial Committee.

All the students, especially the Resident Students and Hostel Staff, shall compulsorily have the following vaccination/inoculation :-

- (i) Typhoid/Paratyphoid every year;
 - (ii) Small-pox every 3 to 5 years;
 - (iii) Cholera during epidemics.
- (2) (a) Every student, exempted from residence in the Hall, shall live either with a parent or some person accepted by the Principal of his College or the Chairperson of the Department concerned, as the case may be, to be his Guardian.
- (b) The lodgings of such non-resident students shall be subject to the approval of the Principal of his College or the Chairperson of the Department concerned.

2. (1) Subject to the control of the Academic Council/Executive Council there shall be a Board of Residence, Health and Discipline constituted as follows :

1. Proctor (*Chairman and Convener*);
2. Dean of Students' Welfare;
3. Chief Warden;
4. Deputy Proctor to be appointed by the Vice-Chancellor from
amongst the Teachers of University.
5. Principals of Colleges on the Campus;
6. One Medical Officer to be nominated by the Vice-Chancellor;
7. Two persons, including a woman, appointed by the Academic Council not necessarily from among their own members;
8. Two teachers of the University other than the Chairpersons of the Departments to be nominated by the Vice-Chancellor;
9. President, Kurukshetra University Students' Union.

Provided that the Chairman of the Board may associate any Chairperson/Chairpersons of the University Teaching Department(s) with the proceedings of the Board.

Provided further that in the absence of the Proctor, the Dean of Students' Welfare, and in his absence, the Chief Warden will act as Chairman and Convener of the Board.

Subject to Clause 4, this Board shall operate so far as Departments and Institutions on the Campus are concerned.

(2) The members of the Board, other than ex-officio members, shall hold office for a period of two years. Three members will form the quorum.

(3) The Board shall inspect, once in every Academic year, each College and such buildings as may be occupied or used by students and shall submit a report to the Academic Council/Executive Council with such recommendations as it may think fit, regarding compliance with conditions of residence as laid down by the Ordinances.

(4) As soon as possible in the first Academic term of each Session, the Chief

Warden/Principals of Colleges in-charge of the Halls of Residences shall submit to the Board the following information :-

- (a) The number of Halls under their control and the names of Wardens.
- (b) The number of resident students in each Hall.
- (c) The number of non-resident students living with their parents.
- (d) The number of non-resident students living with their guardians.

(5) (a) The Board shall be an advisory body for making, modifying or suggesting policy matters placed before it by the Vice-Chancellor.

(b) The recommendations of the Board shall be implemented after due examination, modification or amendment, if necessary, and approval of the Vice-Chancellor.

(c) For dealing with day-to-day disciplinary matters concerning students a 'Proctorial Committee' as under shall be formed : —

- (i) Proctor (*Convener*)
- (ii) Dean, Students' Welfare
- (iii) Chief Warden
- (iv) Two senior lady teachers as nominated by the Vice-Chancellor (to sit on the Committee only when a girl student is involved in a disciplinary case).
- (v) The Principals of the colleges on the Campus (to sit on the Committee only when the case of a student of his/her college is referred by him/her to the Vice-Chancellor and is placed before the Proctorial Committee of the University Campus).

(d) If the Head of the Institution mentioned in sub-clause 4(a) thinks that the student should be expelled from the University, he will refer the case to the Vice-Chancellor who will have the matter enquired by the Proctorial Committee and pass such orders as he deems fit on a report submitted by the said Committee.

(e) The decision of the Proctorial Committee shall be binding on all concerned in the absence of the Vice-Chancellor. The Vice-Chancellor may, however, review or modify the recommendations of the Committee and his decision shall be final.

(6) The Colleges shall provide, if necessary, in co-operation with the University, facilities for the physical exercise of their students. The Board shall satisfy itself that suitable facilities in such respect exist and submit a report to the Academic Council/Executive Council, once every year, with such recommendations as it thinks fit.

3. (a) Subject to the general control of the Academic Council/Executive Council, the Vice-Chancellor shall have, vested in him, all powers relating to discipline and disciplinary action. He may delegate such of his powers as he deems proper to the Proctor, Dean of Students' Welfare, the Chief Warden, the Chairpersons of the University Departments/Principals of the Colleges and to such other persons as he may specify in this behalf. The powers shall include expulsion, rustication, ban on entry into the University Campus, ban/cancellation of admission to course of study/University Examinations, imposition of fine up to Rs.500/-, issuance of warnings etc., as deemed proper by the concerned authority.

(b) The Board shall deal with any matter concerning Health or Residence which is referred to it by the Vice-Chancellor.

4. (a) Without prejudice to the powers of the Vice-Chancellor, Principals of the colleges affiliated to the University and the Principals of the two Colleges in the University Campus shall have authority to exercise all such disciplinary powers over the students in their respective colleges as may be necessary for the maintenance of proper discipline. Besides other penalties indicated in Clause 3(a) above, such a Principal can expel a student from his college for any period considered appropriate after observing rules of natural justice. The Principal shall appoint a Proctorial Committee to enquire into cases of indiscipline, misbehaviour or any other matters committed by students which are prejudicial to the proper management of the College. The College Proctorial Committee shall make suitable recommendations for consideration and decision by the Principal.

(b) The Principals of all colleges mentioned in Clause 4(a) above may make such supplementary rules of discipline and proper conduct, not inconsistent with the rules contained in this Ordinance, as they think necessary.

5 (a) At the time of admission, every candidate shall be required to give an undertaking of good behaviour and not to indulge in any kind of ragging, duly endorsed by his parents/guardian as specified by the University authorities. This will imply his/her conforming to the rules and regulations of the College and of the University (including the Hostel regulations if he/she is residing in a Hostel), as prevailing/modified from time to time.

Ragging shall include any act of omission or commission by any person indulging directly or indirectly in any kind of teasing, indecent behaviour including hooliganism, causing annoyance or inconvenience to the students or the outsiders on the campus and/or to the residents on the campus, as the case may be.

(b) Acts of indiscipline/misbehaviour shall include all such actions on the part of a student or a group of students, which in the opinion of the Vice-Chancellor/other authorities of the College/University are violative of any Statute, Ordinance and Rules and Regulations of the College/University, orders passed by the authorities of the College/University and are unbecoming of a student or may cause or have already resulted in disturbing the academic atmosphere, peace and tranquillity in the College/University Campus as well as outside.

Ordinance XI—Colleges and Halls Maintained by the University.

1. The University may maintain such and so many Halls as it may determine from time to time for the residence of students.

2. The internal administration and discipline of the Halls of Residence or Hostels shall vest in the Chief Warden.

3. The Chief Warden administering a Hall or Halls of Residence shall have the following powers :—

- (a) to admit students to residence;
- (b) to guide or supervise their academic progress;

- (c) to organise extra-curricular activities for them; and
- (d) to deal with all such matters as may be necessary in the exercise of the above mentioned functions.

4. The Chief Warden shall be assisted by one or more Warden and Resident Tutors who shall be appointed by the Vice-Chancellor, on the recommendation of the Chief Warden and he shall also have such administrative staff under him as the University may provide.

Ordinance XII—Honorary Professors.

1. Distinguished persons, having special competence in one or the other of the fields of study, covered by the University, may, with the approval of the Executive Council be invited by the Vice-Chancellor to function as Honorary Professors in the University.

2. Persons invited to join the University as Honorary Professors may be paid travelling expenses, accorded hospitality, etc., in the manner to be decided by the Vice-Chancellor.

Ordinance XIII—The University Library.

1. Subject to the control of the Academic Council the general management of the University Library shall be the responsibility of the Library Committee which shall be constituted as follows :-

- (1) The Vice-Chancellor (*Chairman*)
- (2) The Pro-Vice-Chancellor (*Vice-Chairman*)
- (3) Dean Academic Affairs
- (4) The Chairpersons of Departments
- (5) One person nominated by the Executive Council
- (6) The President, Kurukshetra University Students' Union
- (7) The Librarian (*Ex-officio Member and Secretary*).

Two-fifths of the members shall form a quorum.

2. The nominated member of the Executive Council shall hold office for two years.

3. The Library Committee shall have the following powers and duties :—

- (a) Framing the budget to the Library for submission to the authorities concerned.
- (b) Allocating grants in the budget for purchase of books and periodicals (both recurring and non-recurring), among the subjects of study and research in the University.
- (c) Preparing the Annual Report on the working of the Library and forwarding it to the authorities concerned.
- (d) Advising the Executive Council on requirements of administrative and ministerial staff.

- (e) Framing rules for the use of the Library, subject to the approval of the Academic Council.

Ordinance XIV—Recognition of Teachers.

1. All the teachers appointed in the Recognised/Affiliated Colleges through duly constituted Selection Committees shall be deemed as recognised/approved teachers of the University in case their appointment has been approved by the competent officer of the University.

Provided further that a teacher of any other Professional Institute not covered under the above provision who is appointed on the recommendations of a duly constituted Selection Committee/Board consisting of Vice-Chancellor's nominee, will also be deemed to have been recognized as a teacher of the University to the comparable post, i.e., Professor, Reader or Lecturer, as the case may be.

2. In case a teacher including the Principal is found guilty of gross misconduct/dereliction of duty/negligence, the Executive Council may, on a reference from the Vice-Chancellor withdraw the recognition/ approval of the teacher/principal after conducting a proper enquiry and serving a show-cause notice.

However, the teacher/principal concerned may, within a period of thirty days from the date of order of withdrawal, appeal against the order to the Chancellor whose decision shall be final.

Ordinance XV— Post-graduate and Research Institutions.

1. The University shall maintain such Post-graduate and Research Institutions as the Executive Council may decide from time to time.

2. Such Institutions shall consist of the Departments or subjects of study as may be assigned to them.

3. The Executive Council if it deems necessary, may constitute for each of these Institutions, a Managing Committee which shall manage the Institution, subject to the general control and the supervision of the Executive Council and in accordance with the Act, the Statutes and the Ordinances of the University, and the administrative control of such an institution may be vested in a Director, whether or not a Managing Committee has been set up, with such powers and functions as may be defined by the Executive Council.

Ordinance XVI—Recognised Colleges.**CHAPTER-I****AFFILIATION AND ADMINISTRATION OF COLLEGES**

1. The University shall recognise/affiliate, for admission to its privileges such Colleges as may be decided upon by the Executive Council from time to time.

2. The Society/Trust applying for recognition/affiliation for a new College/Institute shall make an application, on the form prescribed by the University for this purpose (*Appendix-I*), to the Registrar and shall satisfy the Executive Council. The form (*Appendix-I*), shall be available in the University Press, K.U. Kurukshetra on payment of Rs.1000/-.

- (a) that the College shall have a regularly constituted Governing Body. (This condition shall not apply in the case of Colleges maintained by the Government);
- (b) that the qualifications of the Teaching staff, their grades of pay and the conditions governing their tenure of office are such as to ensure efficient conduct of the courses of instruction to be undertaken by the Colleges;
- (c) that the buildings in which the College is to be located, are suitable and that provision will be made in conformity with the rules and norms of the University for the residence, in the College or in the lodgings approved by the College, of students not residing with their parents or guardians, and for the supervision and physical welfare of students;
- (d) that the provision has been or will be made for a Library;
- (e) where recognition is sought in any branch of experimental science, arrangements have been or will be made in conformity with the rules of the University for imparting instruction in that branch of science in a properly equipped laboratory or museum;
- (f) that due provision will, so far as circumstances may permit, be made for the residence of the Head of the College and some members of Teaching staff in, or near, the College or the place provided for the residence of students;
- (g) that the financial resources of the College are such as to make due provision for its continued maintenance;
- (h) that the recognition/affiliation of the college, having regard to the educational facilities provided by other Colleges in the same neighbourhood will not be injurious to the interest of education; and
- (i) that the College shall charge only those fees and funds as prescribed by the University.

The applications shall further contain an assurance that after the College is recognised any transference of Management shall be reported to the Vice-Chancellor. Any change in the Teaching staff shall be made with the prior approval of the Vice-Chancellor and that the institution shall faithfully observe the provisions of the Act, Statutes, Ordinances and Regulations of the University as made from time to time.

Provided further that the existing recognised Colleges shall also have to obtain the prior approval of the Vice-Chancellor for making any changes in the teaching staff.

3. On receipt of a letter of application under Clause 2, the Executive Council shall :-

- (a) direct a local inquiry to be made by two or more competent persons authorised by the Executive Council in behalf; and
- (b) make such further inquiry, as may appear to them to be necessary.

After such further inquiry, if any, the Executive Council may grant or refuse the application or part thereof or may grant provisional affiliation for a year subject to specific conditions.

4. Where an application, or any part thereof, is granted, the resolution of the Executive Council shall specify the courses of instruction in respect of which the College is recognised/affiliated; and, where the application or any part thereof is refused, the grounds of such refusal shall be stated.

Provided that no College shall be recognised/affiliated with retrospective effect in respect of any course(s) of instruction.

5. Any application under Clause 2 may be withdrawn at any time before a resolution is passed by the Executive Council in terms of Clause 3 above.

6. A recognised/affiliated College shall pay an initial fee as given in Appendix-I and continuation fee annually thereafter as under :-

<i>Colleges</i>	<i>Annual Continuation Fee</i>
GENERAL COLLEGES :	
1. Arts, Science & Commerce	Rs.5,000/-
2. B.Ed.	Rs.5,000/-
PROFESSIONAL COLLEGES :	
1. MBBS, BDS & ENGG. etc.	Rs.25,000/-
2. MBA, MCA etc.	Rs.25,000/-
3. Ayurvedic & Pharmacy etc.	Rs.10,000/-

7. If a College fails to start classes during the Academic year for which permission has been given, the recognition/affiliation for the course(s) concerned shall stand cancelled.

8.1. No College affiliated to the University shall discontinue instruction in any Faculty/Course/Subject without the prior permission of the University.

8.2. If the Governing Body of a College proposes to discontinue a particular Course/Subject in the College, it shall seek the prior permission of the University and a formal application giving sound reasons in support of the proposal shall be made not later than the 31st October of the year, preceding the year in which the discontinuance is proposed.

8.3. In the case of discontinuation of the College, it shall be incumbent upon the Governing Body of the Institution concerned to give a notice of one year to its employees regarding termination of their services, which will take effect only if and when the permission is granted by the University and subject to the condition, if any, imposed by it.

8.4. The discontinuation in respect of each integrated Course of Study/Subject for which it is affiliated shall be in stages as under :-

- (i) In the First Year, admissions to Part I Classes will be discontinued and admissions to the Part II/III will continue.
- (ii) In the Second Year, admissions to Part II Class will be discontinued and Class for Part III, if any, will continue.
- (iii) In the Third Year, there may be no admissions.

9. If a College does not provide instruction in the course(s) for which recognition had been granted, for three years continuously, the recognition for such course(s) shall stand cancelled.

10. Where a college desires to add to the course(s) of instruction in respect of which it is recognised, the procedure prescribed by Clauses 2, 3 and 4 above shall, so far as may be, be followed.

Provided that in such cases as the Executive Council deems fit the condition of inquiry may be dispensed with.

11. Every College shall also furnish such reports, returns and other information as the Executive Council may require from time to time to enable it to judge the efficiency of the College.

12. The Principal of every recognised/affiliated College shall submit to the Registrar, before the 31st August each year, a report indicating :-

- (a) the changes in the management;
- (b) changes in :
 - (i) the teaching staff and qualifications of new members;
 - (ii) other staff;
- (c) number and distribution of students;
- (d) income and expenditure of the previous financial year;
- (e) results of examinations;
- (f) scholarships;
- (g) condition of library;
- (h) number of students in the College hostel; and
- (i) payment of salary and Provident Fund contribution.

13. The following record must be kept by every recognised college and submitted when

required, to the officer nominated by the Vice-Chancellor :-

- (1) A register of admissions and withdrawal. The register will give, in the case of every student, the date of admission, date of birth, name of birth place, parentage, attendance at College examinations and results of such examinations, a record of University career, and date of withdrawal.
- (2) Registers of daily attendance of students at lectures.
- (3) A register of fees.
- (4) A time-table.

14. The Executive Council, on the recommendation of the Vice-Chancellor shall cause every recognised College to be inspected from time to time by one or more competent persons authorised by it in this behalf.

Provided that each College shall be inspected ordinarily once in every three years, and at other times where in the opinion of the Executive Council such inspection is necessary.

15. An Inspection Committee shall ordinarily consist of two members and no persons ordinarily shall be given more than two inspections. One of the members of the Inspection Committee in the case of a Science College will ordinarily be a Science man and in the case of Training/Professional College, shall belong to the particular profession in which the College is recognised.

16. A Convener of the Inspection Committee shall be appointed by the Executive Council and he will be responsible for arranging the inspection.

17. The members of an Inspection Committee shall be paid travelling and halting allowance of the class to which they are entitled according to normal rules, and, in addition, an inspection fee of Rs.100/- per College.

18. The inspection will be directed primarily to the purpose of ascertaining :-

- (a) if the conditions of recognition prescribed by and under the Ordinance are being complied with;
- (b) that adequate measures are taken to ensure efficiency as regards —
 - (i) qualifications of, and duties performed by, members of the staff;
 - (ii) instruction, residence and supervision of students;
 - (iii) accommodation for classes and administrative offices;
 - (iv) furniture, apparatus and sanitary arrangements;
 - (v) library;
 - (vi) registers for various purposes; and

- (vii) proper maintenance of Accounts, Regular payment of Salary and Provident Fund Contribution.
 - (viii) any violation of rules and instructions.
 - (ix) other similar matters.
- (c) If the rules concerning the science practicals are being complied with and the laboratories are properly fitted with requisite apparatus, gas and water-supply.

19. The report of the Inspection Committee shall be submitted in printed form (*Appendix II, III, IV & IV-A*) as the case may be within 10 days of the date of inspection to the Registrar for consideration of the Executive Council.

20. If the report calls for any action by the Executive Council, the Executive Council shall specify the points on which it considers the College deficient and fix time, which may be extended for sufficient reasons, within which the College shall take action necessary to comply with the directions of the Executive Council.

21. If at any time the Executive Council finds that a College is not complying with the requirements of the Act, Statutes, Ordinances or Regulations of the University, or any instructions issued by it or on its behalf, the Executive Council will have the authority to impose any one or more of the following penalties :-

- (1) students of the College concerned shall not be accepted for the University Examination;
- (2) the College staff shall be debarred from University work such as appointment as examiners, superintendents of examination centres, etc.;
- (3) the Principal or the teacher concerned shall be debarred from seeking election or nomination to a University body or his name shall be removed from the list of members of the University bodies;
- (4) the approval of the Principal and the recognition of the Governing Body of the College shall be withdrawn;
- (5) the recognition, granted to the College, shall be withdrawn in part or in whole.

22. Where the Executive Council proposes to withdraw the recognition/affiliation of a College, in whole or in part, the Executive Council shall send, to the Principal of the College concerned, a registered notice stating therein the grounds on which the action is proposed to be taken together with an indication that any representation in writing submitted on behalf of the college, within a specific period, shall be considered by the Executive Council. The period may, if considered necessary by the Executive Council, be extended.

23. On receipt of the representation or on expiration of the period referred to in Clause **22**, the Executive Council shall consider the notice of motion, the statement and representation, if any, and make such order as the circumstances may require.

24. Where, by an order made under Clause **23**, the rights conferred by recognition/affiliation are withdrawn in whole or in part, the grounds for such withdrawal shall be stated in the order and communicated to the Head of the College concerned.

25. In the event of withdrawal of the recognition of a College, the Executive Council shall have power to decide regarding the disposal of the 'Amalgamated Fund and other students' Funds'.

APPENDIX-I

(Under Ordinance-XVI)

FORM OF APPLICATION

(Referred to in Clause 2 of Ordinance XVI)

1. An application for recognition shall be made in the case of a Government College by the Higher Education Commissioner or the Head of the Education Department, and in the case of a non-government institution by the Chairman or any other authority appointed for the purpose by the Governing Body of the College.

Application for grant of recognition to new College accompanied by the fee as under and other documents must reach the Registrar by 31st October of the year preceding the one in which it is proposed to start the College :

I OPENING OF NEW COLLEGE(S)

<i>Colleges</i>	<i>Application Fee</i>	<i>Provisional Affiliation Fee</i>	<i>Permanent Affiliation Fee</i>
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GENERAL COLLEGES :

1. Arts, Science & Commerce	Rs.25,000/-	Rs.2,00,000/- (for any two Faculty)	Rs.1,00,000/-
2. B.Ed.	Rs.50,000/-	Rs.3,00,000/-	Rs.2,00,000/-

PROFESSIONAL COLLEGES :

1. (i) MBBS	Rs.50,000/-	Rs.8,00,000/-	Rs.5,00,000/-
(ii) BDS	Rs.50,000/-	Rs.6,00,000/-	Rs.5,00,000/-
(iii) Engg.	Rs.50,000/-	Rs.5,00,000/- (for single course)	Rs.2,00,000/-
2. MBA, MCA etc.	Rs.50,000/-	Rs.3,00,000/- (for single course)	Rs.2,00,000/-
3. Ayurvedic & Pharmacy etc.	Rs.50,000/-	Rs.6,00,000/- (for single course)	Rs.2,00,000/-
4. Degree in Hotel Mgt. & Catering Technology	Rs.50,000/-	Rs.3,00,000/-	Rs.2,00,000/-
5. Bachelor of Physiotherapy	Rs.50,000/-	Rs.5,00,000/-	Rs.2,00,000/-
6. M.Ed.	Rs.50,000/-	Rs.3,00,000/-	Rs.2,00,000/-

7.	M.Tech.	Rs.50,000/-	Rs.3,00,000/-	Rs.2,00,000/-
		(for single course)		
8.	M.D.S.	Rs.50,000/-	Rs.2,00,000/-	Rs.2,00,000/-
		(for single speciality)		
9.	LL.B. 3 Years	Rs.50,000/-	Rs.3,00,000/-	Rs.2,00,000/-
10.	LL.B. 5 Years	Rs.50,000/-	Rs.5,00,000/-	Rs.2,00,000/-
11.	B.H.M.S. Homeopathy	Rs.50,000/-	Rs.4,00,000/-	Rs.2,00,000/-
12.	M.A.	Rs.10,000/-	Rs.20,000/-	Rs.10,000/-
13.	M.Sc./M.Com.	Rs.10,000/-	Rs.50,000/-	Rs.25,000/-
14.	P.G. Diploma in HRM	Rs.10,000/-	Rs.20,000/-	Rs.10,000/-

The Application submitted after 31st October shall be accompanied with late application fee as under :

- A. 25% extra of the relevant Application Fee upto 31st December.
- B. 50% extra of the relevant Application Fee upto 31st March.
- C. 100% extra of the relevant Application Fee upto 30th April.

However, the Vice-Chancellor at his discretion on the merit of the case may condone the delay in the submission of Application Form after 30th April with the late application fee at 'C' above.

Applications for the recognition of additional course(s)/subject(s) accompanied by the following fees must reach the Registrar by December 1st, in the case of Science subjects and December 31st in the case of Arts subjects, of the year, preceding the one subject(s)/Course(s) concerned.

II FEE FOR INTRODUCTION OF NEW COURSE(S)/SUBJECT(S) ADDITIONAL SEATS/UNIT IN THE EXISTING COLLEGES.

GENERAL COLLEGES :

1. Arts, Science & Commerce	Rs.5,000/-	Rs.7,500/-	Rs.5,000/-
2. B.Ed.	Rs.10,000/-	Rs.20,000/-	Rs.10,000/-
3. BBA(3 Year)	Rs.5,000/-	Rs.75,000/-	Rs.25,000/-
4. BCA(3 Year)	Rs.5,000/-	Rs.1,00,000/-	Rs.50,000/-

PROFESSIONAL COLLEGES :

1. MBBS, BDS & Engg. etc.	Rs.20,000/-	Rs.2,00,000/-	Rs.1,00,000/-
2. MBA, MCA etc.	Rs.15,000/-	Rs.2,00,000/-	Rs.1,00,000/-
3. Ayurvedic & Pharmacy etc.	Rs.10,000/-	Rs.1,00,000/-	Rs.50,000/-

College/Institutes shall pay the Inspection Fee (Annually)

1. Engineering/MBA/MCA/MBBS/BDS/MDS/Physiotherapy/B.Pharmacy etc.	Rs.30,000/-
2. B.Ed.	Rs.20,000/-
3. BAMS	Rs.10,000/-
4. For any other category as decided by the Vice-Chancellor from time to time.	

<i>COURSE</i>	<i>APPLICATION FEE</i>	<i>PROVISIONAL AFFILIATION FEE</i>	<i>PERMANENT AFFILIATION FEE</i>
1. Bachelor in Theatre & Television	Rs.5,000/-	Rs.1,00,000/-	Rs.50,000/-
2. Bachelor of Tourism Management	Rs.5,000/-	Rs.1,00,000/-	Rs.50,000/-
3. Diploma in Hotel Management & Tourism	Rs.5,000/-	Rs.7,500/-	Rs.5,000/-
4. Diploma in Yoga	Rs.5,000/-	Rs.7,500/-	Rs.5,000/-
5. M.A. Mass Communication	Rs.15,000/-	Rs.2,00,000/-	Rs.50,000/-
6. M.Sc.Bio-	Rs.15,000/-	Rs.2,00,000/-	Rs.50,000/-

- (b) Two months before the commencement of the academic Session, i.e., by 15th of May, the College should have the following accommodation :—

Class Rooms6
Principal's Office1
Staff Room1
College Office1
Library1

The College should also have subject laboratories if it intends to start Science classes/specialised subject(s).

- (c) All the rooms should be furnished with necessary furniture and equipment.
 (d) The College Society should have Bank balance of at least Rs.2 lac to ensure regular payment of salaries to the staff.

Provided further that if an existing College intends to start Post-graduate Classes, it shall satisfy the following requirements.

- (i) The College should not have the distance of less than 40 km. from the University if it intends to start M.A. Classes in the subject which is already being run in the University itself.
 (ii) In case a College in a particular city already has the affiliation for M.A. Course in a particular subject, the other Colleges in that city may not be granted affiliation in the same subject.
 (iii) No college should be granted affiliation for M.A. Class in more than three subjects.
 (iv) The examination results of the College in that subject during the last 5 years, should be taken into consideration before granting the affiliation.
 (v) The qualifications of the staff already working in the College to teach the concerned subject at Under-graduate level, for which the affiliation is sought at Post-graduate level, may also be kept in view.

2. The application shall be accompanied by the following statements, in addition to other particulars expressly required by the Ordinance : —

- (a) a statement containing full information regarding the Constitution of the Governing Body and the names of its members.
 (b) a statement showing the staff of teachers employed, or proposed to be employed, their qualifications, the subject or subjects proposed to be taught by each of them, their salaries, grades of pay, and the conditions governing their tenure of office.
 (c) a complete plan to scale of the building and grounds.
 (d) statements indicating : —
 (1) the number of students attending the College or proposed to be admitted in the College;
 (2) the number of such students not residing with their parents or guardians;
 (3) the arrangements made or proposed to be made for the residence in the College, or lodging approved by the College of students not residing with their parents or

- guardians;
- (4) the arrangements made or proposed to be made for :
- (a) the supervision of students; and
- (b) physical welfare of students including arrangements for games, physical training, play grounds, and medical assistance;
- (5) the arrangements made or proposed to be made for the benefit of girl students if the College provides co-education.
- (e) a statement showing the number and character of the books composing the library, and the expenditure annually provided or proposed to be provided for the improvement of the library.
- (f) a statement, showing the appliances (including laboratory equipments, apparatus and chemicals, etc.) provided or proposed to be provided for teaching the subjects in which recognition is sought and amount to be annually expended on such appliances.
- (g) a statement showing the accommodation provided for the residence of the Principal of the College and of any members of the teaching staff in or near the College or the place for the residence of students.
- (h) a statement showing the financial resources of the College, including a statement of the annual income and expenditure.
- (i) a statement with proof that they possess –
- (i) An Endowment Fund as required under the rules of the University.
- (ii) Adequate building, equipment, furniture and library books or adequate funds, as determined by the Executive Council for the purpose.
- (j) an assurance that after the College is recognised any transference of Management shall be reported to the Vice-Chancellor. Any change in the Teaching staff shall be made with the prior approval of the Vice-Chancellor and that the institution shall faithfully observe the provisions of the Act, Statutes, Ordinances and Regulations of the University or any instructions issued by the Executive Council or on its behalf, from time to time.

3. Requirements for Admission of Colleges to the Privileges of the University.

(1) A College shall have a separate Endowment Fund that cannot be alienated so long as the College continues to exist. The amount of the Endowment Fund required by a College seeking recognition by the University shall be as follows :

<i>Name of the Course</i>	<i>Proposed Rates of Endowment Fund</i>
I. B.A./B.Sc. & B.Com. (3 Years)	
<i>(i) Colleges for Women only–</i>	
Arts and Science/Commerce	Rs.1,00,000/-
Arts, Science & Commerce	Rs.1,50,000/-

<i>(ii) Other Colleges–</i>	
Arts and Science/Commerce	Rs.2,00,000/-
Arts, Science & Commerce	Rs.3,00,000/-
<i>(iii) BBA(3 Year)</i>	Rs.1,00,000/-
<i>(iv) BCA(3 Year)</i>	Rs.1,00,000/-
II. Additional Evening Classes for B.A./ B.Com. in recognised Day Colleges	Rs.50,000/-
III. B.Ed. (Two Units)	Rs.1,50,000/-
For each additional Unit	Rs.50,000/-
IV. M.Ed. (10 seats)	Rs.50,000/-
For every additional 5 seats	Rs.50,000/-
V. O.T./M.I.L.	Rs.15,000/-
VI. Diploma in Office Management and Secretariat Training :	
<i>(a) For one Unit of 60 students</i>	Rs.10,000/-
<i>(b) For two Units of 120 students</i>	Rs.20,000/-
<i>Note:</i> Not more than two units will be allowed in any case.	
VII. Diploma Course in Secretarial Practice (Unit of 30 students)	Rs.5,000/-
Additional Courses	
VIII. M.A.	Rs.1,00,000/-
(Each College participating in M.A. teaching on Inter-Collegiate basis shall contribute towards this Endowment Fund proportionately)	Rs.50,000/- (for each subsequent subject)
M.Sc. (Each Subject)	Rs.1,50,000/-
M.Com.	Rs.1,00,000/-
IX. Post B.Sc. Diploma in Computer Science & Applications	Rs.50,000/- (Upto 30 seats)
X. Post B.Sc. Diploma in Electronics Technology	Rs.50,000/- (Upto 30 seats)

Note:- The revised rates of Endowment Fund will take effect from the date of decision of the Executive Council and any Management proposing to start a new College shall be required to deposit Endowment Fund according to these rates. If the Management of a college already affiliated with the University before 2-9-1974, requests

for extension of recognition in any additional subject/course including Commerce up to under-graduate level it shall have to deposit with the Higher Education Commissioner, Haryana an amount of Rs,10,000/- on account of Endowment Fund after clearance by the University and State Govt. but before actually starting the subject(s)/course(s) concerned.

New Colleges proposing to impart instruction in Arts subjects only shall not be granted recognition. For courses other than those mentioned above, the amount of the Endowment Fund shall be determined by the Executive Council in each case. The requirement of Endowment Fund shall not apply to a Government College.

(2) The amount of Endowment Fund shall be kept as a fixed deposit in a Scheduled Bank.

(i) The Fixed Deposit Receipts shall be deposited with the Higher Education Commissioner, Haryana for safe custody. The Fixed Deposit Receipt(s) shall be in favour of the Higher Education Commissioner, Haryana, and could be utilized to disburse all dues to the staff in case the College ceases to function or is disaffiliated.

The Endowment Fund already deposited by the College in the shape of Fixed Deposit Receipt(s) shall be renewed, after maturity, by the concerned Colleges, only in favour of the Higher Education Commissioner, Haryana.

(ii) In future the proof of Endowment Fund will be acceptable only in the shape of Fixed Deposit Receipt(s) drawn on a Scheduled Bank. Colleges already having their Endowment Fund in the shape of debentures or Promissory Notes *etc. etc.* be asked to convert the same into Fixed Deposit Receipt(s) as early as possible but not later than their maturity.

(iii) A Governing Body which is managing a number of Colleges shall not be required to keep the Endowment Fund for each College separately. It may be kept by the parent body in a consolidated form.

(iv) The Endowment Fund shall not be utilized by the Governing Body of the College as security for obtaining a loan.

(v) The interest on the Endowment F.D.Rs. will be credited to the Management Account.

(3) The College should possess adequate buildings, equipment and furniture or adequate funds to be determined in each case by the Executive Council for the construction of necessary buildings and for the purchase of necessary equipment and furniture.

4. (a) The minimum expenditure to be incurred on purchase of books for the College Library shall be as under : –

<i>Name of the Course</i>	<i>Minimum Expenditure on Books</i>	
	<i>Initial</i>	<i>Annual</i>

B.A./B.Sc./B.Com. (3 Years)

1. Arts & Science/Commerce	Rs.20,000/-	Rs.3,000/-
2. Arts, Science & Commerce	Rs.30,000/-	Rs.4,000/-
B.Ed.	Rs.15,000/- (On the purchase of books, apparatus and equipment)	Rs.2,000/-
M.A. (Each subject)	Rs.10,000/-	Rs.5,000/-
M.Sc. (Each subject)	Rs.10,000/- (Over a period of 3 years plus Rs.50,000/- for the purchase of apparatus)	Rs.5,000/-
M.Com.	Rs.10,000/-	Rs.2,000/-
O.T./M.I.L.	Rs.2,000/-	Rs.500/-
Diploma in Office Management & Secretariat Training		
(I Year)	Rs.5,000/-	Rs.500/-
(II Year)	Rs.5,000/-	

(b) There should be no intermediary office of the Professor-in-charge of the Library. Each College should have a Library Committee consisting of the Principal, Heads of the Departments and the Librarian, of which the Principal should be the Chairman, one of the Senior Heads of the Departments the Vice-Chairman, and Librarian the Secretary of the Library Committee.

(c) The Principal of an affiliated College may, at the time of annual stock verification, write off loss of 3 Library books (except reference books) against 1000 issued during the academic year.

(d) In the case of a College founded by individual donors, the following basic conditions for a Trust-deed shall be observed unless the management is vested in societies registered under a Government Act :-

- (i) that the Founder of the Trust is the sole absolute owner of the property endowed;
- (ii) that the Trust is created by a regularly registered deed to be approved by the Executive Council;
- (iii) that the Founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property endowed;

- (iv) that the endowed property is made to vest permanently and absolutely in the Trustees collectively;
- (v) that the Board of Trustees consists of at least seven members of whom at least five are independent members who are not in any way related to or dependent upon the Founder of the Trust;
- (vi) that in case of future vacancies in the Board, nominations are made by the Board and not by the Founder and such nominations are forthwith reported to the Vice-Chancellor;
- (vii) that all buildings included in the Trust are sufficiently insured against fire;
- (viii) that copies of the proceedings of the Board and a statement of the annual income and expenditure of the Trust are supplied to the Vice-Chancellor.

5. Every Art/Science/Commerce/Education College will have the following minimum Ministerial, Technical & Supporting Staff :-

	<i>Upto 300</i>	<i>301 to 800</i>	<i>801 to 1200</i>	<i>1201 to 1500</i>	<i>1501 to 2000</i>	<i>2001 to 2500</i>	<i>2501 to 3000</i>	REMARKS
Ministerial Staff :								
Head Clerk-cum-Accountant	1	1	1	1	1	1	1	
Clerks	2	3	3	4	4	5	6	*One additional post of clerk will be provided for every 500 additional strength of students after 3001.
Steno Typist	1	1	1	1	2	1	1	
Scholarship Clerk	-	-	1	1	1	1	1	
Assistant	-	-	1	1	1	1	1	
Superintendent-cum-Accounts Officer/ Superintendent	-	-	-	-	1	1	1	
Accounts Officer	-	-	-	-	-	1	1	
Jr. Scale Stenographer	-	-	-	-	1	-	-	
Sr. Scale Stenographer	-	-	-	-	-	1	1	
Other Supporting Staff :								
Principal's Orderly	1	1	1	1	1	1	1	
Peon(s)	1	2	3	4	4	5	5	
Chowkidars	2	2	2	3	3	3	3	
Safai Karmachari	1	2	2	3	3	3	3	
Mali	1	1	2	2	2	3	3	

Library Staff :

	Upto 500	501 to 800	801 to 1200	1201 to 2000	2001 and more
Librarian	1	1	1	1	1
Asstt. Librarian	--	1	1	2	3
Restorer	1	2	2	3	4
Peon/Library Attendants	1	2	2	3	4

Staff for Evening Shift :

Clerks 2 Nos.

Peon 1 No.

No honorarium be paid to any other Non-teaching Staff. However, the honorarium be paid to the Assistant Librarian @ Rs.200/- p.m. and the Library Attendant or Restorer be paid Rs.100/-p.m. for doing additional duty in the Evening Shift.

Laboratory Staff for each Science Department :

(1) With one Laboratory	Lab. Assistant	1
	Lab. Attendant	1
(2) With two Laboratories	Lab. Assistant	2
	Lab. Attendant	2
	Lecture Assistant-cum-Store Keeper	1
(3) With more than two Laboratories	Store Keeper	1
	Lab. Attendant (for each additional Laboratory)	1

Additional Staff for each Science Department :

- One Gasman for Chemistry Department only if Kerosene or other Gas Plant exists.
- One mechanic for Physics Department if there is a workshop and two or more Laboratories upto B.Sc. Classes.
- One Mali for Botany Department if Botanical gardens are maintained.
- One Lab. Assistant and one Laboratory Attendant for Home Science Department.

- (e) One Laboratory Attendant for Music and Geography Departments each.
- (f) One Type Room Attendant where there is Diploma in O.M.S.T. and Diploma in Secretarial Practice and a type room with at least 10 typewriters.
- (g) The post of Animal Collector has been abolished because the Colleges do not have animals/animal houses attached to Zoology Department.

Note:- 1. The above revised norms be made effective from 1-4-1983.

2. The revised norms for Non-teaching Staff will be taken into account on the basis of the students on rolls of the class on 1st October each year.

3. The increase in the Non-teaching Staff will be allowed on minimum increase of 10% of the students strength in a particular year. No retrenchment of the additional staff will be made upto 10% of the decrease of the upper limit of the lower slab.

6. Constitution of Governing Bodies/Boards of Governors :

- (a) Every Non-Govt. recognised College shall have a Governing Body consisting of not more than 21 members and not less than 11 members, as under :-
 - (i) President, Vice-President, Treasurer and General Secretary to be elected by the members of the parent Society/Trust which is running the College.
 - (ii) The Principal of the College shall be ex-officio Member-Secretary of the Governing Body.
 - (iii) One nominee of the University.
 - (iv) One nominee of the State Government.
 - (v) Two teacher representatives elected from among themselves by the whole time approved teachers of the College and one representative of the Non-teaching Staff to be elected also on the Governing Body.
 - (vi) Remaining members (upto a maximum of 11) to be nominated by the President.
- (b) If the post of President of Governing Body falls vacant for any reason the Vice-President will work as Acting President for the remaining period of the term. In case the posts of President and Vice-President fall vacant, then the election will be held for both these posts for the remaining period, within 3 months. If the post of any of the remaining office bearers of the Governing Body falls vacant, the President, Governing body will have the power to give officiating charge of that post to any member of the Governing Body for the remaining period of the term.

Provided further that an elected staff member of the Governing Body who resigns his service or proceeds on leave for 6 months or more shall cease to be a member of the Governing Body and a substitute shall be elected for the remaining period. If the period of his leave is less than six months, his membership will be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member will be elected, where the membership is held in abeyance.

- (c) (i) The tenure of the Governing Body shall be three years and election shall be

held after every three years. The election shall be held under the supervision of the observer to be appointed by the University.

- (ii) The voters list shall be verified by the Principal of the College being ex-officio Member Secretary of the Governing Body.
 - (iii) The Governing Body shall appoint Returning Officer for conduct of election if the elections are held during the tenure of the Governing Body.
 - (iv) The Principal of the College shall work as Returning Officer if the Governing Body does not exist due to any reason before expiry of tenure of Governing Body.
 - (v) The Principal of the College shall work as Returning Officer if the election are held after expiry of tenure of the Governing Body.
- (d) In case the election of the Governing Body is not held within the prescribed period of three years, the University shall be competent to arrange the election to constitute a new Governing Body, at the earliest possible. However, the Vice-Chancellor may appoint an Administrator for smooth & proper working of the College, during such period, if the circumstances so warrant.
- (e) The meeting of the Governing Body shall be held after reasonable intervals, i.e., at least one per term at the College Campus.
- (f) The consent of the University nominee on the Governing Body shall be obtained before fixing the meeting of the Governing Body. In case the University nominee after having given his consent does not attend the meeting of the Governing Body, the meeting may be held if the Quorum is complete and the decisions taken in the meeting shall be valid.
- (g) Notice for the meeting of the Governing Body alongwith Agenda will be supplied to all the members at least 15 days before the meeting. Simultaneously, a copy of the Agenda will also be supplied to the University. The proceedings of the meeting will be circulated to the members of the Governing Body and the University within 7 days after the meeting.
- (h) Three/fifth of the members shall form the quorum.
- (i) (a) Each person on the electoral roll shall have one vote.
 - (b) After counting, the nominees shall be listed in descending order of number of votes secured.
 - (c) From the list of precedence as at (b) above, the vacancies shall be filled by persons in the order of precedence in which they have been listed.
 - (d) In case of ties for any material place in the order of precedence, the election shall be decided by a toss of the coin, having two distinctly distinguishable sides.

6-A. The self-financing Professional Colleges including self-financing Colleges of

Education will constitute their own Board of Governors, consisting of a Chairman and ten members. Out of the ten members, at least five should be outside the Society/Trust with break-up as under :-

- | | |
|---|---|
| (a) Educationist members | 2 |
| (b) Industrailist member | 1 |
| (c) Corporate member | 1 |
| (d) Other member concerned
with social cause <i>etc.</i> | 1 |

All these members should be eminent/renowned in their field.

Other rules regarding the functioning of the Boards of Governors in self-financing Colleges/Institutes will be the same as are in operation in respect of Governing Bodies of Non-Govt. affiliated Colleges.

7. In every college there shall be an Advisory Council consisting of 15% or 5 staff members, whichever is higher, nominated in order of seniority and in a manner that no faculty remains unrepresented on the Council. In addition to this, one more left out senior-most teacher will be nominated on the Council on rotation basis for a term of one year.

The following shall also be the members in the meeting of the Advisory Council, as per requirement of the agenda :

(i) Lecturer in Physical Education (ii) Teacher-in-Charge, Women Cell, (iii) Public Relations Officer, (iv) Teacher-in-Charge, N.C.C., (v) Teacher-in-Charge, Cultural Activities, (vi) Teacher-in-Charge, NSS, (vii) Teacher-in-Charge of any other activity.

PRESIDENT

The Principal of the college shall be the ex-officio President of the Council and will preside over its meetings.

SECRETARY

The senior most teacher on the Advisory Council shall be the member-secretary of the Council. He will call meetings of the Council in consultation with the President. He will record minutes of the meetings of the Advisory Council and keep record thereof.

Meetings of the Advisory Council

Minimum 2-3 meetings of the Advisory Council shall be held in a session. These shall be called the ordinary meetings of the Council Requisition meeting shall be called by the President if a written requisition signed by at least 3 members of the Council is presented to him, stating the agenda for the meeting.

Requisition meeting of the Council will transact only the agenda for which the meeting has been requisitioned.

2/5 of members of the Council shall constitute the quorum.

Notices of Meeting

Meeting of the Advisory Council shall be called at a notice of at least 7 days. However, an emergent meeting can be called in case of emergency, even at a shorter notice, as may be decided by the President.

Power and Functions of Advisory Council.

To draw perspective plan for integrated development of the college.

To prepare yearly calendar of academic sports, cultural and extension activities.

To advise about the introduction of new courses and enhancement of seats in the existing courses.

To suggest guidelines/efforts for the all round development of students.

To suggest measures for the proper utilization of grants and efficient implementation of UGC projects.

To keep in touch with the students and suggest measures to redress their grievances.

To design in-house mechanism to improve the general functioning of the college.

8. A College having students strength upto 1000 or more on its roll may appoint a teacher as Bursar for helping the Principal in proper maintenance of College Accounts. He will be paid honorarium out of Amalgamated Fund as under :-

Students strength

Upto 1000	Rs.300/-p.m.
More than 1000	Rs.500/-p.m.

- (a) All appointments of Teachers in the Non-Govt. recognised/ affiliated Colleges, whether on permanent, probation, temporary, ad hoc or part-time basis, shall be subject to the approval of the Registrar or any other Competent Officer authorised by the Vice-Chancellor. No person shall be appointed as a Principal or as a Teacher in a recognised/ affiliated College unless he possesses the qualifications as in *Appendix-IX* of this Ordinance.
- (b) Non-Govt. Colleges shall comply with the requirements laid down in the Regulations Governing the Service and Conduct of Teaching as well as Non-Teaching Staff in Non-Govt. Colleges as may be framed by the Executive Council from time to time.

9. Additional Requirements for Co-educational Institutions :

A College having Co-education shall be required to fulfil the following conditions also :—

- (i) In every co-educational institution, there shall be at least one duly qualified Lady teacher for every 50 Women Students, or part thereof.
- (ii) There shall be a Physical Instructress in every Co-educational Institution, where the number of Women Students on the rolls of the College is 100 or more.
- (iii) In case a Co-educational Institution is recognised in the subject of Music, the College shall have a Woman Music Teacher.
- (iv) There shall be a separate lounge for Women Students with a Toilet room (with proper sanitary fittings).
- (v) The College shall have a suitable Playground for girls.
- (vi) There may be a part-time or whole-time Medical Officer.

10. Additional requirements for Colleges for Women only :

“The Principal of a Women’s College shall be a qualified lady.

- (i) In case of a Women’s Professional College/Institute, if a qualified lady Principal is not available after two advertisements in two national newspapers, a male Principal with minimum age of 50 years may be appointed with the prior permission of the Vice-Chancellor.”
- (ii) In case of a Women’s Arts, Science and Commerce self financing College/Institute, if a qualified lady Principal is not available after two advertisements in two National Newspapers, a male Principal with minimum age of 50 years may be appointed with the prior permission of the Vice-Chancellor.
- (iii) Only Woman teacher shall be appointed in a women colleges, in case a qualified women teacher in a particular subject is not available after due advertisements of found suitable, a male teacher may be appointed with specific prior approval of the Vice-Chancellor.
- (iv) The conditions prescribed in (i) and (ii) above shall not apply to a Women’s College whose Men Principals/ teachers have already been approved by the Panjab University before the 30th June, 1974.

Provided that on their retirement or otherwise vacating the post, the substitutes shall be appointed in accordance with the conditions mentioned above.

11. The College may employ part-time teachers, who shall be paid as per Govt. rules.

12. There shall be a Physical Instructress/Instructor in each College as per under-mentioned norms :—

- (i) Upto 500 student ... One
 - (ii) From 501 to 1000 students ... Two
 - (iii) Above 1000 students ... Three
- (The maximum number of Physical

Instructress/ Instructor would be three).

Provided further that there shall be at least one Lady Lecturer in Physical Education having 100 girl students or more in Co-educational Institutions.

13. There may be a part-time or whole time Woman Medical Officer.

14. Hostels, if any, shall be under the charge of a whole time Woman Superintendent who shall work under the overall exclusive control and supervision of the Principal.

The hostel fee and funds shall be fixed in accordance with the prevailing local conditions by a Committee consisting of two members appointed by the Principal and a nominee of the Vice-Chancellor and approved by the University from time to time.

15. There shall be a lounge which shall have a Toilet room etc., with proper sanitary facilities.

16. Additional Requirements for Evening Class for B.A./B.Com. (3-Year Course).

(1) The College shall admit following categories of students in the Evening Shift :-

(i) Women Students.

(ii) Such candidates as –

(a) are employed in Government Service or in any other service or are engaged in any Trade/Business/ Profession.

OR

(b) cannot be accommodated in the Day Shift in any of the Colleges admitted to the privileges of the University for want of accommodation.

(2) The students taking instruction in Evening Classes shall be required to fulfil all the conditions with regard to attendance, instruction, conduct, character and progress as is required from the students in the recognised Day Colleges. They shall be allowed to take the University Examinations under the same conditions as for Day students and shall become eligible for the same certificate or degree.

(3) At least half of the whole time Teaching Staff in the Evening shift shall be quite separate from the teachers working in the recognised Day College.

17. Teachers who are recruited from the recognised Day Colleges and asked to work in an Evening College shall not be assigned more than 30 periods per week, at the maximum, in the Morning and Evening Shifts both combined. Provided that for the extra work done in the evening, such teachers shall be paid additional 25% of the salary which they draw for their work in the Day Shift.

(i) The library of the Day College shall remain open in the evening for the entire working period for the benefit of the students studying in Evening Shift. In case a separate Assistant Librarian is not appointed for an Evening Shift, the Librarian of the Day College shall work in the evening and he shall be paid at the rate fixed by the Executive Council from time to time.

(ii) An Evening shift shall be permitted to charge fees up to 100% higher than the fees charged in the recognised Day College.

(iii) An Evening Shift shall charge Rs.15/- p.m. as Amalgamated Fund from its students in the Evening Shift. And it shall have to provide facilities for various indoor games, such as Badminton, Table-tennis, etc. under proper lighting conditions, Reading-room, Common room,

etc. All other charges are to be realised from the students as par with the Day students.

(iv) The Principal of the Day College will be Principal of Evening Shift also. However, the senior most lecturer in the Evening Shift will be designated as Incharge Evening Shift. He will look after the routine matters and perform such other duties as may be delegated to him by the Principal. The Principal as well as the Incharge Evening Shift shall be paid an honorarium of Rs.100/- p.m. each for this assignment.

18. Additional Requirements for Colleges of Education :

(1) Only independent College of Education shall be considered for grant of recognition and not Arts or Science College shall be permitted to add B.Ed. Class.

(2) The institution shall appoint adequate staff in accordance with the qualifications laid down by the Executive Council. The teacher-pupil ratio shall not be less than 1:16.

(3) Each College of Education must have a separate Principal.

(4) Each College of Education must have a first rate practising School attached to it. The School should have adequate equipment and experienced staff. The minimum number of pupils on rolls in the practising school shall be 3 times the number of students under training in B.Ed. Class.

(5) The College should make suitable arrangements both with regard to staff and equipment for the teaching of crafts.

19. Additional Requirements for Honours Classes :

(1) In the case of Colleges, where teaching in a particular subject is intended to be on a co-operative basis the consent of all the Colleges concerned should be available.

(2) There shall be at least two teachers in the subject for which permission for honours teaching is sought and both the teachers should participate in Honours teaching.

20. Additional Requirements for Master's Courses :

(1) A College recognised for a particular subject for the Master of Arts Examination may, subject to the approval of the Executive Council, of the programme of teaching either (i) provide all the necessary instruction in that Subject for its own students or (ii) take part in an inter-collegiate programme of instruction with, or without, the assistance of University teachers.

(2) Unless exempted by the Executive Council, with the consent of the Heads of other Colleges concerned, no College shall be entitled to present candidates for a course of lectures (of two periods a week) unless it provides or is prepared, if so required, to provide an approved teacher for a course of lectures (of two periods a week) and further provides for its own students tutorial supervision and instruction.

(3) Where two or more Colleges, with or without the assistance of University teachers, agree to share the teaching work in a particular subject for the Master of Arts Examination, and their programme has been approved by the Executive Council, there shall be constituted a Committee of Control for each group providing combined teaching. The Committee shall consist of the Heads of the Department of the particular subject in each participating College and University Professors or Readers taking part in the approved programme of instruction in those Colleges.

(4) The Committee of Control shall be the authority empowered to admit students to the class, to draw up the programme of teaching work for approval by the Executive Council, and to certify the candidates for the examination.

(5) The Committee shall report to the Registrar in January of each year whether the students of each class are, in the opinion of the Committee, suitable candidates for the examination.

(6) When a College provides the whole Teaching Staff itself, the functions of the Committee of Control shall be exercised by the Principal of the College in consultation with the Head of the Department of the subject in that College.

21. Additional Requirements for starting Diploma in Office Management and Secretariat Training for an intake of 60 students :

(1) The College shall be required to provide for purchase of equipment as follows :-

<i>Details</i>	<i>1st Year</i>	<i>2nd Year</i>	<i>In each of the subsequent Years</i>
1. Typewriting Machine :			
Hindi	8	-	-
English	8	-	-
2. Office Equipment :	Rs.5,000/-	Rs.1,000/-	-
Desk Calculators, Filing Cabinet etc.			
3. Special Typewriting Tables and Chairs :			
16 Sets.	Rs.2,000/-	-	-

Note :- The College shall provide adequate number of rooms with suitable furniture for holding the classes.

(2) The College shall provide adequate staff for teaching the various subjects as follows :

- | | |
|-------------------------------|---------|
| (a) Lecturer in Hindi |One |
| (b) Lecturer in English |One |
| (c) Instructor in Stenography |One |

Qualifications for Instructor in Stenography :

- (i) A Graduate from an Indian University.
(ii) Diploma in Shorthand from a recognised Institute or having passed the subject in the Intermediate/Higher Secondary Board Examination.

OR

One Year's Trade Certificate in Stenography (English and Hindi both) from an I.T.I.

OR

Two Year's Diploma Course in Office Management and Secretariat Training of this University.

(d) Lecturer in Accountancy and Office Management.One

(e) Instructor in Govt. Rules and ProceduresOne
(At least a Graduate with 5 years working experience in a State Secretariat or other experience approved as equivalent by the Dean, Faculty of Commerce and Management, Kurukshetra University, Kurukshetra).

Note:- Each of the written Papers of Part-I and Part-II Examination of the Course shall be given six periods of 45 minutes each every week.

(f) Type-Room AttendantOne

(3) Fees :

Tuition and other dues to be realised from the students by the College shall be as follows :

Part-I }
Part-II } The same as for B.Com. Part-I

22. Additional requirements for starting Diploma Course in Secretarial Practice.

(1) The College shall be required to provide for purchase of books and other equipment as follows :-

(i) Books ... Rs.3,000/-

(ii) Typewriting Machines :
English8
Hindi8

(iii) Office Equipment :
Desk Calculators, ... Rs.3,000/-
filing Cabinet, etc.

(iv) Special Typewriting
Tables and Chairs :
16 Sets ... Rs.2,000/-

Note:- The College shall provide adequate number of rooms with suitable furniture for holding the classes.

(2) The College shall provide adequate staff for teaching the various subjects as follows :

- (a) Lecturer in English ...One
 (Qualifications as prescribed for the post of Lecturer in English in Arts and Science Colleges)
- (b) Instructor in Stenography. ...One

Qualifications for Instructor in Stenography

- (i) A Graduate from an Indian University.
- (ii) Diploma in Shorthand from a recognised Institute or having passed the subject in the Intermediate/ Higher Secondary Board Examination.

OR

One Year's Trade Certificate in Stenography (English and Hindi both) from an I.T.I.

OR

One Year's Certificate/ Diploma Course in Secretarial Practice of this University.

- (c) Lecturer in Accountancy and Office Management. ...One
 (Qualifications as for Lecturer in Commerce for Colleges recognised for Commerce Course).
- (d) Instructor in Government Rules and Procedures. ...One
 (At least a Graduate with 5 years working experience in a State Secretariat or other experience approved as equivalent by the Dean, Faculty of Commerce and Management, Kurukshetra University, Kurukshetra)
- (e) Type-Room Attendant ...One

(3) Fees :

Tuition fee and other dues to be realised from the students by the College shall be the same as for B.A. plus type fee of Rs.5/- p.m.

Note:- The subject-wise teaching norms per week per teacher for the Diploma in Office Management and Secretariat Training and Diploma Course in Secretarial Practice shall be the same as for the Degree College teachers, i.e., 24 periods per week of 45 minutes each.

APPENDIX-II

(Under Ordinance XVI)

**FORM FOR INSPECTION REPORT FOR
NEW COLLEGE/INSTITUTE**

(To be filled up by the Inspection Committee)

1. Name of the proposed College/Institute :
2. Name of the Course/Faculty for which recognition is sought :
3. Session/Year from which recognition is sought :
4. DATE OF INSPECTION
5. Whether NOC has been issued by the State Govt. If yes, attach the copy of letter :
6. Whether the Approval/Permission has been granted by the Central Agency *viz.* NCTE/AICTE/DCI/MCI/CCIM/BCI *etc.* as the case may be. If yes, attach the copy of letter.
7. BASIC INFORMATION (Para 1 of Part-A) : Is information provided by the Society/Trust is correct ? Is there any discrepancy in any terms ? If yes, please give details.

(A) Management :

- (i) Is the Managing Body a Regd. One ?
- (ii) Attach:
 - (a) A list of the Managing Body.
 - (b) A copy of the Constitution.
 - (c) A copy of the Registration Deed.
- (iii) Is the Principal an Ex-officio member/Secretary of the Managing Committee ?
- (iv) Experience of Society/Trust in running educational Institution :
Please give your report on the following :
Whether the Society/Trust has a direct experience for running an educational institute.
Whether Members of Board of Governors/Directors/ Trustees have experience of running an educational institution ?
- (v) If the Society is running any Educational Institution in the State. Please comment on information furnished by Society/Trust.

8. LAND :

- (i) Whether the land is adequate as per norms ?
- (ii) Ownership in the name of Society/Trust in the form of Registered/Sale Deed/Irrevocable Gift Deed (Registered)/irrevocable Government Lease (for minimum 30 years) by concerned authority of Government. Are all papers in order ?
- (iii) Whether land is free from all encumbrances ? If no, please specify details.
- (iv) Whether land use certificate has been obtained from the competent authority designated by the State Govt. for educational Institution ?

- (v) Whether the land is properly approachable ? If no, give details.
- (vi) Whether the land is in one piece or there are more than one parts ? Whether is it as per norms ?
- (vii) Whether the land is suitable for setting up an educational institution ? If no, give reasons.
- (viii) Whether the Society/Trust has passed a resolution for earmarking the above land for exclusive use of the proposed institution ?

9. BUILDING :

- (i) Whether site plan of the proposed institution has been prepared by a registered architect and duly certified by a qualified Engineer and duly approved by the competent authority.
- (ii) Does the management possess college building of their own ?
- (iii) Is the building suitable ?
- (iv) Is the building acquired on long lease ? If yes, a copy of the lease deed be attached ?
- (v) Are the lecture-rooms commodious and well-ventilated ? Are the sanitary conditions satisfactory ?
- (vi) Is there a hall or big room for holding meetings of the whole College ?
- (vii) What is the maximum number of classes being field at the same time ? What is the maximum strength of a Section ?
- (viii) Are the surroundings satisfactory ?
- (ix) Is the Principal provided with residential ?
- (x) Are the buildings fitted with electric light ?
- (xi) Whether master plan of the proposed institution has been prepared by a registered Architect and approved by the Competent Authority ?
- (xii) Whether the building plan/construction plan has been approved by the Competent Authority ?
- (xiii) Whether building area has been constructed as per the norms ? Whether it is adequate to take care of First Years Classes as per the norms ?
- (xiv) Whether the construction of instructional area/ administrative area is likely to be completed ? If no, give details.
- (xv) Whether the circulation area under construction/constructed including toilets, corridors *etc.* are adequate ?

10. Hostel :

- (i) What provision has been made for the residence of students ?
- (ii) What is the maximum number of Boarders who can be lodged in the hostel ?
- (iii) What is the number of Day Scholars ?
- (iv) Is there a properly fitted common-room with indoor games and with journals and periodicals subscribed ?

- (v) What is the arrangement for medical aid ?
- (vi) Are sanitary conditions satisfactory ?
- (vii) Qualifications of the superintendent or the warden Does he/she reside near the Hostel ?

11. Playgrounds :

- (i) For what games has the College made provision ?
- (ii) Does it possess playgrounds for the purpose ?
- (iii) Are the playgrounds near the College and the Hostel ?
- (iv) Name and qualifications of the Lecturer in Physical Education.
- (v) What is the arrangement for the Physico-medical Examination of the students ?
- (vi) Have they put up a gymnasium and made provision for athletics ?

12. Library :

- (i) What amount do they propose to invest for the purchase of library books including books of reference ?
- (ii) What journals and papers do they propose to subscribe ?
- (iii) Name and qualification of the Librarian.
- (iv) How many students can study in the reading room ? Is it properly furnished ?

13. Furniture and Equipment :

- (i) What amount do they propose to spend on the furniture of the College in the first year ?
- (ii) Is there a properly equipped staff-room ?

14. Laboratories :

- (i) What accommodation is there in the laboratories for each Science subject applied for ?
- (ii) Are laboratories properly equipped ?
- (iii) What money has been provided for apparatus for the different Science subjects ?
- (iv) Have any orders been placed ?

15. Staff :

- (a) 1. Faculty required as per norms.
- 2. Faculty in position.
- 3. Nature of appointment.
- 4. Qualifications of teaching staff with grade.
- 5. Mode of selection stating whether selected through properly constituted committee.
- (b) (i) Please attach :
 - (a) A list of the staff, if appointed.

- (b) A list of the staff they propose to appoint.
- (ii) Is the staff qualified and adequate ?
16. Indicate details of AV equipment and IT equipment such as computers, printers, access to internet etc. alongwith the extents of their utilization.
 17. Number of books/documents/periodicals (both general and specific) that have been added to the library during the outgoing academic session.
 18. Please indicates details of equipment and facilities available for games and sports and recreational activities.
 19. Financial category of the institution; (mark the relevant box).
 Self-financed Aided Government owned
 20. The Inspection Team before recommending approval should, inter-alia, make a specific recommendations as to why such a College is required at the same place/area where the College is proposed to be started keeping in view the total number of existing Colleges in the place/area in particular and the State in general.
 21. The Inspection Team will also keep in view the approximate population of the area where the College is proposed to be started, number of Colleges alongwith the total number of student therein, number of degree Colleges as well as Junior Colleges in the area in particular and the State in general.
 22. The Inspection Committee shall verify that the recognition/ affiliation of the proposed College/Institute, having regard to the educational facilities provided by other Colleges/Institutes in the same neighbourhood will not be injurious to the interest of education.
 23. Whether the Society/Trust fulfils all the requirements/conditions contained in the Ordinance XVI of Kurukshetra University Calendar, Volume-I, 2009. (**mention Yes or No**).
 24. Whether the Society Trust fulfils all the requirements/conditions laid down by the NCTE/AICTE/DCI/MCI/CCIM/BCI *etc.* as the case may be (**mention Yes or No**).
 25. REPORT OF THE COMMITTEE ON ANY POINT NOT COVERED IN THIS PROFORMA OR OTHERWISE WHICH IS IMPORTANT IN TAKING A DECISION
 26. Whether the Management fulfilled 100%, 80%, 60%, 40%, 20% requirements/conditions as per norms for the purpose of starting new College/Institute w.e.f. the session 2006-07.
 27. Observations/Specific Recommendations/Summary of Recommendations of the Inspection Committee for the purpose of granting Provisional Affiliation alongwith % of conditions/ requirements fulfilled by the Society/Trust of the newly proposed College/Institute.
 28. If recommended, please give the following information also :

<i>Name of the</i>	<i>Intake Applied</i>	<i>Intake Recommended</i>	<i>w.e.f. the Session</i>	<i>Remarks</i>
------------------------	---------------------------	-------------------------------	-------------------------------	----------------

Course for

Total :

SIGNATURE OF THE MEMBERS OF THE INSPECTION

Signature:..... Signature : Signature :

.....
Name in capital letters Name in capital letters Name in capital letters

Designation : Designation : Designation :

Address :..... Address :..... Address :.....

.....

.....

APPENDIX-III
(Under Ordinance-XVI)

PROFORMA FOR PERIODICAL INSPECTION OF
COLLEGES

AFFILIATED

1. (i) Name of the College :

(ii) When was it started :

(iii) Telephone No

(iv) Date of Inspection

2. Name of the Registered Society/Trust running it :

In case of non-Govt. Colleges, a complete list of the Office Bearers and other members of the Governing Body of the College may please be attached.

3. Subjects taught Upto :

(a) Graduate level :

(b) Post-Graduate level, if any :

4. Enrolment :

College enrolment during the current and last year :

Class	Group	As on 31 st August (Current Session)		Enrolment as on 31 st August, last Session
		Boys	Girls Total	
B.Com. Part-I				No. and strength of sections/groups (Please attach separate sheet giving subject-wise details).
B.A. Part-I				
B.Sc. Part-I	(i) Medical			
	(ii) Non-Medical			
B.Com. Part-II				
B.A. Part-II				
B.Sc. Part-II	(i) Medical			
	(ii) Non-Medical			
B.Com. Part-III				
B.A. Part-III				
B.Sc. Part-III	(i) Medical			
	(ii) Non-Medical			
M.A./M.Sc. Part-I (Subject-wise)				

Notes :

- (a) Are ACRs of the teachers being recorded annually or not ?
- (b) Has adequate teaching staff been provided in accordance with the norms laid down by the University ? Shortages, if any, may please be clearly indicated subject-wise.
- (c) Have the staff salaries been paid up-to-date ? if not, for how long these have been in arrears ?
- (d) Has the College instituted the Provident Fund Scheme ? If so, give date of institution and present rate.
- (e) Rate at which A.D.A. is being paid ?
6. (a) Non-teaching Staff out of Government/Management Funds (including Hostel Superintendent/Wardens and Class-IV employees).
(Please attach a list, category-wise and indicate vacancies, if any)

Sr. No.	Name	Date of Birth	Designation	Qualifications	Date of Appointment	Grade	Basic Pay as on 1 st April	D.A./Ad hoc Relief Amount	A.D.A. Rate	Whether Regular or on Temporary basis	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

- (b) Has the staff been appointed according to the norms and grades laid down by the University ? Shortages, if any, may please be clearly indicated category-wise.

7. Class IV officials appointed out of Govt./Management Accounts/ Amalgamated Fund/Science Fund or any other Students Funds. (Please attach a list category-wise and indicate vacancies, if any)

Sr. No.	Fund	Post No. & Date of sanction order	Expenditure incurred on pay etc. during last year
1	2	3	4

8. University Examination Results :

(Please give results of the last two years)

Class	Number of Students		Pass Percentage		Difference Plus/Minus	Remarks (No. Absent/Cancelled)	
	Seat	Appeared	College	University			
1.	2	3	4	5	6	7	8

Note :- For calculating pass percentage compartment cases should be deemed as failures.

9. Finances :

(Figure should be for the last financial year ending March 31) :-

A. Income :

(i) Income from Fees and Fines
(ii) Maintenance Grant received from Govt.
(iii) Grant towards Revision of Pay scales
(iv) Any other Grant received
(v) Management's Contribution to cover the deficit <i>(Indicate interest on Fund separately)</i>

Endowment

Total :

B. Expenditure :

(i) Expenditure on salaries <i>(including contribution to Provident Fund)</i>
(ii) Contingent Expenditure incurred by the Management

Total :

C. Source-wise Capital Expenditure incurred on :

(i) Buildings
(ii) Furniture
(iii) Equipment for Science, Music, Geography, etc.
(iv) Library books

Total :

D. Development Grants received from :

(i) Government
(ii) U.G.C.

E. Students Funds :

(Including Science, Physics and Geography Funds)

<i>Sr No.</i>	<i>Name of the Fund</i>	<i>Opening Balance on 1st May</i>	<i>Income during last Year</i>	<i>Expenditure during last Year</i>	<i>Closing Balance on 30th April</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

Note : Are the Students Funds operated exclusively by the Principal ?

F. (a) Expenditure incurred out of Amalgamated Fund during last year on :

	<i>Library</i>	<i>Sports</i>	<i>Other Students activities</i>
	<i>Rs.</i>	<i>Rs.</i>	<i>Rs.</i>
(i) Purchase of books and periodicals and sports materials etc.
(ii) Refreshments
(iii) Pay of Establishment, if any (Indicate the No. and nature of posts)
(iv) Travelling Allowances
(v) Other Miscellaneous Expenditure on furniture and furnishings
(b) Particulars of any Expenditure incurred on unscheduled items out of Amalgamated Fund with the permission of competent authority.
Total Expenditure :
Balance :

G. Endowment Fund :

- (i) Does the College possess the required amount of Endowment Fund ?
- (ii) Amount invested in Debentures or in National Savings Certificates or in fixed Deposits in Banks, etc., with their number, etc. (the name of the Company/ Bank be also given).
- (iii) Is the Endowment Fund in the exclusive name of the Registrar, Kurukshetra University, Kurukshetra ?
- (iv) Whether the annual income derived from the immovable property has been actually credited to the College accounts ?

Note :— Members of the Inspection Committee are requested to verify all these things personally.

10. Buildings :

(a) College Buildings :

(Please attach a plan of the College Buildings)

- (i) Number of Class-Rooms
- (ii) Number of laboratories
- (iii) Please indicate what other buildings, such as library, Staff Room, College Hall and accommodation for Administrative staff are available.
- (iv) Does the Principal reside near the College ?

(b) Hostel Buildings :

(Please attach a plan of the Hostel Buildings)

- (i) No. of Residents
- (ii) Room Rent per month
- (iii) Other Hostel charges, per month *(Please attach a*

list)

(iv) Mess Arrangements :

*(Whether contractor
Employed or
Co-operative mess of
students)*

(c) Staff Quarters :

(i) Number of staff quarters
constructed

(ii) Please indicate number of
quarters allotted to the Staff
members

11. Equipment :

(i) Does the College possess adequate
and suitable furniture ?

(ii) Are the College Laboratories in
Science subjects properly equipped
and fitted with gas and water
supply ? Deficiency if any, may be
stated.

(iii) Has the College a Gas plant ? If so,
does it meet the requirements of
practicals in Science subjects ?

(iv) Is there ample provision for water
supply ?

(v) Does the College possess its own
Distilling plant for B.Sc. Classes ?

(vi) Is the College implementing the
rules concerning the Science
Practicals ?

*(Statement of yearly expenditure for
last three years on equipment and
articles for various Science
subjects be attached).*

12. Playgrounds :

(i) Particulars of Playgrounds
available.

(ii) Name of the games for which
facilities have been provided

13. Particulars of employees (Teaching & Non-Teaching) whose services were terminated during the last two years :-

Year	Sr. No.	Name	Designation	Date of		Reasons
				Appointment	Termination	
1	2	3	4	5	6	7

14. Library :

- (a) Total No. of books as on 1st May
- (b) No. of books purchased/procured during the last year
- | | No. of books | Expenditure |
|--|--------------|-------------|
| (i) Out of Government/ Management Fund | | |
| (ii) Out of Amalgamated Funds | | |
| (iii) Any other source : | | |
| Total : | | |
- (c) Expenditure on Newspapers, Magazines and periodicals during the year preceding inspection.....
(Please attach a list)
- (d) Expenditure on :
- | | | |
|--------------------------|-------|-------|
| (i) Furniture | | |
| (ii) Furnishing | | |
| (iii) Library Stationery | | |
- (e) Average number of books issued daily.

15. Extra Curricular Activities :

- (a) Particulars of Inter-College Contests (Sports, Debates, Declamations, Music, Dramatics, Poetic Symposia etc.) held in the College during the last year.
- (b) Particulars of Inter-College Contests, held elsewhere in which the College students participated during the last year.
- (c) Distinctions won by College students in various contests.
- (d) Any other activities arranged or participated in by the College.
- (e) Particulars of Sports Clubs which are effectively functioning.
- (f) Particulars of N.C.C., N.S.S. Units functioning in the College.

16. Number of Scholarships Awarded :

<i>Class</i>	<i>Merit</i> <i>National University</i>	<i>State Merit</i>	<i>Scholarship</i> <i>case</i>	<i>Backward</i> <i>Loan/any</i> <i>other loan</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
...		
...		
...		
...		
...		

17. Future development plans of

the College.

(Please attach a copy of the plan)

18. Observations and recommendations of the Inspection Committee

Please indicate clearly deficiencies, if any, and give your specific and detailed suggestions for desired improvement in :

(i) Academic (Curricular/ Co-Curricular) ;

(ii) Administrative; and

(iii) Financial Functioning of the College.

With regard to the deficiencies, the Committee should specify reasonable time limits within which these deficiencies should be removed.

Date 1.

Place 2.

3.

Signatures of the members of the Inspection Committee.

APPENDIX-IV
(Under Ordinance XVI)

FORM FOR INSPECTION REPORT OF THE COLLEGE FOR RECOGNITION OF
ADDITIONAL SUBJECT/COURSE AT UNDERGRADUATE LEVEL/DIPLOMA COURSE

1. Name of the College.
2. Date of Inspection.
3. Names of the members of the Inspection Committee
 1.
 2.
 3.
4. Endowment Fund :
Does the College possess the required amount of Endowment Fund ?
5. Management :
Is the College Management registered ?
(*Latest copy of its constitution be collected and enclosed*).
6. Subjects/Courses for which College is already recognised.
7. Subjects/Courses for which recognition is now sought (Fresh/ Extension).
8. Has the College obtained sanction of the State Govt. to start the above subject(s)/Course(s) ?
If so, attach a copy of the sanction letter.
9. (a) Are the required number of Class-rooms/Lecture theatres for the subject(s)/Course(s) available ?
(b) Are the Laboratories required for the subject/Course available ?
(c) Are the lecture theatres commodious and well ventilated ?
(d) Are the College Laboratories properly equipped ?
(e) Has the College a Gas Plant ? if so, does it meet the requirement of Practicals in Science subjects.
(f) Is there ample provision for water supply ?
(g) Are the buildings fitted with electric lights ?
(h) Does the College possess its own distilling plants for B.Sc. Classes ?
(i) Does the College possess adequate and suitable furniture ?
(j) Dimensions of the existing lecture theatres and laboratories; and additional laboratories required according to the norms laid down by the Executive Council for the subject(s) for which recognition is asked (*See Appendix-V*).
(Plans of the buildings of laboratories and lecture theatres be collected and enclosed).
10. Equipment (whether applicable) :
 - (i) Has the College purchased apparatus, Chemicals, etc., according to the requirement ?
 - (ii) How much money has been spent on the purchase of apparatus ?
 - (iii) How much additional amount is the College required to spend on the purchase of

equipment, etc.?

11. Library books concerning the subject(s) for which recognition is sought.
 - (i) Has the College purchased Library books according to the standard lists ?
 - (ii) Number of books at present in the Library of the College.
 - (iii) How much amount has been spent on the purchase of books ?
 - (iv) How much additional amount is the College required to spend on the purchase of more Library books for the subject(s)/ Course(s) for which recognition is sought ?
12. Staff requirement :
 - (i) Teaching
 - (ii) Non-Teaching
13. Does the Committee recommended recognition for the additional subject(s)/Course(s) ? If so, what is the maximum number of the students for which recognition be granted ?
14. Session from which affiliation is recommended.
15. Summary of Recommendations.

Date :

Signatures of the members of
the Committee.

- 1.
- 2.
- 3.

APPENDIX-IV-A
(Under Ordinance XVI)

FORM FOR INSPECTION REPORT OF THE COLLEGE FOR
RECOGNITION OF ADDITIONAL COURSE AT POST-GRADUATE
LEVEL

1. Name of the College.
2. Date of Inspection.
3. Names of the members of the Inspection Committee
 1.
 2.
 3.
4. Endowment Fund :
Does the College possess the required amount of Endowment Fund ?
5. Is the College permanently affiliated up to Graduation level ?
6. Subject(s)/Course(s) for which the College is already recognised :
 - (i) At Under-graduate level
 - (ii) At Post-graduate level
 - (iii) Subject(s)/Course(s) for which recognition is now sought.
7. (a) General pass percentage of the College of University Results for Under-graduate examinations for the last five years.

- (b) Pass percentage in the subject(s) at Under-graduate level during the last five years, for which affiliation has now been sought at Post-graduate level.
- (c) Has the College obtained sanction of the State Govt. for introduction of the Subject(s)/Course(s) mentioned against Col. No.6 (iii) above ? If so, attach a copy thereof.
8. (a) Are the required number of class-rooms/lecture theatres for the Subject(s)/Course(s) available ?
- (b) Are the Laboratories required for the subject/Course available ?
9. (i) Are the lecture theatres commodious and well-ventilated ?
- (ii) Are the College Laboratories properly equipped ?
- (iii) Has the College a Gas Plant ? If so, does it meet the requirement of practical in Science subjects ?
- (iv) Is there ample provision for water supply ?
- (v) Are the buildings fitted with electric lights ?
- (vi) Does the College possess its own Distilling Plants for M.Sc classes ?
- (vii) Does the College possess adequate and suitable furniture ?
- (viii) Dimensions of the existing lecture theatres and laboratories; and additional laboratories for the course for which recognition is asked. (Plans of the buildings of laboratories and lecture theatres be collected and enclosed).
10. Equipment (wherever applicable) :
- (i) Has the College purchased apparatus and Chemicals, etc., according to the requirement ?
- (ii) How much money has been spent on the purchase of apparatus ?
- (iii) How much additional amount is the College required to spend on the purchase of equipment etc. ?
11. Library books concerning the Subject(s)/Courses(s) for which recognition is sought.
- (i) Has the College purchased Library books according to the standard lists ?
- (ii) Number of books at present in the Library of the College.
- (iii) How much amount has been spent on the purchase of books ?
- (iv) How much additional amount is the College required to spend on the purchase of more Library books for the subject(s)/Course(s) for which recognition is sought ?
- (v) Names of the Standard Journals to be subscribed by the College for the subject/course of affiliation (list to be attached).
12. Staff requirement :
- (i) Teaching
- (ii) Non-Teaching
13. Does the Committee recommend recognition for the additional subject(s)/Course(s) ? if so, what is the maximum number of the students for which recognition be granted ?
14. Session from which affiliation is recommended.
15. Summary of Recommendations.

Date

Signatures of the members of the Committee

- 1.
- 2.
- 3.

APPENDIX-V
(Under Ordinance XVI)

NORMS REGARDING SPACE FOR STUDENTS, LABORATORIES, LIBRARY AND EXPENDITURE TO BE INCURRED ON THE LIBRARY BOOKS ETC., FOR THE THREE-YEAR DEGREE COURSES IN RECOGNISED COLLEGES

I. Class-room accommodation 10 sq. ft. per student

II. Laboratory accommodation :

- (i) Chemistry laboratory 40 sq. ft. per student
- (ii) Physics laboratory -do-
- (iii) Botany laboratory -do-
- (iv) Zoology laboratory -do-

The above space is to be exclusive of essential subsidiary room as noted below :-

Physics	A Dark Room and a Workshop.
Chemistry	A Balance Room and a Preparation Room.
Botany	A Preparation Room.
Zoology	A Preparation Room.
III. Library, Arts and Science subjects	Rs.15,000/- for library books in the first year and Rs.2,000/- in each subsequent year.
Only Arts subjects	Rs.10,000/- for library books in the first year and Rs.2,000/- in each subsequent year.
Books and Periodicals <i>etc.</i>	Re.1/- p.m. to be spent per student.
For furniture and subordinate library staff.	Re.0.50 to be spent per student.
Library space	The minimum requirement will be :- One Reading Room, 50'x30', properly equipped. One Periodical Room, 30'x20'. One Study Room for Staff 15'x20' properly furnished.

APPENDIX-VI

(Under Ordinance XVI)

STATEMENT OF ENDOWMENT FUND

(To be enclosed with the Inspection Report)

<i>Sr. No.</i>	<i>Number of receipts, or Cash Certificates/ Debentures</i>	<i>Amount</i>	<i>Date of renewal</i>	<i>Persons in whose names the investment is made</i>	<i>Bank/ Company</i>
<i>(i)</i>					
<i>(ii)</i>					
<i>(iii)</i>					
<i>(iv)</i>					
<i>(v)</i>					
<i>(vi)</i>					
<i>(vii)</i>					
<i>(viii)</i>					
<i>(ix)</i>					
<i>(x)</i>					
<i>Total :</i>					

APPENDIX-VII
(Under Ordinance XVI)

MAXIMUM NUMBER OF PERIODS TO BE GIVEN TO THE
LECTURERS IN RECOGNISED COLLEGES

<i>Class or Classes</i>	<i>Number of maximum periods for a teacher per week</i>
1. B.Sc. (General) Theory only 20
2. B.Sc. (General) Practical only 27
3. B.Sc. (General) Practical and Theory 24
4. B.Sc. (Honours) Theory only 16
5. B.Sc. (Honours) Practical only 20
6. B.Sc. (Honours) Theory and Practical 18
7. B.Sc. (General and Honours) 18
8. B.Sc.(General and Honours) Practical only 22
9. B.Sc. (General and Honours) Theory and Practical 20
10. B.A. (General) 24
11. B.A. (Honours) 20
12. M.A. 20
13. B.Ed. 24
14. B.Com. 24

This includes all types of work, tutorials, etc.

APPENDIX –VIII
(Under Ordinance XVI)

STATEMENT SHOWING THE NUMBER OF PERIODS PER WEEK SUGGESTED FOR EACH
SUBJECT OF THE B.Com., B.A./B.Sc., B.Sc.(HOME SCIENCE) AND M.A./M.Sc. COURSES

<i>Group</i>	<i>Subject</i>	<i>Teaching Periods Theory per week</i>	<i>Composition Grammar Practical per week</i>	<i>Total</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>

B.Com./B.A. (General and Honours)

1. B.Com.	B.Com. Parts I,II & III			
		<i>Lecture</i>	<i>Tutorial</i>	<i>Total</i>
	5 periods per paper week lectures	per 25(5x5)	+5 (B.Com. Part-I)	30 Pds.
	1 period per paper week Tutorial	per 25(5x5)	+5 (B.Com. Part-II)	30 Pds.
Total	6	30(5x6)	+6 (B.Com. Part-III)	36 Pds.
B.Com.	Hindi (Compulsory) Part-I (Typewriting)	3 periods per week 2	4	6
1	2	3	4	5

2. B.A.	(1) English (General)			
	Part-I	8	2	10
	Part-II	10	(including composition)	10
	Part-III	10	-do-	10
	English (Hons.)	6 extra periods	-	6

(2) Hindi/ Panjabi/ Sanskrit (Comopulsory)	3	-	3	
(3) History	6+*2	-	6+*2	
	*(Where map work exists)			
(4) A Classical Language Sanskrit OR French	6 10	2 (including composition etc.)	8 10	
(5) A Modern Indian Language (Hindi, Panjabi, Urdu)				
I Year	6	(plus 2 composition)	8	
II Year	6	-do-	8	
III Year	6	-do-	8	
Honours Course				
II Year	6	-	6	
III Year	6	-	6	
1	2	3	4	5
(6) Political Science	}	6	-	6
(7) Economics				
(8) Philosophy				
(9) Sociology				
(10) Music	2	6	8	
(11) Art OR History of Arts	2	6	8	
(12) Mathematics				
Part-I	12	-	12	
Part-II	15	-	15	

Part-III	15	-	15
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(This includes two periods per week for practicals of the Paper BM 303 'Programming in 'C' and Numerical Analysis (theory & practical.)

Note : There is no paper in B.A./B.Sc. Part-I & Part-II which involves practicals.

Mathematics (Hons.)	6	-	6
(13) Ancient Indian History, Culture & Archaeology	6	-	6
(14) Public Administration	6	-	6
(15) Geography	6	2 (of two hours or 3 periods each)	12

1	2	3	4	5
	(16) Home Science			
	Part-I	6(3+3)	6	12
	Part-II	8(4+4)	2 (of two hours or 3 periods each)	14
	Part-III	8(4+4)	-do-	14
	(17) Psychology	6	6	12
	(18) Education	6	-	6
	(19) Linguistics	6	-	6
	(20) Clay Modelling	4	2 (of two hours or 3 periods each)	10
	(21) Classical Indian Dance	2	6	8
	(22) Military Science	6	2 (of three periods each) OR 3 (of two periods each)	12
	(23) Health and Physical Education (Part-I,II & III)	3 period per week	3 period per week	6
3. B.Sc. (General)				
	English (Optional)	4	-	4
	Hindi (Compulsory)	3	-	3

1	2	3	4	5
	(24) Botany	6 General	2 (of two hours or 3 periods each)	12
	(25) Zoology			
	(26) Chemistry			
	(27) Geology			
	(28) Geography			
	(29) Physics			
	(30) Physiology			
	(31) Human Anatomy			
	(32) Biochemistry			
	(33) Microbiology			
	(34) Anthropology			
	(35) Mathematics			
	Part-I	12	-	12
	Part-II	15	-	15
	Part-III	15	-	15

(This includes two periods per week for practicals of the Paper BM 303 'Programming in 'C' and Numerical Analysis (theory & practical.)

Note : There is no paper in B.A./B.Sc. Part-I & Part-II which involves practicals.

(36) Home Science :

Part-I	6(3+3)	6	12
Part-II	8(4+4)	2 (of two hours or 3 periods each)	14
Part-III	8(4+4)	2 -do-	14

4. B.Sc. (Home Science)

Sr. No.	Subjects	I Year	II Year	III Year
(1)	Foods, Nutrition & Bio-Chemistry	3 Pr. (for foods)	2 Th. (for w.e.f. the examinations)	3 Pr. (for FN: Bio-Chemistry)
			(foods)	4 Th.
B.A.	No. Subjects	I Year	II Year	III Year
		<i>Theory Tutorial Total</i>	<i>Pr. Bio-</i>	<i>(2+2)</i>
(11)	Psychology	8 - 2	10	6 Pr. (4+2)
(12)	Sociology	3 Th.	-	3 Th. (1977, 1978 and 1979)
(2)	(a) Home Economics	1 Th.	2 Th.	2 Pr. for Parts I, II and III respectively
(13)	Compulsory Hindi/ Sanskrit/ Panjabi	3 - 1	4	3 Th. and visits
(14)	Rural Development & Art in Every Day Life	6 1 Th 2	8	visits
(15)	English	2 Text	2-Text	-
B.Sc.	(b) H.M. Residence	3	3	(Six (6) weeks)

CHAPTER-II

RULES OF SERVICE AND CONDUCT FOR EMPLOYEES
GOVT. RECOGNISED COLLEGES

IN NON-

In these Regulations :

- (i) 'College' means a College under Private Management recognised/affiliated by this University.
- (ii) 'Teacher' shall include Principal, Lecturer, Lecturer in Physical Education, Tutor, Demonstrator, Instructor and Librarian in the service of a Non-Govt. College.
- (iii) 'Non-teaching Staff' shall include Ministerial staff, Library staff, Laboratory and other Technical staff and Class IV officials in the service of a Non-Govt. College affiliated to this University.
- (iv) 'Employee' means any person who is in the whole-time employment of an affiliated College for whom the Govt. grant is payable.

(i) SERVICE RULES

1. Every employee, appointed on regular basis against a substantive post shall sign a written agreement with the Governing Body of the College.

2. The minimum qualifications/experience for the post of Principal/Lecturer, other teachers and Non-teaching staff and selection procedure for teaching staff shall be as prescribed. These shall also apply to a person appointed on ad hoc/temporary basis.

3. Every employee in an affiliated College shall be paid according to the prescribed pay-scale; also D.A./A.D.A., Ad hoc relief/ House rent allowance at Haryana Govt. rates as prescribed from time to time.

4. An employee appointed against a regular/permanent post may be kept on one year's probation after which period he/she will normally be confirmed if his/her work and conduct are found satisfactory. It shall be obligatory on the part of the Governing Body to notify to the employee in writing at least one month before the expiry of one year's probationary period, in case the period of probation is to be extended. In the absence of such a notice the employee shall be deemed to have been confirmed from the date of completion of one year probation period.

The probationary period shall in no case be extended beyond two years from the date of appointment and shall not be extended more than once.

Provided further that in the event of an employee on probation not being confirmed from the due date, the Governing Body shall consider every case on merit with full facts and record at its meeting at which both the University and the Government nominees must be present. In no case the decision to extend the probation period or to dispense with the services of a probationer shall be taken without assigning cogent reasons to the satisfaction of the two nominees.

- 5. (a) All confirmed employees shall subscribe 10% of their pay towards Provident Fund and equal amount shall be contributed by the College Management towards the same.

(b) All the Colleges shall follow the prescribed pattern of Provident Fund Rules as per *Appendix-XI*.

(c) All confirmed employees shall be entitled to the benefit of Gratuity as per Haryana Government Rules.

6. Every employee shall be paid his salary regularly, but in no case later than the 10th of the month following that for which salary is due.

7. Annual increment shall be allowed to the regular employee w.e.f. the 1st day of month in which the increment falls due.

8. (a) No teacher shall be required to teach for one more period than the number laid down by the University; in addition, he shall undertake such co-curricular activities as may be assigned to him by the Principal.

(b) If a teacher is given some extra teaching work (maximum 6 periods per week) temporarily he shall be paid as under for such additional work for the periods August to February only. No payment for winter and autumn vacations shall be made :

For upto 6 periods (upto 4 hours a week)	... Rs.500/- p.m.
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9. Payment of Summer Vacation Salary :

(a) Teachers working against permanent posts whether on probation or confirmed shall be paid full Summer Vacation Salary irrespective of the actual period spent on duty.

(b) Teachers appointed on purely temporary/ad hoc basis against temporary posts or leave vacancies up to the end of the academic session only, shall not be entitled to any Summer Vacation Salary. However, teachers, if appointed for more than one session, against leave vacancies which are to continue after 31st July next shall be entitled to full Summer Vacation Salary.

(c) Teachers on probation if terminated during the period 1st August to 28th February shall be paid proportionate salary for the period 1st March upto end of Summer Vacation. If terminated after 28th February, full salary for the period 1st March upto end of Summer Vacation be paid.

10. (a) Every teacher shall stay in the College for at least 5½ hours including recess.

(b) The Librarian, Asstt. Librarian, Ministerial staff and other Non-teaching employees shall be on duty normally for 7 hours daily with ½ hour break. All Class IV officials shall be on duty for 8 hours. The actual duty hours for different categories of employees shall be determined by the Principal.

The Lecturers in Physical Education may also work for 5½ hours every day like other lecturers and they will work as Lecturer in Physical Education in the morning and in the evening they may attend play field and supervise the game.

11. Leave Rules :

All employees working in a College shall be entitled to different kinds of leave as per rules given in *Appendix-XII*.

12. Vacations :

- (a) Teachers and Lecturer in Physical Education shall be allowed vacations and shall also be entitled to Earned Leave as per rules.
- (b) Librarians, Ministerial Staff, Library Staff and Class IV employees shall be treated as non-vacation employees and be given the benefit of Earned leave.
- (c) Laboratory and other Technical Staff shall be allowed vacations, not exceeding half of the Summer, Autumn and Winter vacations. The dates from which these vacations may be allowed to individual employee may be left to the discretion of the Principal.
- (d) Non-teaching (*except the staff under (c) above*) Staff shall be allowed a holiday on every Saturday during Summer vacation and first Saturday of the Winter and Autumn vacations.
- 13. (i)** The Service Record and Leave account of every employee and Annual Confidential Reports on his work and conduct on the prescribed form (*Appendix-XIII-A, B & C*) shall be maintained regularly. The Annual Confidential Reports of teaching staff may be written by 31st July and those of other employees by 30th April.
- (ii) The Annual Confidential Reports of the different employees shall be written and reviewed as under :-

<i>Designation</i>	<i>Reporting authority</i>	<i>Reviewing authority</i>
(a) Principal	President, Governing Body	
(b) All teachers, Librarian, Lect. in Phy. Edu., Supdt./Head Clerk, Stenographer	Principal	President, Governing Body
(c) Library Staff Asstt. Librarian, Restorer, Lib. Attendant	Librarian	Principal
(d) Laboratory Staff Lab. Attendant/ Assistant	Head of the concerned Department	Principal
(e) Office Staff Clerks, Class-IV employees e.g. Chowkidars, Sweepers etc. attached with the office	Supdt./ Head Clerk	Principal

(f) Type-writing Head of the Principal
 Instructor Dept. (Com.)

(iii) Adverse remarks, if any in the Annual Confidential Reports shall be promptly communicated to the employee concerned and shall indicate, in suitable language the nature of the defects in question. The adverse remarks in the A.C. R. of the Principal shall be communicated to him by the President, Governing Body. The adverse remarks in the case of other employees shall be communicated to them by the Principal of the College. The official concerned may, within 3 months of the receipt of the communication conveying the adverse remarks, make a representation against the adverse remarks. If no representation is received within the prescribed period, it will be presumed that the employee accepts the adverse remarks. The representation of the employees including the Principal, against the adverse remarks shall be decided by the Committee consisting of the following :—

- (1) President of the Governing Body or anybody nominated by him.
- (2) Nominee of the Govt. on the Governing Body.
- (3) Nominee of the University on the Governing Body.

14. (a) Every whole time employee (Teaching & Non-teaching) shall retire on attaining the age of 60 years and thereafter no further extension shall be given.

A College employee (Teaching and Non-teaching) may, however, seek voluntary retirement after 20 years continuous service in the college or on the attainment of 55 years of age, with the approval of the appointing authority.

The age of superannuation of staff in un-aided self financing Colleges of Education shall be determined by the policy of the concerned Government/affiliating University subject to maximum age not exceeding 65 years.

(b) The date of retirement shall be the last day of the month in which retirement is due.

Provided that the Principals and teachers in Non-Government recognised Medical/Dental/Ayurvedic Colleges be re-appointed/given extension on yearly basis upto the age of 65 years after superannuation with the condition that teacher should be in a healthy state of mind and body.

15. Every recognised Non-Government College shall prepare, in accordance with the Rules laid down in *Appendix-XIV* of this Ordinance the seniority list of its teachers and other employees on the basis of persons in position as on 1-11-1966 and supply the same to the University. Such lists shall be brought up-to-date every year as on November, 1.

16. The senior-most person working in the Department shall be considered as Head of the Department for :

- (i) inclusion as a member of the Selection Committee for recruitment of lecturer etc.
- (ii) day-to-day administration of the Department including distribution of work amongst the members of the staff, which would be finally approved by the Principal.

16-A. In case the post of Principal in a College falls vacant due to any reason or he proceeds on leave, the next senior-most lecturer, as per approved seniority list of the College, shall officiate/act as Principal till the time the vacancy is filled up in accordance with the procedure laid down by the University unless there are serious charges of administrative

inefficiency/indiscipline/corruption/moral turpitude etc. against him/her. In the event of any such aforesaid charges the prior sanction of the Vice-Chancellor is to be obtained who will in turn satisfy himself after due verification.

Suspension :

17. (i) The Governing Body may suspend a teacher or any other employee for whom it is the appointing authority and the Principal may suspend only an employee for whom he is the appointing authority, in case of serious misconduct or dereliction of duty.

Serious misconduct for this purpose shall include :

- (a) Abetting and instigating others to go on illegal or unlawful strike or abstaining from taking classes during strike or acting in any manner prejudicial to the smooth functioning of the College/Institution.
- (b) Disobedience of any order, non-compliance of rule, habitual neglect of work, or refusal to do any University work.
- (c) Theft, fraud or dishonesty in connection with the College property.
- (d) Wilful damage to the College property.
- (e) Wilful absence from duty.
- (f) Wilful absence from duty after the expiry of leave.
- (g) Refusal to accept a charge-sheet, order or other communication.
- (h) Conviction on a criminal charge under Indian Penal Code.
- (i) Misbehaviour, use of abusive language or insolency, and
- (j) An act involving 'Moral Turpitude'.

The expression 'Moral Turpitude' generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean conduct contrary to justice, honesty, modesty or good morals.

- (ii) A copy of the order of suspension together with a copy of the charge-sheet shall be sent to the Higher Education Commissioner, Haryana within a week of the date of suspension who may after examining the case direct that the employee shall not be placed under suspension. Copies of suspension order and charge-sheet shall be sent to the University also.
- (iii) A suspended employee can make an appeal to the Higher Education Commissioner, Haryana within 30 days of the date of communication of orders of suspension.
- (iv) The period of suspension shall not exceed six months within which the case must be decided.
- (v) During the period of suspension, the suspended employee shall be paid half the pay plus allowances as subsistence allowance.
- (vi) If ultimately the suspended employee is removed from the service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

18. Termination :

- (a) For termination of engagement in the case of a confirmed employee, at least, three months notice shall be necessary on either side and in the case of an employee, who is on probation or is a temporary hand this period shall be one month, or salary in lieu of the notice period.
- (b) The period of summer vacation shall count towards notice period, and the salary in lieu thereof shall not be in addition to the Summer Vacation salary, but the teacher shall be entitled to the Summer Vacation salary, as admissible under the rules, or salary in lieu of notice period whichever is higher.

19. Punishments :

- (a) The following penalties may, for a good and sufficient reason, be imposed upon an employee. In case of serious misconduct and dereliction of duty, any of the major penalties may be imposed.

Minor Penalties :

- (i) Censure,
- (ii) Withholding of increment or promotion.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders. Annual increment shall not be withheld without assigning any specific reason in writing and without calling explanation of the employee concerned and in case the Governing Body does not revive the order within 15 days of the employee's representation, he shall have the right to appeal to the Higher Education Commissioner, Haryana.

Major Penalties :

- (i) Reduction to a lower post or time scale or to a lower stage in the time scale.
 - (ii) Removal from service of the College which does not disqualify from future employment.
 - (iii) Dismissal from service of the College.
- (b) The appointing authority shall not determine the engagement of a confirmed member of the teaching/non-teaching staff whether summarily or otherwise without informing him in writing of the sufficient grounds, on which it is proposed to take action and without giving him a reasonable opportunity of stating his case in writing and before coming to the final decision, the appointing authority shall duly consider the staff member's statement and if he so desires shall give him a personal hearing. The same procedure shall be followed in the case of a staff member, whose engagement during the period of probation is to be determined on a charge of moral turpitude or questionable integrity.
 - (c) Any employee aggrieved by an order imposing any penalty on him other than dismissal, removal or reduction in rank may, within thirty days of the date of communication to him of such orders, prefer an appeal to the Higher Education Commissioner, Haryana, in terms of Clause 10(I) of the Security of Service Act (1979), in such form and manner as may be prescribed.

Provided that the Higher Education Commissioner, Haryana, may entertain the appeal after expiry of the said period of 30 days, if he/she is satisfied that the applicant was prevented by sufficient cause from filing the appeal in time.

- (d) Any action leading to dismissal or removal from service or reduction in rank shall be taken by the College authorities only after necessary reference to the Higher Education Commissioner, Haryana, in terms of Haryana Affiliated Colleges (Security of Service) Act, 1979 (*Appendix-XV*).

20. Retrenchment Rules :

No retrenchment of a teacher, in any subject shall be made, due to fall in the workload without the prior permission of the University and without following the procedure as laid down below :-

- (i) After the expiry of the last date for the admissions with late fee etc., if it is noticed by a College that there is fall in the workload, complete information about number of students admitted in the subject concerned in each class, the workload calculated strictly according to the provisions under *Appendix-VIII* of this Ordinance, the number of periods allotted to each teacher in the subject concerned and the number of teachers proposed to be retrenched and their names shall be intimated to the University. The University may, if it thinks fit, have an enquiry made into the matter.
- (ii) For calculation of the workload for the purpose of proposed retrenchment or making a teacher a part-timer, the maximum strength of each section shall be taken as 60 students for Under-graduate Classes and 40 students for Post-graduate Classes.
- (iii) The details of the workload shall also be supplied by the College, to the teacher(s) concerned who will be at liberty to question the workload and may make representation to the College/University in this behalf.
- (iv) If the University approves the proposed action to be taken by the College, the notice as provided under Clause No. **18(a)** given above for retrenchment, shall be given by the College to the teacher(s) concerned.
- (v) The retrenchment of a teacher shall be made only if the number of periods fall below the level of 8. If the number of periods remain in between 3 and 7 the teacher concerned shall be retained on part-time basis.
- (vi) For the purpose of retrenchment, the junior-most teacher in the subject shall be affected.
- (vii) If the workload increases due to the increase in the number of students or some vacancy is caused due to any other reasons, during the next three Sessions the retrenched teacher shall be adjusted.

21. (a) All the Teachers/Principals shall be obliged to do any examination work (Invigilation work, Setting of Papers, Evaluation of scripts and Conduct of Practical Examinations) that may be assigned to them by the University.

(b) All the Principals/Teachers working in the College shall also extend necessary co-operation to the University in carrying out such other assignments as members of the Inspection Committee, Admission Committee or to act as University Observer etc. as given to them by the University.

22. Accelerated increment(s) to the Non-teaching staff shall be paid as per *Appendix- XVI*.

CONDUCT RULES :

23. Every employee shall at all times serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

24. Unless otherwise provided for, the whole-time employee shall be at the disposal of the College and he shall serve the College in such capacity and at such places as he may, from time to time, be directed by the Principal/Governing Body of his College, subject to such conditions as may be laid down by the University.

25. No employee in a College shall apply for any other job or scholarship without the previous sanction of the Principal of his College or in case of the Principal without the previous sanction of the Governing Body. Provided that a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.

26. Save in exceptional circumstances, no employee shall absent himself from his duties without having first obtained the permission of the authority provided in the Leave Rules.

27. No employee shall take part in any activity which in the judgement of the Principal is calculated to lead to indiscipline in the College.

28. No employee shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between classes or subjects of the Indian Union or to disturb public peace.

29. An employee may stand for election to the Parliament/State Legislature/Local Bodies with the prior permission of the Governing Body of the College concerned.

30. No employee shall, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper. However, this will not apply to literary and academic journals.

31. No employee shall in any manner criticise adversely in public the administrative actions of the Governing Body/Principal of his College.

32. No employee shall, except in accordance with any general or special order of the Governing Body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom he is not authorised to communicate such document or information.

33. No whole-time employee shall, except with the previous sanction of the Governing Body, engage directly, in any trade, occupation or business or undertake any employment. The

permission of the Principal for undertaking private tuition work, which will not be for more than one hour a day, will be necessary. Provided that an employee may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the Principal of his College and in case of the Principal if so directed by the Governing Body. Provided that no permission shall be necessary for examination work of this University or other Indian Universities when the total emoluments accruing from such work do not exceed Rs.2,400/- per annum and for all examination work for which additional emoluments are accepted the previous permission of the Governing Body shall be necessary.

34. No employee shall appear in an examination without the prior permission of the Principal.

35. No employee in a recognised/affiliated College shall write or guide a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.

36. An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.

37. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.

38. An employee may become a member, representative or office bearer of any registered and recognised Association representing or purporting to represent his class of employees, and participate in its deliberations and, with the permission of the Principal, hold its meeting on the premises of the College, provided such Association satisfies the following conditions :

(a) Its membership is confined to a distinct class of employees and it is open to all such regular employees.

APPENDIX-IX-A
(Under Ordinance XVI)
QUALIFICATIONS FOR THE POSTS OF LECTURERS AND
PRINCIPALS IN THE RECOGNISED ARTS, SCIENCE
AND COMMERCE COLLEGES INCLUDING
RE-STRUCTURED COURSES

Lecturers

(a) Humanities, Social Sciences, Sciences, Commerce, Physical Education and Foreign Languages :

Good academic record with at least 55% marks or an equivalent grade at Master's degree level in the relevant subject from an Indian University or an equivalent degree from a foreign University its equivalent grade of in the 7 point scale with latter grades O, A, B, C, D, E and F.

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.

(b) Journalism and Mass Communications :

Good academic record with at least 55% marks in the Master's degree level in communication/Mass Communication, Journalism from an Indian University, or an equivalent degree from a Foreign University its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F.

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

OR

At least 55% of marks at the Master's degree level in Humanities, Social Sciences, Sciences with at least a Second class Bachelor's degree or Post-graduate Diploma in Communication/Mass Communication or Journalism from the recognised Indian University/National Institute.

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

(c) Music :

Good academic record with at least 55% of the marks at the Master's degree level in the relevant subject or an equivalent from an Indian/Foreign University its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F.

Besides fulfilling the above qualifications the candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC or a traditional or a professional Artist with highly commendable Professional achievement in the concerned subject.

For Professional subjects like Education, Social Work and performing Arts etc., separate detailed regulation on qualification should be issued by UGC later on till then, the regulations,

hitherto in force for direct recruitment to the post of Lecturer, Reader and Professor will continue.

- Note :** (i) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST, Physically & Visually handicapped category.
- (ii) B in the 7 point scale with latter grades O, A, B, C, D, E and F shall be regarded as equivalent of 55% wherever the grading system is followed.
- (iii) The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, Librarians, Deputy Librarians, Director of Physical Education and Deputy Director of Physical Education for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians, Assistant Director of Physical Education.
- (iv) NET shall remain the compulsory requirement for appointment as lecturer for those with Post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from NET for P.G. level and U.G. level teaching. The candidates having M.Phil. degree in the concerned subject are exempted from NET for U.G. level teaching only.

(d) Economics :

A Post-graduate in any of major specialization area e.g. Business Economics may be considered for the post of Lecturer in Economics provided the specialization of the candidate at Post-graduate levels is relevant to the requirement of the post advertised by the University/College.

Lecturer (*Applied Yoga and Health*)

Good academic record.

M.A. Physical Education with Diploma in Yoga with 55% marks in both or an equivalent grade.

OR

M.P.Ed. with Diploma in Yoga with 55% marks in both or an equivalent grade.

OR

M.A./M.Sc. in Yoga with 55% marks or an equivalent grade.

OR

An equivalent degree from a foreign University with equivalent grade of B in the 7 point scale with latter grade O, A, B, C, D, E and F.

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.

However, the other terms and conditions as laid down by the UGC/State Government/University to determine eligibility conditions for appointment of lecturers will remain the same.

Lecturer (*Yoga and Naturopathy*)

1. Master Degree in Physical Education with Diploma in Yoga/ Naturopathy/B.Ed. in Yoga.

OR

2. Master Degree in Yoga with Diploma in Physical Education/ Naturopathy.

OR

3. Master Degree in Naturopathy with Diploma in Physical Education/Yoga.

OR

4. B.N.Y.S. Degree (Bachelor of Naturopathy & Yogic Sciences)

(Other eligibility conditions for appointment to the post of lecturers will remain the same as prescribed by the U.G.C./State Govt./University from time to time).

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 will however operate :-

(i) Candidates having 55% or The criterion of good

above marks in M.A./M.Sc. in relevant subject and possessing Ph.D. Degree academic record will not apply at all.

- (ii) Candidates having 55% or above marks in M.A./M.Sc. in relevant subject and possessing M. Phil. Degree. Should have 50% marks in one of the lower examinations i.e., B.A. Final/Prep/Plus 2/Matric.

OR

Candidate obtaining first class in the University in the relevant subject in M.A./M.Sc.

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Note :

1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master Level for the SC/ST categories
2. A relaxation of 5% at graduation level in good academic record may be provided to SC/ST candidates.
3. B in the 7 point scale with latter grade O, A, B, C, D, E & F shall be recorded as equivalent of 55% wherever the grading system is followed.
4. NET shall remain the compulsory requirement for appointment as lecturer for those with Post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from NET for P.G. level and U.G. level teaching. The candidates having M.Phil. degree in the concerned subject are exempted from NET for U.G. level teaching only.

Principal

- (i) Master's degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F.
- (ii) Ph.D. or equivalent published work.
- (iii) Total experience of 15 years of teaching/research in Universities/Colleges and other Institutions of Higher Education.

Note : (i) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST, Physically and Visually handicapped category.

- (ii) B in the 7 point scale with latter grade O, A, B, C, D, E and F shall be regarded as equivalent of 55% wherever the grading system is followed.
- (iii) The minimum requirement of 55% shall not be insisted upon for Principals for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering system from outside.

APPENDIX-IX-B
(Under Ordinance XVI)

SELECTION PROCEDURE

CONSTITUTION OF SELECTION COMMITTEE FOR RECRUITMENT TO THE POSTS OF PRINCIPALS AND LECTURERS/LIBRARIANS IN THE NON-GOVT. RECOGNISED COLLEGES :

The appointment of every teacher (Principals and Lecturers/ Librarians in the Non-Govt. Colleges recognised/affiliated by the University shall be made on merit on the recommendation of a Selection Committee consisting of the following members, on the basis of all India advertisement :-

A. Committee for the Selection of Principal :

1. Chairperson of the Governing Body as Chairperson.
2. One member of the Governing Body to be nominated by the Chairperson.
3. Two Vice-Chancellor's nominees, out of whom one should be an expert.
4. Higher Education Commissioner's Nominee.
5. Three experts consisting of the Principal of a College. A Professor and an accomplished educationist not below the rank of a Professor (To be nominated by the Governing Body) out of a panel of experts approved by the Vice-Chancellor.

At least four members, including two experts, should constitute the quorum.

The process of Selection should involve the following :

- (a) Assessment of aptitude for teaching and research.
- (b) Ability to communicate clearly and effectively.
- (c) Ability to analyse and discuss.
- (d) Optional; Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecture, wherever it is possible.

Note: (i) Recommendations of Selection Committee in respect of Private Colleges be got approved from Vice-Chancellor and Higher Education Commissioner, Haryana.

- (ii) The presence of the nominees of the Vice-Chancellor and Higher Education Commissioner, Haryana is necessary in the meeting of the Selection Committee for the selection of Lecturers, Librarians and Principals and also if any one of the nominees gives dissenting note, the proceedings of the Selection Committee be not approved by the University and the post should be re-advertised.

A representative of SC/ST, women and Physically and Visually Handicapped person should be in the Selection Committee whenever a candidate from any of these categories, appears for the interview.

It should be mandatory for the University and Colleges to utilise the seminar and colloquium as a method for selection of Lecturer, Reader or Professor.

No appointment letter shall be issued to selected candidates(s) till the proceedings of the Selection Committee are approved by the University.

B. Committee for the Selection of Lecturers/Librarians :

1. Chairperson of the Governing Body of the College or his/her nominee.
2. Principal of concerned College.
3. Two nominees of the Vice-Chancellor.
4. One nominee of the Higher Education Commissioner.
5. One subject expert to be chosen by the Higher Education Commissioner.
6. One subject expert to be chosen by Managing Committee out of a panel of three recommended by Vice-Chancellor.

Note: (i) Recommendations of Selection Committee in respect of Private Colleges be got approved from the Vice-Chancellor and Higher Education Commissioner, Haryana.

(ii) For Government Colleges, the State Public Service Commissions must invite three subject experts for which the State PSC will involve the Department of Higher Education in the selection. The Principal and Head of the Department should be necessarily included in the Selection Committee.

(iii) The presence of the nominees of the Vice-Chancellor and Higher Education Commissioner, Haryana is necessary in the meeting of the Selection Committee for the Selection of Lecturer, Librarian & Principal and also if any one of the nominees gives dissenting note, the proceedings of the Selection Committee be not approved by the University and the post should be re-advertised.

The quorum for the meeting should be five of which at least two must be from out of the three subject experts.

A representative of SC/ST, women and Physically and Visually Handicapped person would be in the Selection Committee whenever a candidate from any of these categories, appears for the interview.

It should be mandatory for the University and Colleges to utilise the seminar and colloquium as a method for Selection of Lecturer, Reader or Professor.

No appointment letter shall be issued to the selected candidate(s) till the proceedings of the Selection Committee are approved by the University.

CONSTITUTION OF SELECTION COMMITTEE FOR RECRUITMENT TO THE POSTS OF PRINCIPALS AND LECTURERS/LIBRARIANS IN THE NON-GOVT. RECOGNISED COLLEGES:

The appointments of every teacher/Librarian/Non-teaching staff in the affiliated Self-financing Professional Colleges/Institutes including self-financing Colleges of Education, shall be made as per qualifications laid down by the University on the recommendation of the Selection Committee comprising in the manner prescribed below :-

- (i) Selection Committee for teaching posts/Librarian :

1. President of the Society/Trust or his/her nominee.
2. Secretary of the Society/Trust or his/her nominee.
3. Three outside experts of the level of Professors in the subject/course of studies concerned, out of which one shall be from the University. In exceptional cases where Professors in the subject concerned are not available, Senior Asstt. Professor/Readers in the subject concerned with more than five years experience may be taken as experts.

(ii) Selection Committee for Non-teaching posts :

1. The President of the Society/Trust or his/her Nominee.
2. The Secretary of the Society/Trust or his/her Nominee.
3. Three experts in education administration of the level of Assistant Registrar, out of which one shall be from the affiliating University.

Three members shall form the quorum.

No appointment letter shall be issued to the selected candidate(s) till the proceedings of the Selection Committee are approved by the University.

CONSTITUTION OF SELECTION COMMITTEE FOR RECRUITMENT OF TEACHING POSTS IN EDUCATION COLLEGES :

1. Non-Govt. Aided Colleges of Education :

The Constitution of Selection Committee already prescribed by the University shall be applicable.

2. Self-Financing Colleges of Education :

(i) The following shall comprise the Selection Committee for teaching posts as well as for the post of Librarian.

1. The President of the Society/Trust or his/her Nominee.
2. The Secretary of the Society/Trust or his/her Nominee.
3. Three outside experts, of the level of Professors of Education out of which one shall be from the affiliating University. In exceptional cases where Professors in Education are not available, Senior Asstt. Professor/Readers with more than five years experience may be taken as experts.

Three members shall form the quorum.

(ii) The following shall comprise the Selection Committee for Non-Teaching posts.

1. The President of the Society/Trust or his/her Nominee.
2. The Secretary of the Society/Trust or his/her Nominee.
3. Three experts in Education administration of the level of Assistant Registrar out of which one shall be from the affiliating University.

CONSTITUTION OF BOARD OF GOVERNORS :

The Self Financing Colleges of Education will constitute their own Board of Governors consisting of a Chairman and 10 members, out of the 10 members at least 5 should be outside the Society/Trust with break up as under :-

- a) Educationist members 2
- b) Industrialist member 1
- c) Corporate member 1
- d) Other members concerned 1
 with social cause etc.

All these members should be eminent/ renowned in their field.

Appointment to all the posts (Teaching & Non-Teaching) shall be made as per the roster point of Reservation Policy issued by the State Govt. from time to time.

APPENDIX-X
(Under Ordinance XVI)

RULES FOR SELF-FINANCING SCHEME

1. These rules may be called Kurukshetra University Self- financing Scheme Rules for the courses in Arts/Science/Commerce in Non-Govt. Affiliated Colleges.

2. Application :

These rules shall apply to all the employees, teaching & non-teaching engaged for and in connection with the affairs of running of Self financed Courses and Programmes, established and introduced under these rules by the University.

3. Definition :

- (a) 'Academic Session' denotes the period of one complete year starting from 1st July of the year till the 30th of June of the following year.
- (b) 'Course' means a course which refers to any academic Programme leading to award of a Certificate, Diploma or Degree specifically introduced and established under the scheme.
- (c) 'Employee' means a teaching and non-teaching employee appointed under these rules.
- (d) 'Scheme' means which may refer to the Self-financed Courses and Programmes.
- (e) 'Self-Financed Course' means the course and Programme that generate sufficient revenues by way of tuition fees, admission fee or funds so as to meet all expenses in running of the course towards salaries of staff, building rentals, recurring expenses for electricity, water, stationery, course material, establishment and maintenance of laboratories, postage, TA/DA and all other incidentals so as to provide the course the character of financial self-sustenance.
- (f) 'University' means the Kurukshetra University, Kurukshetra. As incorporated under the Kurukshetra University Act.
- (g) 'Vice-Chancellor' means the Vice-Chancellor of the Kurukshetra University, Kurukshetra.
- (h) Affiliated College means a College which is affiliated to Kurukshetra University, Kurukshetra under the rules.

4. On receipt of a request from the College/Management alongwith 'No objection Certificate' of the State Govt., requisite fee and an Undertaking that the College Management shall bear all the expenditure for running the said Self-financing Course, an Inspection Committee will be appointed by the University. The inspection report will be considered by the University and if satisfied, the University will allow/grant affiliation to the College/Institute for the said Self-financing Course. No College shall start any Self-financing Course without prior permission of the University.

5. Continuation/closure of the course/programme :

The University shall take decision with regard to continuity/ modification/closure of the course/programme introduced on the basis of assessment carried out every year. However, no course/ programme will be called off or closed once the students have been admitted to the course

on the grounds of inadequate enrollment and the resultant lack of financial viability during a particular year. The decision regarding the closure of the said course will be taken in advance, latest by the close of the academic session.

6. Fee Structure for the self-financed course/programme :

The University will be competent to determine/prescribe the fee structure of Self-financing Course(s) from time to time. No college will charge the fee(s) over and above the fee structure prescribed by the University.

7. The College shall maintain separate accounts of the income and expenditure of the course/programme started under the Self-financing Scheme.

8. Nature of appointment of Staff :

The courses introduced under the scheme will be of purely temporary nature and will continue only so long as these are financially viable. Hence, the engagement or recruitment of staff in connection with the affairs of the course under the scheme would be purely of Contractual and Temporary nature. The employee under the scheme will have no right to regularization of their services. In case, the college intends to discontinue a particular course, the staff engaged in connection with the running of the said course will be duly notified of the College's intent to discontinue the course from the ensuing academic session as soon as a decision to this effect is taken by the Governing Body of the College.

9. Duration of appointment :

The staff will be engaged for a period of full duration of the course. However, if a teacher is engaged during the mid of the academic session for the first time, in that case, the contract period will be co-terminus with the closure of the academic session. However, the total contract period would not exceed beyond the duration of the course. A teacher/employee will not be allowed to unilaterally terminate his contract during the mid of the academic session. However, if a teacher/employee is interested in getting his contract terminated, one month's notice will be required in advance failing which salary of one month's notice period will be deducted. The college may have a security equivalent to one month's salary from the employee at the time of employment.

All teaching contractual engagements can be made on session to session basis excluding summer vacations.

10. Salary and pay structure of the staff recruited or engaged under the Self-financed Scheme :

The appointment will not be in a regular pay scale with increments. The minimum of the pay scale is to be given as consolidated salary alongwith any other allowance deemed fit by the employer on the basis of candidate's merit and experience etc. There shall be no increase/decrease in the total emoluments of a teacher/employee in the mid of the contract period.

Protection of emoluments, higher start, benefit of leave salary, pension contribution etc. for those joining on deputation may be considered for well-experienced and deserving candidates.

11. Other facilities :

The employees engaged on a temporary basis under contract under the Scheme, would not be entitled to grant of any other financial benefits over and above the contract amount e.g. CPF, Pension, Gratuity, Earned Leave or Medical reimbursement as are normally available to the

other College Staff employee under the normal scheme of the University. However, they would be entitled to the casual leave as admissible to the regular employees of the College.

12. Posts under Self-Financed Scheme :

The staff required for Self-financing courses will be recommended by the Inspection Committee(s) constituted by the University.

13. Qualifications:

The essential qualifications for various teaching and non-teaching posts under Self-financed scheme shall not be in any manner, inferior to those prescribed by the University/State Govt.

14. Recruitment/engagement of the staff under the scheme :

The staff under the scheme shall be engaged by way of open competition after inviting applications through advertisement. Advertisement shall clearly mention the scheme and the salient terms and conditions of engagement. The appointments shall be made by the College through properly constituted Selection Committee(s).

1. President of the College Managing Committee or his nominee.
2. Principal of the College concerned.
3. Three nominees of the Vice-Chancellor including two experts from the subject concerned.
4. Head of the Department of the relevant subject of the College concerned.

Note: 1. Presence of one of the Vice-Chancellor nominees will be compulsory.
2. Consent of at least one subject expert to the selection will be compulsory.

THE CANDIDATE MUST POSSESS THE REQUISITE QUALIFICATIONS :

The Selection Committee for non-teaching (excluding class-IV) post(s) shall consist of the following :

1. President of the College Management Committee or his/her nominee.
2. The Principal of the College.
3. One nominee of the Vice-Chancellor not below the rank of Assistant Registrar.

Note : The presence of the Vice-Chancellor's nominee will be compulsory.

15. Only NRIs and their wards are considered for admission against NRI Seats.

16. Endowment Fund in the shape of Fixed Deposit Receipt (F.D.R.) will be deposited with the Higher Education Commissioner, Haryana in respect of Non-Govt. Colleges to introduce a new subject/course in it.

17.1 Conduct :

1. Every employee shall at all times maintain absolute integrity and devotion to duty.

2. Every employee shall abide by and comply with the laws of the University and all orders and directions of his superior authorities.
3. Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his/her duties.
4. Every employee shall endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.
5. No employee shall participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.
6. No employee shall, except in accordance with any general or special order of the College or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly to any other person to whom he/she is not authorized to communicate such documents or information.
7. No employee shall, except with previous sanction of the College engage directly or indirectly in any trade or business or undertake any other employment.

17.2 Disciplinary proceedings :

If the Principal is of the opinion that there is prima facie case of misconduct, inefficiency, physical or mental incapacity against an employee, he/she shall be competent to terminate the services of such employee and/or to institute disciplinary proceedings against the concerned employee.

18. The contractual relationship will come to an end under the following circumstances:

- (i) if the Course is closed;
- (ii) Contract is not renewed;
- (iii) Performance/conduct of the employee is not found satisfactory.

APPENDIX-XI (Under Ordinance XVI)

PROVIDENT FUND REGULATIONS FOR COLLEGE
EMPLOYEES

TEACHERS AND OTHER

(In terms of Clause 5 (b) of the Regulations to govern Service and Conduct of Employees in Non-Government Recognised Colleges)

1. In the following regulations :

- (i) 'Pay' means monthly pay including personal/special pay and dearness pay, if any, and does not include travelling or other allowances for the purpose of these regulations.
- (ii) 'Depositor' means an employee on whose behalf a deposit is made under these regulations.
- (iii) 'Interest' means the interest which is paid on a deposit at a Government Saving Bank or Co-operative Bank approved by the Registrar of Co-operative Societies under the regulations in force for such institutions or on Government Securities.
- (iv) 'Family' means : -

- (a) in the case of a male subscriber, the wife or wives and children of the subscriber and the widow or the widows and children of a deceased son of the subscriber;
- (b) in case of a female subscriber, the husband and children of the subscriber and the widow or widows and children of a deceased son of the subscriber.

2. These regulations shall apply to all employees holding non-pensionable posts in non-government recognised Colleges.

3. The control of the fund shall vest in the Registrar, Kurukshetra University. The Registrar may, however, delegate his power under this regulation to such officers as he may appoint in this behalf.

Every subscriber must on joining the fund sign a certificate in token of acceptance of the regulations in form 'C' appended to these regulations.

4. Every employee subject to these regulations shall be required to subscribe at the rate of 10% of his pay to the Provident Fund. Fraction of a rupee (of pay) shall be ignored.

5. The Governing Body shall make a contribution to the deposit account of each depositor, equal to the amount of deduction made from his pay under the preceding regulation. Such contribution shall be credited to the fund, month by month, in favour of such employee together with the amount deducted from his/her pay. The contribution will be charged in the College accounts to the Sub-head 'Provident Fund'.

6. (i) The sums credited to the depositors monthly under Regulations 4 and 5 in the Provident Fund Ledger maintained by the College Governing Body, shall be paid duly into the Post Office/*Savings Bank or into a Co-operative Bank approved by the Registrar of Co-operative Societies or into a class 'A' Scheduled Bank. Such payment should, whenever possible, be made into the bank between the 1st and 4th of each month, in order that interest may accrue. The bank account for each individual contributor shall be kept separately in the name of the President/Secretary of the College on behalf of Contributor and separate pass-book should be issued in each case.

(ii) Money's cannot be withdrawn from such bank except as provided in regulations 8, 10 and 16.

(iii) Accounts of investments made under this Regulation must be maintained in Form 'D' annexed hereto.

Note :— Maximum of 75% of the subscriber's share (including Management's share which has become payable to the employees) exceeding Rs.1000/- in the case of Class-IV employees and Rs.2500/- in the case of other employees with the consent of contributors and the Registrar or such officer appointed by him in this behalf, may be withdrawn and invested in Govt. Securities or in Fixed Deposit receipts drawn on an 'A' Class Scheduled Bank or a Co-operative Bank approved by the Registrar of Co-operative Societies. Not more than two such deposits of at least Rs.1000/- each are to be allowed in one year by each subscriber.

7. Every depositor shall be required to nominate in Form 'E' appended the person or

*This includes Postal Certificates and National Savings Certificate.

persons he desires to be beneficiary or beneficiaries entitled upon his death to the balance to his credit in the fund, provided that where such depositor has wife or children, such wife or children, shall be nominated as beneficiaries in preference to any other person or persons.

The Governing Body will not be bound by or recognise any assignment or encumbrance executed or attempted to be credited which affects the disposal of the accumulations of a depositor who dies before retirement.

8. The deposits and contributions, with interest thereon, at the credit of any employee, or such part of them as he may be entitled to, pay, with the sanction of the Registrar or such officer appointed by him in this behalf be withdrawn by the Committee from the Post Office Savings Bank or approved Co-operative Bank or Government Securities in the following cases : —

- (i) On the decease of the depositor, when the amount shall be paid to the beneficiaries nominated by him, or, if no nominated beneficiary survives him, to his legal heir or heirs.
- (ii) On his retirement, or physical unfitness for further service, when the amount shall be paid to the depositor himself. (An employee granted leave preparatory to retirement may be permitted to withdraw the sum to which he is entitled at any time during leaves.)
- (iii) On his resignation when (subject to the provisions of Regulation 10) he shall receive : —
 - (a) after less than three years' service his own deposits together with 5 per cent of the balance in the fund standing to the credit of his account;
 - Note :* 1. The term 'service' or 'completed service' occurring in this regulation means the length of such service from the date of joining the Provident Fund.
 - 2. (i) The employees' own deposits will consist of employees' actual contributions (including any grants from Government for this purpose), together with interest on such contribution.
 - (ii) The balance will consist of the Committee's contribution together with interest on such contribution.
 - (b) after three years' completed service his own deposits together with 30 per cent of the balance as above;
 - (c) after four years' completed service his own deposits together with 40 per cent of the balance as above;
 - (d) after five years' completed service his own deposits together with 50 per cent of the balance as above; and thereafter by annual increments of 10 per cent for each additional year of completed service up to 100 per cent or the full balance in the fund to the credit of his account.
- (iv) If an employee's services are dispensed with through no fault of his own, *e.g.*, owing to reduction of establishment, he shall be paid the full balance at his credit without any reduction.
- (v) To make temporary advances as provided in Regulation 16.

9. In case an employee resigns with a view to take up an appointment in another College, or is transferred to another College, which has a Provident Fund, the balance at the credit of his Provident Fund Account, notwithstanding anything contained in Regulation 8 above, shall instead of being paid to him, be transferred to the credit of a similar account in his name in the new College.

10. While determining the quantum of the management's contribution payable to an employee whose Provident Fund money has been previously transferred from another College, his total service in various recognised Colleges with effect from the date of his joining the Provident Fund will be taken into account.

11. If an employee is dismissed or leaves a College in contravention of a written agreement, the Governing Body may with the consent of the Registrar or such Officer appointed by him in this behalf pay to him only his own deposits together with 5 per cent of the balance at his credit in the fund and may withhold from him the whole or part of any further sum to which he would ordinarily be entitled under Regulation 8. The depositor's own deposits cannot be forfeited.

12. A separate account with the bank concerned shall be opened in the name of the Governing Body for depositing any sum of money withheld from an employee under the preceding regulations. The account shall be called the 'Employees Provident Fund Account'. Money at the credit of his account, may, with the approval of the Registrar or such Officer appointed by him in this behalf, be utilised for compassionate allowances and gratuities to destitute employees of the College and their widows and dependents.

13. A separate account in Form 'A' appended, shall be kept and written up in the office of the College Governing Body for every depositor, and a copy of this account, which shall show every payment credited, with the interest thereon, shall be furnished to every depositor as soon as possible after the close of the financial year to which the account relates.

14. Amounts credited or debited to the Provident Fund shall, on the same day, be posted into the Provident Fund Ledger, in Form 'B' appended, in full detail. The figures for column 8 of the Ledger must be calculated yearly up to 31st March and the net balance of each amount entered in columns 5 and 9; but the figures in these columns should be compared once a year with the Savings Bank Pass-Book. Great care should, therefore, be taken to make the monthly calculation according to the rules in force in the Post Office or in the Bank approved by the Registrar of Co-operative Societies or in the Class 'A' Scheduled Bank as the case may be. The Provident Fund Ledger should have separate pages for each month's transaction.

15. Voluntary deposits (upto 20%) from the employees may also be credited over and above the compulsory 10% to their Provident Fund Account but no matching contribution for such deposits shall be made by the Governing Body.

16. Employees are not entitled to subscribe to the provident Fund while absent on leave without pay.

17. (1) The Governing Body shall have power with the approval of the Registrar or such Officer appointed by him in this behalf, to allow temporary advances not exceeding 12 months' pay or 50% of subscribers' share (including Management's share which has become payable to the employee) whichever is less for the following purposes: —

- (a) To pay expenses incurred in connection with the illness of himself or a member of his family.
- (b) To pay expenses in connection with marriages, funerals, or ceremonies which by the religion of the subscriber, it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.
- (c) To buy foodgrain for his/her family at the harvest time up to Rs.2000/- with the approval of the Principal concerned. It should be paid back by 31st March next year.
(It may be in addition to any other advance taken).
- (d) For purchase of a residential plot and/or construction/repair of a house.
- (e) To meet the expenses of higher education of his/her children.
- (f) For purchase of a conveyance.

Note :- The Provident Fund Advance under Clause (b) (for marriages only) and (d) shall be, not exceeding 24 months' pay or 100% of subscriber's own share alongwith interest whichever is less, which shall be recovered in 60 instalments.

(2) Advance shall not be granted until at least twelve months after the final repayment of all previous advances is made, except with the special sanction of the Vice-Chancellor.

(3) (a) An advance shall be recovered from the subscriber in such number of equal monthly instalments of not, in any case, more than thirty. A subscriber may at his option make repayment in a smaller number of instalments than the number prescribed. Each instalment shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary, to fix the amount of such instalments.

(b) In determining the advance, to be sanctioned, due regard should be paid to the amount lying to the credit of the applicant in the Provident Fund. The amount of the advance should be a sum expressed in whole rupees, and ordinarily the monthly instalments should also be in whole rupees, the advance applied for being raised or reduced, if necessary, to enable instalment to be thus fixed.

(c) Recoveries will be made monthly commencing from the first payment of a full month's pay after the advance is granted, but no recovery will be made from an employee while he is on leave of any kind except privilege leave.

(d) The instalments will be paid by compulsory deductions from pay and will be in addition to the usual deposits.

(4) When the advance is repaid in twelve instalments or less, a thirteenth instalment representing interest and equivalent to 4 per cent of the amount of the advance shall be paid in the month following that in which the last instalment is paid. Similarly an additional instalment equivalent to 8 per cent of the total amount of the advance shall be paid when the advance is repaid in more than twelve instalments. In calculating the 4 per cent/8 per cent interest as above, a fraction of a rupee should be taken at the next higher whole rupee, if it exceeds 50 paise, and should be ignored, if it does not. The repayment shall be credited to the account of the employee concerned.

17-A. The Governing Body shall have power with the approval of the Registrar or such Officer appointed by him in this behalf for the purpose mentioned below, to allow non-refundable advances, out of his Provident Fund to an employee, who has completed 15 years of service (including broken period of service, if any) or within 10 years before the date of his retirement on superannuation, whichever is earlier : -

(a) Meeting the cost of higher education of himself or of children actually dependent on him in the following types of cases : -

- (1) for education outside India beyond the High School stage, whether for an academic, technical, professional or vocational course; and
- (2) for medical, engineering and other technical or specialised courses in India beyond the High School stage, provided that the course of study is not less than two years' duration.

(b) Meeting the expenditure in connection with the marriage of the subscriber's daughters and if he has no daughter of any other female relation dependent on him.

(c) Meeting the expenditure in connection with the marriage of subscriber's sons.

(d) Purchase/construction/addition to a house and/or a site thereof.

The amount of withdrawal for the purposes mentioned in Clause (a) above shall be limited to 6 months' pay or 50% of subscriber's share (including Management's share which has become payable) to the employee, whichever is less.

The withdrawal for the purpose mentioned in Clause (a) above will be permissible once every six months, *i.e.*, twice in any financial year and a withdrawal will not ordinarily be allowed before the expiry of six months from the date of the previous withdrawal.

The amount of withdrawal for the purpose mentioned in Clause (b), (c) and (d) shall be limited to 100% of subscriber's own share alongwith interest thereon.

A second withdrawal for the purpose mentioned in Clause (b), (c) and (d) shall not be allowed until after the expiry of one year from the date of previous withdrawal.

Provided that a subscriber who has been given an advance under this clause shall have to satisfy the Governing Body within a period of six months from the date of drawing the money, that it has been utilised for the purpose for which it was intended, failing which the whole amount of withdrawal, together with interest thereon will be liable to recovery in one lump sum.

Provided further that while sanctioning non-refundable advance, the temporary advances outstanding against him, if any, will not be taken into account. A subscriber may also be permitted by the Governing Body with the approval of the Registrar or such Officer appointed by him in this behalf, to convert the balance of any refundable advance outstanding against him into a non-refundable advance on his satisfying the condition laid down for such advances.

Note : — For purpose of this Clause the term ‘Service broken’ includes periods, if any, spent in another recognised Colleges if the Provident Fund contribution in respect of such period(s) has been credited to his Provident Fund Account in his present College.

18. On a depositor leaving a College, his account shall be closed and unless the amount to which he is entitled under these regulations are withdrawn, within one year, it shall be written off as a dead account and repaid only under the order of the Registrar or such Officer appointed by him in this behalf.

19. When an account becomes ‘dead’, the balance at the credit thereof must be credited to the Employees Provident Fund Account of the College as miscellaneous receipt.

20. All the Non-Govt. affiliated Colleges shall be required to send a quarterly return to the University, confirming that the Provident Fund contribution alongwith Management’s share has been deposited in the account of subscriber. In case the College does not deposit the amount for three months, the College will have to deposit the whole amount in the subscriber’s account alongwith the interest at the rate of 10% from the date the deposit was due.

21. The employees who are retrenched due to fall in strength and are appointed on part-time basis in the same institution, are allowed to contribute 10% of his/her reduced pay to the Provident Fund provided there is no break in service and he/she was a subscriber to the Provident Fund in the same institution previously.

FORM-A

PROVIDENT FUND LEDGER

<i>Name of Account</i>	<i>Name of Subscriber</i>		<i>Folio Number of Establishment Check Register</i>				
20	<i>Deposit</i>	<i>Contribution</i>	<i>Total</i>	<i>Withdrawals</i>	<i>Monthly balance on which interest is calculated</i>	<i>Monthly balance of withdrawals on which loss of interest is calculated</i>	<i>Remarks</i>
20							
1	2	3	4	5	6	7	8
	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	

Opening balance

April ...

May ...

June ...

July ...

August ...

September ...

October ...

November ...

December ...

January ...

February ...

March ...

Total

Interest for 20 20

Balance on 31st March,

20

FORM-B (1)

PROVIDENT FUND LEDGER*CREDITS*

<i>Date of Receipt</i>	<i>Number of Depositor</i>	<i>Name</i>	<i>Appointment</i>	<i>Opening Balance</i>	<i>Deduction from Pay</i>	<i>College Committee Contribution</i>	<i>Interest</i>	<i>Total</i>	<i>Remarks</i>
1	2	3	4	5	6	7	8	9	10
				Rs.	Rs.	Rs.	Rs.	Rs.	

When payments are made, the date of payment and the amount will be entered in the column of remarks.

FORM-B (2)

REGISTER OF DEBITS PROVIDENT FUND*DEBITS*

<i>Date of Receipt</i>	<i>Number of Depositor</i>	<i>Name</i>	<i>Appointment</i>	<i>Service</i>	<i>Opening Balance</i>	<i>Withdrawn</i>	<i>Credited to Committee</i>	<i>Paid to Depositor</i>	<i>Closing Balance</i>	<i>Remarks</i>
1	2	3	4	5	6	7	8	9	10	11
					Rs.	Rs.	Rs.	Rs.	Rs.	

FORM-C

**(TO BE FILLED IN AND SIGNED
BY EVERY SUBSCRIBER ON ADMISSION
TO THE FUND)**

I hereby agree to abide by the Provident Fund Regulations laid down by the Kurukshetra University in terms of the "REGULATIONS TO GOVERN

SERVICE AND CONDUCT OF EMPLOYEES IN NON-GOVERNMENT RECOGNISED COLLEGES”.

Dated 20.....

Signature of Employee.....

Name of College.....

Town or District

Witness :

Signature.....

Address

.....

.....

.....

FORM-D

PROVIDENT FUND INVESTMENT ACCOUNT

.....College

<i>Serial No.</i>	<i>Date of Purchase</i>	<i>Description of Investment</i>	<i>Number and date of sanction of the Registrar's office</i>	<i>Amount</i>	<i>Place where Securities are lodged</i>	<i>Remarks (Give date when cashed)</i>
1	2	3	4	5	6	7

PROVIDENT FUND INVESTMENT INTEREST ACCOUNT

.....College

Serial No. in Provident Fund Investment Account	Instalments of Interest due		Instalments of Interest received		Amount	Remarks
	Date	Date of Receipt of Amount	Date of Credit in the Post Office Savings Bank or to the Employee's Account			

FORM - E
PROVIDENT FUND FOR EMPLOYEES EMPLOYED
IN RECOGNISED COLLEGES UNDER PRIVATE MANAGEMENT

Depositor No.....

FORM FOR DECLARATION

(For *..... Subscriber)

I hereby declare that in the event of my death the amount at my credit in the Employee's Provident Fund of College..... shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to nominee who is minor at the time of my death should be paid to the persons whose name is given in the Column 5.

<i>Name and address of the nominee or nominees</i>	<i>Relationship with the Subscriber</i>	<i>Whether major or minor; if minor, state his age</i>	<i>Amount of share of deposit</i>	<i>Name and address of the person to whom payment is to be made on behalf of the minor</i>	<i>Sex and parentage of person mentioned in Column No.5</i>	<i>Remarks</i>
1	2	3	4	5	6	7

*Here state unmarried, married or widower.

Two witnesses to signature for subscriber

Witness No. I

Signature.....

Occupation.....

Address.....

Witness No. II

Signature.....

Occupation.....

Address.....

Subscriber

Signature of Subscriber.....

Occupation of Subscriber.....

Address of Subscriber.....

Station.....

Dated.....

APPENDIX-XII
(Under Ordinance XVI)

**LEAVE RULES FOR THE EMPLOYEES (TEACHING/ NON-TEACHING)
WORKING IN THE AFFILIATED
COLLEGES TO KURUKSHETRA UNIVERSITY**

- (a) The employees will be entitled to various kinds of leave as under but no one shall claim any leave as a matter of right.
- (b) Application for leave of all types, except Casual Leave or Earned leave or leave on Medical ground shall be made at least 7 days before hand.
- (c) Ordinarily an employee shall get the leave sanctioned from the competent authority before availing of the same.
- (d) President/General Secretary will be competent authority for sanctioning leave for all kinds to the Principal.

1. Causal Leave : The employees shall be governed by the leave rules as laid down by the Government from time to time.

Casual leave will be sanctioned by the Principal at his discretion and shall not be combined with any other leave or vacation except with holidays. Provided the total period including the holidays at any one time, does not exceed 10 days, except in exceptional cases to be determined by the Principal.

Provided that the Casual leave may be allowed to be combined with Medical Leave, in exceptional cases if justified on sufficient grounds to be decided by the Principal.

The Casual leave admissible to a person joining/leaving the College service during a Calendar year will be as under :—

Casual leave admissible

On joining during the first quarter or leaving during the fourth quarter	Full
On joining during the second quarter or leaving during the third quarter	3/4th
On joining during the third quarter or leaving during the second quarter	Half
On joining during the fourth quarter or leaving during the first quarter	1/4th

- (i) Provided further that the Principal may sanction at his discretion additional Casual leave up to 5 days to Teaching and Non-teaching Staff in the College except Class 'D' employees (employees whose minimum scale is below Rs.350/- un-revised). This leave may also be granted to those employees who will be on official deputation to meet the University/Govt. authorities by furnishing proof of such deputation to the satisfaction of the Principal.
- (ii) Provided further that 7 days special Casual leave may be granted to employees

drawing a salary up to Rs.1500/- (un-revised) p.m. whose wives undergo tubectomy operation during the period of said operation over and above their normal quota on production of Medical Certificate from Govt. Medical Officer.

2. Earned Leave :

- (a) The Earned leave to Non-vacation Employees will be $1/11^{\text{th}}$ part of the period spent on duty and can be granted by the Principal.

In calculating 'Earned Leave' the actual number of days of duty performed should first be counted and then multiplied by $1/11^{\text{th}}$ and the product expressed in days (and fraction of a day) and limited to 240 days. In case of fraction, the number of days should be rounded off to the nearest whole number *i.e.* fraction below half should be ignored and that of half or more should be reckoned as a day.

- (b) The Earned leave admissible to the teachers will be 10 days on full pay in respect of each completed year of service and can be granted by the Principal. Earned Leave to Principal will be granted by the President/General Secretary of the Governing Body.

Provided that an employee will cease to earn such leave when the Earned Leave due amounts to 240 days.

3. Half pay leave :

The half pay leave to an employee, other than a teacher in respect of each completed year of service shall be admissible for 20 days. The half-pay leave may be granted by the Principal to an employee on medical grounds or for private affairs. No half-pay leave may be granted to an employee in temporary employment except on medical certificate.

Half pay leave can also be commuted to leave on full pay on medical grounds only. Such commuted leave on full pay shall be equal to $\frac{1}{2}$ of the number of days for which half-pay leave is due and shall be debited to the half-pay leave account.

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

Note:— The provision under Clause 2 (b) will be effective from 26-8-1989 *i.e.* the date of its approval by the Executive Council. Half-pay leave at the credit of a teacher will be shown separately in the leave Account w.e.f. the said date and may be granted as Half-pay Leave/Commutated Leave on the same terms and conditions as applicable prior to the date of its approval by the Executive Council.

4. Maternity Leave :

- (i) Maternity leave may be granted by the Principal to a woman employee appointed on regular or ad hoc basis against a permanent post on full pay, for a period which may extend up to 6 months from the date of its commencement.
- (ii) Such leave shall not be debited to the leave account.
- (iii) Maternity leave may be combined with long vacations or leave of any other kind, but any leave, applied for, in continuation of maternity leave may be granted by the Principal only if the application is supported by a Medical Certificate from a competent authority as directed by the College.
- (iv) Such leave shall not be admissible to an employee beyond two living children. However, leave of kind due shall be allowed in such case.

Note : Maternity leave may also be granted in cases 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.

5. Duty leave :

Duty leave may be granted by the Principal only for the following purposes :

- (i) For attending meetings organised by the University/ Government.
- (ii) For attending Educational Seminars organised by the University/University Grants Commission/State Govt./Central Govt.
- (iii) For attending Educational Seminars organised by any other University in India.
- (iv) For attending Youth Festivals of the University at the Regional level in the capacity of Principal of a participating College or escort of the participants.
- (v) For delivering extension lectures organised by University/ Convocation Address at a recognised College; and
- (vi) For such assignments as directed by the Principal/ Management.

6. Study Leave :

An employee who has put in at least 5 years service may be given study leave without pay by the Governing Body subject to a maximum of 3 years during the whole tenure of service. Benefit of increments may be given during this leave, if a person improves his technical/Academic qualifications.

7. Compensatory Leave (In lieu of Vacation) :

In case a teacher is put on duty in the College during the whole or part of the vacations, he will be entitled to have compensatory leave, granted by the Principal, on full pay for half the period he had been on duty provided : —

- (i) his retention during vacation on College duty is with the written sanction of the Principal;
- (ii) the period of such retention exceeds a week; and
- (iii) the compensatory leave so earned will be credited to the Earned Leave account of the teacher concerned for all purposes.

8. Extra-ordinary Leave :

The Competent Authority (Governing Body of the College concerned), for any special reason, may grant an employee Extra-ordinary Leave of absence but such leave shall be without pay and shall not exceed five years during the whole tenure of service of an employee.

Provided that the period spent on Extra-ordinary leave (without pay) shall not count towards increments, except when the sanctioning authority is satisfied that such leave was taken by an employee on account of illness or for any other cause beyond the control of the employee.

No person shall be granted Extra-ordinary leave for more than two years to enable him to join some post elsewhere provided he had applied for the post under reference with the specific permission of the competent authority.

APPENDIX-XIII-A
(Under Ordinance XVI)

FORM I

First Page of the Service Book

1. Name
2. Qualifications
3. Nationality
4. Residence
5. Father's name and residence VERIFIED
6. Date of birth by Christian Era PRINCIPAL
7. Matric/Hr. Sec. Roll No.....YearCollege
8. Exact height by measurement
9. Personal mark for identification
10. Left hand thumb and finger impressions

Little Finger	Ring Finger
Middle Finger	Forefinger
Thumb	
11. Signature of Employee
12. Signature of the Principal or other Attesting Officer

Note :- The entries in this page should be renewed or re-attested at least every five years and the signature in lines 11 and 12 should be dated.

Finger prints need not be taken afresh every five years under this rule.

INSIDE PAGE OF THE SERVICE BOOK

<i>Name of the Post</i>	<i>Whether substantive or officiating and whether permanent or temporary</i>	<i>Substantive appointment</i>	<i>Pay in substantive post</i>	<i>Additional pay for officiating</i>	<i>Other emoluments falling under the term 'Pay'</i>	<i>Date of Appointment</i>	<i>Signature of Employee</i>	<i>Signature of the Principal or other attesting officer in attestation of columns 1 to 8</i>	<i>Date of termination of appointment</i>	<i>Reason of termination (such as promotion, transfer, dismissal, etc.)</i>	<i>Signature of the Principal or other attesting officer</i>	<i>Leave taken</i>		<i>Signature of the Principal or other attesting officer</i>	<i>Reference to any recorded punishment of censure or reward of praise of the Employee</i>
1	2	3	4	5	6	7	8	9	10	11	12	13		14	15

APPENDIX-XIII-B
(Under Ordinance XVI)
FORM OF LEAVE ACCOUNT

Name of the Employee..... Date of Birth.....
Date of commencement of continuous service..... Date of attaining the age of

<i>EARNED LEAVE</i>								<i>Half pay leave on Private affairs and on medical</i>									
<i>Duty</i>			<i>Leave Earned (in days)</i>	<i>Leave at credit (in days)</i>	<i>Leave taken</i>			<i>Balance on return from leave</i>	<i>Length of service</i>			<i>Credit of leave</i>		<i>Leave taken</i>			
<i>From</i>	<i>To</i>	<i>Number of days</i>			<i>From</i>	<i>To</i>	<i>Number of days</i>		<i>From</i>	<i>To</i>	<i>No. of completed years of service</i>	<i>Leave Earned (in days)</i>	<i>Leave at credit</i>	<i>From</i>	<i>To</i>	<i>Number of days</i>	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>	
<i>Half pay leave on Private affairs and on medical</i>																	
<i>Leave taken</i>			<i>Commutated leave converted into half pay leave (twice col. 20)</i>	<i>Leave not due on medical certificate</i>			<i>Total half pay leave taken (cols. 17+21+24)</i>	<i>Balance on return from leave</i>	<i>Study leave</i>			<i>Extra-ordinary leave</i>			<i>Remarks</i>		
<i>From</i>	<i>To</i>	<i>Number of days</i>		<i>From</i>	<i>To</i>	<i>Number of days</i>			<i>From</i>	<i>To</i>	<i>Actual period</i>	<i>From</i>	<i>To</i>	<i>Actual period</i>			
<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>	<i>31</i>	<i>32</i>	<i>33</i>		

APPENDIX-XIII-C
(Under Ordinance XVI)

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND
CONDUCT OF TEACHING STAFF WORKING IN THE
NON-GOVERNMENT AFFILIATED COLLEGES**

Annual Confidential Report for the year
(ONLY FOR COLLEGE TEACHERS)
To be filled up by the Teacher

Date of Joining Service.....
Mode of recruitment-Ad hoc/ Regular

1. Particulars :

- (a) Name
- (b) Father's/Husband's Name
- (c) Qualifications
-
-
-
- (d) Subject
- (e) Date of birth
- (f) Name of Institution
- (g) Place of previous posting FromTo.....
- (h) Date of joining in the present college
- (i) Subject of M. Phil., Ph.D. (if passed)

2. Particulars of Teaching performance :

(a) Results :

<i>Examination</i>	<i>Subject taught</i>	<i>Number of students</i>	<i>No. of pass students</i>	<i>Pass Percentage College</i>	<i>Percentage University</i>	<i>Difference</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>

(b) Responsibility of the teacher in case of lower percentage than the pass percentage of the University result

3. Overall assessment of academic competency, i.e. application of new teaching methods, encouraging questions in classes, holding of seminars/group discussions etc.

-
4. Details of academic and Professional progress during the year :
 - (a) Research Degree acquired, if any
 - (b) Research work, if any
 - (c) Particulars of published
Research papers, if any
 - (d) Details of in service Training
 - (e) Extra classes for weak students
 - (f) Whether giving any private
tuitions/coaching ?
 - (g) Contribution in other college activities like : Adult Education, Social Development
Programmes, NSS, Sports, Cultural activities and any other special work done :
.....
 - (h) Whether the staff attendance Register has been regularly
signed.
 5. Contribution in the College Administration :
Member of various committees like Discipline
Committee, Admissions Committee, Students
Welfare Committee, etc.
 6. Any other Achievements :
 7. Whether he stays at the HQ after college
hours and during the holidays
 8. Any other plus point not mentioned above
 9. Whether the Courses for the academic year
were completed
 10. Number of working days spent
in the college
 - (a) for admission
 - (b) for teaching
 - (c) for evaluation
 - (d) for invigilation/examination
 - (e) for other activities-specify
 - (f) Total

Dated :.....

Teacher's Signatures

(To be filled up by the Principal)

11. Verification by the Principal :

<i>Item No.</i>	<i>Correct</i>	<i>Exaggerated</i>
1.		
2.		
3.		
4. (a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
5.		
6.		
7.		
8.		
9.		
10. (a)		
(b)		
(c)		
(d)		
(e)		
(f)		

12. Remarks about integrity :**13.** Relations with the Principal/Colleagues :

14. Whether the teacher participated in or instigated any strike in the College ?

15. Overall Assessments :
(Keeping in view above all facts)

- A. Outstanding
- B. Very Good
- C. Good
- D. Average
- E. Below Average

(Principal to fill up all the columns and no column is to be left blank)

Dated :

Signatures of the Reporting Officer
Principal

16. Remarks by the next Higher Authority/Second Officer/Reviewing Officer Reporting

17. Whether any enquiry/complaint is pending :

18. Punishment if any awarded :

Dated :

President
Governing Body

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF NON-
TEACHING STAFF WORKING IN THE NON-GOVT. AFFILIATED
COLLEGES**

For the Year 20.....to.....

Reporting Officers 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. Date of Birth
4. Date of Appointment
5. Nature of Appointment
(Regular, Temporary or Ad hoc)
6. Scale of Pay
7. Actual Pay
8. Industry
9. Handwriting and Neatness
10. Punctuality and Regularity
11. Reputation for Honesty
12. Capacity for work and Intelligence
13. Acquaintance with Rules and orders
14. Knowledge and skill in dealing with
Accounts matters
15. Quickness in disposal of business
16. Proficiency in Typewriting and Shorthand
17. Capacity for working with others
18. Defects, if any, pointed out
- (i) Orally
- (ii) In writing
19. Fitness for Promotion
20. General Remarks, if any
21. Signature and Date of Reporting Officer
with Designation

Remarks by Reviewing authority

Note :- The following would be the Reporting/Reviewing authority in respect of the Non-Teaching Staff working in the College :-

<i>Category of Officials</i>	<i>Reporting Authority</i>	<i>Reviewing Authority</i>
Ministerial Staff	Bursar or Lecturer Incharge, if any, otherwise Principal.	Principal
Class IV Staff such as Peons/Groundmen/Library attendant/Library Bearer/Mali/Chowkidar, etc.	The Lecturer concerned/ Librarian/Lecturer in Physical Education under whom they are working.	Principal

APPENDIX-XIV

(Under Ordinance XVI)

**PREPARATION OF SENIORITY LIST OF TEACHERS IN NON-
GOVERNMENT RECOGNISED COLLEGES**

1. A person in a senior scale of pay shall always be senior to the persons in the lower scale.
2. The seniority of a person in a grade will be determined as under :-
 - (i) (a) length of service in the scale from the date of joining subject to confirmation from that date;
 - (b) if the probationary period is extended and a person is not confirmed from the date of appointment seniority will be determined with effect from the date of confirmation;
 - (c) if the date of joining is the same, a person given the higher start will be considered as senior.
 - (ii) if the starting salary is also the same, the older person shall be senior.
 - (iii) in case of appointments made by direct recruitment, a person placed at No.1 in order of merit shall be senior to a person placed at No.2 and so on.
3. Subject to Rule No.4, a Governing Body having more than one College shall have one consolidated list of seniority.
4. For the purpose of determination of seniority, a College having Arts, Science and Commerce Faculties, shall be treated as one Unit, and a College having a Professional Faculty shall be considered as a separate Unit.
5. (i) An appeal may lie from any original order passed by the Governing Body to the Vice-Chancellor or any other Officer authorized by him.
- (ii) Every person preferring an appeal shall do so separately and in his own name. Every appeal so preferred shall contain all material statements and arguments relied on by the appellant and shall contain no disrespectful or improper language or something defamatory, blasphemous, seditious or obscene. Every appeal shall be complete in all respect and addressed to the appellate authority. It shall be submitted through the Principal of the College to which the appellant belongs and through the authority from whose order, the appeal is preferred.

APPENDIX-XV

(Under Ordinance XVI)

***THE HARYANA AFFILIATED COLLEGES (SECURITY
OF SERVICE) RULES, 2006
HARYANA GOVERNMENT
EDUCATION DEPARTMENT
Notification**

The 13th June, 2006

No.S.O.57/H.A.15/1979/S.16/2006 – In exercise of the powers conferred by sub-section (i) read with sub-section (2) of section 16 read with sections 4 and 5 of the Haryana Affiliated Colleges (Security of Service) Act, 1979 (15 of 1979), and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules regulating the recruitment, and conditions

* Amended by the Haryana Govt. Gazette (Extra.) and noted vide Executive Council Resolution No.22 of 27.3.2009

of service and conduct of the employees appointed to the Haryana Affiliated Colleges (Security of Services), namely :-

PART-I

1. These rules may be called the Haryana Affiliated Colleges (Security of Service) Rule, 2006.

2. In these rules, unless the context otherwise requires, –

- (a) “Act” means the Haryana Affiliated Colleges (Security of Service) Act, 1979;
- (b) “Director” means the Director of Higher Education, Haryana or Higher Education Commissioner, Haryana;
- (c) “Employee” means any person who is in the whole time employment of the Haryana Affiliated Colleges;
- (d) “Government” means the Haryana Government in the Administrative Department;
- (e) “Section” means a section of the Act; and
- (f) “Service” means the Haryana Affiliated Colleges service.

PART-II

Recruitment of Service

3. The Service shall comprise all or any of the categories of posts shown in *Appendix-A* to these rules.

Copy of letter No.8/52-2006-C-IV(3) dated 6.4.2007 from the Financial Commissioner & Principal Secretary to Govt. of Haryana Education Department, Chandigarh.

4. The matter regarding relaxation in upper age limit provided in rule 4 of the Haryana Affiliated Colleges (Security of Service) Rules, 2006 for recruitment in Govt. aided private colleges has been reviewed by the State Govt. In this regard instructions for relaxation in upper age limit for appointment of lecturers in Govt. aided private Colleges were issued vide Memo No.8/52-2006 C-IV(3) on 16.10.2006 in which the upper age limit was fixed as 40 years for General Category and on 19.10.2006 as 45 years for SC/ST for all States and BC of Haryana.

In addition to the above and in the interest of natural justice, the State Govt. has considered the matter sympathetically and extended the relaxation in upper age limit for women and other categories as is given for recruitment in Govt. Colleges. The same is reproduced below:-

“Age 21 to 40 years (on the last date of application). No person shall be appointed to any post in the service by direct recruitment who is less than twenty one years or more than forty years of age as on or before the 15 days of the month next preceding the last date of submission of applications.

Provided that the age limit for teachers working in Education Department shall be forty-five years. Five years relaxation in age is admissible for SC/ST for all States and BC of Haryana only (as per Haryana Govt. instructions). The upper age limit is further relaxable upto 45 years for (i) women whose husband have been ordered by Civil/Criminal Courts to pay maintenance to them (ii) women whose husband have remarried (iii) widows (iv) women who have because of their desertion been living separately from their husbands for more than 2 years

(v) wives of serving/disabled military personals and widows of those killed in action. Upper age limit is also relaxable for all military personnel whether she/he joined military service before or after the declaration of emergency to the extent of this military service added by three years, subject to production of a certificate from the competent authority that she/he had rendered continuous military service for a period of not less than six months before her/his release and further provided that she/he had been released otherwise, than by way of dismissal or discharge on account of misconduct or inefficiency.

A disabled military person is entitled to exclude from his age the period from the date he was disabled upto the end of emergency i.e. 10.1.1968. The persons recruited from 1.1.1963 onwards as whole time Cadet Instructions in the NCC and who are released after the expiry of their initial/extended tenure will also be entitled for relaxation in age limit of purpose of employment under the State Govt. The period of service rendered by them in NCC may be deducted from their actual age and if the resultant age does not exceed the prescribed upper age limit of a particular post by more than three years, they may be deemed to be satisfying the conditions for appointment to post in respect of maximum age. Such of the whole time Cadet instructors in the NCC who are released from NCC before the expiry of their initial/extended tenure would also be given these concessions subject to the condition that they have served in the NCC for a period of not less than six months prior to their release from NCC”.

(b) The Govt. has also considered the matter regarding grant of age relaxation to candidates working as lecturers in various private Govt. aided Colleges on adhoc basis. Now the Government has taken a sympathetic view has decided that those Lecturers who are working on adhoc basis

against sanctioned aided posts without any gap or break in service would be granted relaxation in upper age limit for applying for the posts in their respective categories. This relaxation would be equal to the number of years of service (without break) put in by the candidate against an aided post on adhoc basis as on the last date of application. The benefit of this relaxation will be applicable only to candidates who are actually working on an aided post on adhoc basis on the last date of application.

5. Appointment to any post in the Service shall be made by the Managing Committee in the manner provided in rule 7. Class-IV employees shall be appointed by the Principal, in the manner provided in the said rules.

6. No person shall be appointed to any post in the Service unless he is in possession of qualifications and experience as specified by the UGC/University/State Government as the case may be.

7. (1) Recruitment to the Service shall be made—

(a) in the case of Principal, by direct recruitment through a Selection Committee comprising the following :-

- I. Chairperson of the Governing Body as Chairperson.
- II. One member of the Governing Body to be nominated by the Chairperson.
- III. Two Vice-Chancellor's nominees out of whom one should be a subject expert.
- IV. Director's Nominee.
- V. Three experts consisting of a Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body) out of a panel of experts approved by the Vice-Chancellor.

Quorum

(i) At least four members, including two experts, should constitute the quorum. But the presence of the Vice-Chancellor's nominee and the Director's nominee shall be essential.

A representative of SC/ST, Women and Physically Handicapped person should be in the Selection Committee whenever a candidate from any of these categories, appears for the interview.

The process of selection should involve the following:-

- (a) Assessment of aptitude for teaching and research.
 - (b) Ability of communicate clearly and effectively.
 - (c) Ability to analyse and discuss.
 - (d) Optional : Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a classroom situation/ lecturer wherever it is possible.
- (ii) If the Chairman of the Managing Committee or his nominee is unable to attend, the Vice-Chancellor's nominee shall be the Chairman of the Selection Committee.
- (iii) The recommendations of the Selection Committee shall be subject to the approval of the Vice-Chancellor and Director.
- (iv) In the meeting of Selection Committee for the selection of Lecturers, Librarians and Principals and also if any one of the nominees of the Vice-Chancellor or the Director gives

a dissenting note, the proceedings of the Selection Committee shall not be approved by the University/Director and the post shall be re-advertised.

A representative of SC/ST, Women and Physically Handicapped person should be in the Selection Committee whenever a candidate from any of these categories, appears for the interview.

(b) AS PER LETTER NO.8/104-2006-C-IV(3) DATED 4.10.2007 FROM THE HIGHER EDUCATION COMMISSIONER, HARYANA, THE HARYANA GOVT. VIDE HARYANA GOVT. GAZ.(EXTRA.) SEPT. 7, 2007 THE CONSTITUTION OF SELECTION COMMITTEES FOR THE POST OF LECTURER, INCLUDING LECTURER IN PHYSICAL EDUCATION AND LIBRARIAN BY DIRECT RECRUITMENT THROUGH A SELECTION COMMITTEE HAS BEEN AMENDED AS UNDER :- AND NOTIFICATION No.S.O.72/H.A-15/1979/Ss. 4 and 5/2007 dated 7.9.2007.

- I. Chairperson of the Governing Body of the College or his/her nominee.
- II. Principal of concerned College.
- III. Two nominees of the Vice-Chancellor.
- IV. One nominee of the Higher Education Commissioner.
- V. One Subject Expert to be chosen by the Higher Education Commissioner.
- VI. One Subject Expert to be chosen by Managing Committee out of a panel of three recommended by the Vice-Chancellor.

Note: Recommendations of Selection Committee in respect of Private Colleges to be got approved from the Vice-Chancellor and Director.

Quorum

- (i) The quorum for the meeting shall be five of which at least two shall be from out of the three subject experts.
 - (ii) If the Chairman of the Managing Committee or his nominee is unable to attend, the Vice-Chancellor's nominee shall be the Chairman, of the Selection Committee.
- (c) in the case of Head Clerk/Deputy Superintendent–
 - (i) by direct recruitment; or
 - (ii) by promotion from the post of Stenographer/Clerk;
 - (d) in the case of Typewriting Instructor–
 - (i) by direct recruitment; or
 - (ii) by promotion from the post of junior scale Stenographer;
 - (e) in the case of Steno-Typist–
 - (i) by direct recruitment; or
 - (ii) by promotion from the post of Clerk;
 - (f) in the case of Clerk–
 - (i) by direct recruitment; or
 - (ii) by promotion from the post of Peon and other IV employees;
 - (g) in the case of Lecture Assistant–

- (i) by direct recruitment; or
- (ii) by promotion from the post of Laboratory Assistant;
- (h) in the case of Laboratory Assistant–
 - (i) by direct recruitment; or
 - (ii) by promotion from the post of Laboratory Attendant;
- (i) in the case of Restorer–
 - (i) by direct recruitment; or
 - (ii) by promotion from the Library Attendant;
- (j) in the case of Junior Librarian–
 - (i) by direct recruitment; or
 - (ii) by promotion from the post of Restorer;
- (k) in the case of Tabla Player, Gasman, Peon and other class IV employees, Laboratory Attendant, Library Attendant by direct recruitment;
- (l) in the case of Laboratory Attendant/ Library Attendant–
 - (i) by direct recruitment; or
 - (ii) by promotion from the post of Peon.

(2) For recruitment against the post mentioned at (c) to (l), a Selection Committee comprising the following members shall be constituted :-

- (i) Representative of the Managing Committee (Chairman) or his nominee;
- (ii) Principal of the College;
- (iii) One nominee of the University;
- (iv) One nominee of the Director.

(3) Except otherwise provided, whenever any vacancy occurs or is about to occur the Managing Committee shall determine the manner in which the vacancy is to be filled in. If the vacancy is to be filled in by direct recruitment, the Managing Committee shall advertise the vacancy at least in two leading dailies, one English and one Hindi, out of which one shall be of National Level. However, in case of non-teaching staff the vacancy can also be filled in through Employment Exchange.

(4) Appointment orders to the posts in the Service shall be issued by the Managing Committee or the Principal, as the case may be, in the form specified in Appendix-B to these rules.

Probation

8. (1) The persons appointed to any post in the Service shall remain on probation for a period of two years in the first instance, if appointed by direct recruitment and one year if appointed otherwise

- (2) On the completion of the period of probation of a person the appointing authority may–

- (a) if his work or conduct has, in its opinion, been satisfactory, confirm such person from the date of completion of his probation period or if a permanent post is not available, declare that he has completed his probation satisfactorily; or
- (b) if the work or conduct of a person in its opinion has not been satisfactory—
- (i) dispense with his services, if appointed by direct recruitment, or revert him to his former post if appointed otherwise or deal with him in such other manner as the terms and conditions of his previous appointment permit;
- (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation;

Provided that the total period of probation, including extension, if any, shall not exceed three years :

Provided further that if it is proposed to take action under sub-clause (i) or (ii) then the case of the official shall be referred to a committee consisting of the following members :—

- (1) President or his nominee;
 - (2) Dean of Colleges of the University or his nominees;
 - (3) Nominee of Government in the Managing Committee;
 - (4) Principal of the College concerned;
 - (5) Principal of another college not under the same Managing Committee. The Managing Committee shall take a final decision in the matter in accordance with the recommendation of this committee;
- (iii) if the Managing Committee does not agree with the report of the committee constituted under rule 8(2) (b) (ii) or the committee is unable to come to a decision by the majority then the matter will be referred to by the Principal to the Director whose decision shall be final. However, an employee against whom an order of termination of services has been passed without complying with the provision of these rules, may, within a period of thirty days of the date of communication of orders make an application to the Director whose decision shall be final in the matter.

Seniority

9. (1) The seniority of the employees shall be determined by the length of continuous service on a post in the college. If there are different cadres in the service the seniority shall be determined separately for each cadre :

Provided that in the case of an employee appointed directly the order of merit determined by the Selection Committee shall not be disturbed in fixing their seniority. However, if person appointed in different subjects/categories join on the same date seniority will be determined according to their seniority in age; and the elder employee shall be senior to the younger employee :

Provided further that in the case of two employees appointed on the same date, their seniority

shall be determined as follows :-

- (a) an employee appointed by direct recruitment shall be senior to an employee appointed otherwise;
- (b) in the case of employees who are appointed by promotion their *inter se seniority* shall not be disturbed.

(2) The seniority lists of the employees shall be prepared by the Managing Committee in the form prescribed in *Appendix-D* to these rules and circulated to the employees. This list will be finalized after inviting objections from the employees and considering the same. In the case of any dispute regarding fixation of seniority, the matter shall be decided by the Director.

PART-III

Pay, Allowances and Service Record

Scale of pay, dearness allowance and payment of salary

10. The scale of pay and allowances of the employees shall be specified by the Govt. from time to time.

Leave

11. The employees shall be governed by the leave rules as laid down by the Govt. from time to time.

Travelling allowances etc.

12. If an employee is deputed by the Managing Committee or Principal for the business of the college, he shall be entitled to get travelling and daily allowance in accordance with the rules as are applicable from time to time to Govt. employee.

Maintenance of service book

13. (1) For every employee a service book shall be maintained in such form as is prescribed for Govt. employee, and personal file containing annual confidential reports and other important documents in relation thereto.

(2) The service book and the personal file shall be maintained and kept in the safe custody by the Principal who shall be responsible to produce the same before the Director or any other officer authorized by him if so required by him for inspection.

PART-IV

Conduct

Privately trade or employment

14. No employee shall engage directly or indirectly in any trade or business or undertake any other employment except :-

- (i) private tuition with the permission of the Principal for not exceeding one hour a day;
- (ii) honorary work purely social or charitable nature or occasional work of a literary, artistic or scientific character subject to the condition that his official duties do not thereby suffer. He shall not undertake or shall discontinue such work if so directed by the

Principal of his college and in the case of the Principal, so directed by the Managing Committee:

Provided that no permission shall be necessary for examination work of the Universities when the total emoluments accruing therefrom do not exceed Rs.2400/- per annum and for all examination work for which additional emoluments may be accepted, the previous permission of the Principal shall be necessary.

Insolvency and habitual indebtedness

15. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. Any such employee against whom any legal proceedings are instituted for the recovery of any debt due from him or for adjudging him as insolvent shall forthwith report the full facts of the legal proceedings to the Managing Committee through the Principal.

Appearance in examination

16. No employee shall, except with the permission of the Principal of the college and in the case of the Principal, the Managing Committee, appear in any examination.

Participation in activities

17. No employee shall take part in subversive activities or assist in any way, any movement which tends to promote feelings of disaffection, hatred or enmity between different classes or subject of India or disturb public peace.

Criticism of Managing Committee etc.

18. No employee shall –

- (a) in any manner, whatsoever, criticize in a derogatory manner in public the actions of the Govt. and the Managing Committee;
- (b) in the process of performance of his duties except in accordance with any general or specific order of the Managing Committee communicate directly or indirectly any official document or information to any other employee or person to whom he is not authorized to communicate such documents or information.

Taking part in election

19. No employee shall stand for election to Parliament/State Legislature or any other local body.

Joining association by employees

20. (1) No employee shall join or continue to be a member of an association unless such association satisfies the following conditions, namely: -

- (i) its membership is confined to a distinct class of employees and is open to all employees of that class;
- (ii) it is not in any way connected with any party or organization engaged in any political activity;
- (iii) it has, within a period of six months from its formation obtained the recognition of the Govt. or the Managing Committee.

(2) No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

General

21. (1) Every employee shall –

- (i) serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty;
- (ii) maintain cordial relations with the pupils and their parents, the Principal of the Institution, other employees, Managing Committee, University and the Govt. Officers concerned.

(2) No employee shall –

- (i) without sufficient grounds refuse to undergo a course of training prescribed by the University from time to time whenever required to do so; and
- (ii) take part in any activity which in the opinion of the Principal is calculated to lead to an indiscipline in the college.

(3) Unless otherwise expressly provided for, an employee shall, at all times, be at the disposal of the College and shall serve the College in

such capacity and at such places as he may, from time to time, be directed by the Principal or the Managing Committee.

(4) No employee shall absent himself from his duty without the prior permission of the Principal or the Managing Committee.

(5) No employee shall –

- (i) accept or permit any member of his family or any other person acting on his behalf to accept any gift from a student, parent or any other person with whom he has come into contact by virtue of his position in the college.

Explanation – (1) The expression ‘Gift’ shall include free transport, boarding, lodging or other services or any other pecuniary advantage when provided by a person other than a near relation or a personal friend not having any dealings with him in connection with the college.

Note:- A casual meal, gift or other social hospitality of a casual nature shall not be a gift.

Explanation – (2) On occasions such as wedding anniversaries, funerals or religious function when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept a gift of a nominal value;

- (ii) practice, or incite any student to practise casteism, communalism and untouchability;
- (iii) cause or incite any other person to cause any damage to the college property; and
- (iv) encourage violence or be guilty of any conduct which involves moral turpitude.

Consumption of intoxicating drinks and drugs

22. An employee shall –

- (a) strictly abide by any law relating to intoxicating or drugs in force in any area in which he may happen to be for the time being;
- (b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks or drugs;
- (c) not consume intoxicating drinks or drugs in public;
- (d) not appear in a state of intoxication in a public place;
- (e) not be present on duty in state of intoxication; and
- (f) not habitually use any intoxicating drinks or drugs in excess.

Prevention of sexual harassment of working woman

23. (1) No employee shall indulge in any act of sexual harassment of any woman at her work place.

(2) Every employee who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation :- For the purpose of this rule, “sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or by implication as: -

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) making any sexually coloured remarks;
- (d) showing any pornographic material; and
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

PART-V

Contributory Provident Fund

Contributory Provident Fund, Pension Scheme as notified by the State Govt.

24. The employee shall be governed by contributory provident fund regulation as laid down by the University concerned from time to time. However, any change in the rate of contribution would be introduced after the approval of the Govt.

Gratuity

25. The employees shall be governed by instructions issued by Govt. from time to time, in respect of gratuity payable to them at the time of retirement.

Discipline, penalties and appeals

26. In matters relating to discipline, penalties and appeals employees shall be governed by the Haryana Affiliated Colleges (Security of Service) Act, 1979, as amended from time to time as per *Appendix-C* to these rules.

Power of relaxation

27. When Govt. is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Repeal and Saving

28. The Haryana Affiliated Colleges (Security of Service) Rules, 1980 and the Haryana Affiliated Colleges (Security of Service) Rules, 1993 are hereby repealed :

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX –A
(See rule 3)

1. Principal
2. Lecturer
3. Lecturer Physical Education
4. Librarian
5. Head Clerk
6. Clerk
7. Steno Typist
8. Junior Librarian
9. Laboratory Assistant
10. Type writing Instructor
11. Tabla Player
12. Restorer
13. Laboratory Attendant
14. Library Attendant
15. Gasman
16. Peon and other class IV Employees
17. Lecture Assistant

However, the existing post of Superintendent, Accounts Officer, Accountant, Assistant, Steno-grapher, Junior Scale Steno-grapher will be diminishing in character and these posts will stand abolished on the vacation of these posts by the present incumbent on retirement or otherwise.

APPENDIX – B
[See rule 7(4)]

No.....

Dated the.....

On the recommendations..... of the Selection Committee Shri/Smt..... is hereby appointed as..... inwith effect from the date he/she joins duty, in the grade of Rs..... with usual allowances sanctioned by the Haryana Govt. from time to time on the following terms and conditions, namely : -

Terms and Conditions :

1. (i) His/Her appointment is to a purely temporary post which is liable to be abolished at any time and carries no promise of subsequent permanent employment. No offer of permanent vacancy can be made to him/her at present.

(ii) He/She shall be on probation for a period of year which can be extended for such further period as the competent authority under the rules may determine.

2. In case of resignation or discharge on grounds other than abolition of the post (except as a result of disciplinary action), one month's notice or one month's pay and allowance in lieu thereof will be required to be paid on either side.

3. No travelling allowances will be admissible for joining the post.

4. Before assuming the charge of duties, he/she will be required to produce the following certificates to the Head of Institution: -

- (i) medical certificate of fitness from M.B.B.S. medical practitioner;
- (ii) attested copies of academic and professional qualification and matriculation certificate; and
- (iii) a certificate of good character from Gazetted Officer or Member of Legislative Assembly.

5. If he/she has not been vaccinated within the last twelve months, he/she should have it done before reporting for duty.

6. Before assuming the post he/she will have to—

- (a) take an oath of allegiance to the Constitution of India; and
- (b) affirm that he/she is not having more than one living spouse.

7. His/Her seniority will be fixed in accordance with the rules and regulations on the subject.

8. He/She will be required to produce the original educational and date of birth certificate.

If the above terms and conditions are acceptable to him/her, he/she should join his/her duty immediately but not later than

In case of failure to do so his/her candidature is likely to be cancelled and the post shall be offered to the next eligible candidate.

Signature

with seal of office

Appointment Authority

APPENDIX – C
(See rule 26)

Penalties

1. The following penalties may, for good and sufficient reasons, be imposed upon members to whom these rules are applicable, namely :-

Minor punishments :

- (i) Warning on personal file;
- (ii) Censure;
- (iii) Withholding of increments or promotion;
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.

Major punishments :

- (v) Removal/Dismissal from service;
- (vi) Reduction to a lower post or time scale or to a lower stage in a time scale;
- (vii) Withholding of annual increment of pay with cumulative effect.

Procedure for imposing major penalties of dismissal/removal from service or reduction in rank or with-holding of annual increment of pay with cumulative effect

2. (1) Whenever, the Managing Committee is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may, initially enquire into it itself or may appoint an authority to enquire into the truth thereof, and provisionally decide whether the delinquent official should be proceeded against for major punishment or minor punishment.

(2) Where it is proposed to proceed against an employee for the award of major punishment the Managing Committee shall draw up-

- (i) the substance of the imputation of misconduct or misbehaviour into definite and distinct articles of charges;
- (ii) a statement of allegations on which each charge is based including the statement of all relevant facts including any admission or confession made by the employee.
- (iii) a list of documents by which and a list of witnesses by whom the articles of charges are proposed to be substantiated.

(3) The Managing Committee shall deliver to the employee a copy of the articles of charges, the statement of allegations and a list of documents and witnesses by which each article of charge is proposed to be substantiated and shall require the employee to submit, within such time, not being less than fifteen days, as may be specified, a written statement of his defence and to state whether he desired to be heard in person.

(4) (a) One receipt of the written statement of defence, the Managing Committee may itself inquire into such of the articles of charges as are not admitted or, if it considers it necessary to do

so, appoint under sub-rule (1), an inquiry officer for the purpose, and where all the articles of charges have been admitted by the employee in his written statement of defence, the Managing Committee shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner hereinafter laid down in these rules.

(b) If no written statement of defence is submitted by the employee within the specified period, the Managing Committee may itself inquire into the articles of charge or may, if it considers necessary to do so, appoint under sub-rule (1) an inquiry officer for the purpose.

(c) Where the Managing Committee itself inquires into the articles of charges or appoints an inquiry officer for holding an inquiry into such charges, it may, by order, appoint a Presenting Officer to present, on its behalf, the case in support of the articles of charges.

(5) The Managing Committee shall, where it is not itself the inquiring authority, forward to the inquiry officer, –

- (i) a copy of the articles of charges and the statement of allegation;
- (ii) a copy of the written statement of defence, if any, submitted by the employee;
- (iii) the record referred to in item (iii) of sub-para (2);
- (iv) evidence proving the delivery of the documents required to be delivered to the employee under sub-para (3); and
- (v) a copy of the order appointing the presenting officer.

(6) The employee shall appear in person before the inquiring authority on such date at such time within ten working days from the date of receipt by him, of the articles of charges and the statement of imputations of misconduct or misbehaviour as the inquiring authority may be a notice in writing specify in this behalf, or within such further time not exceeding ten days, as the inquiring authority may allow.

(7) The employee may take the assistance of any other employee to present the case on his behalf, but may not engage a legal practitioner for the purpose, unless the Presenting Officer appointed by the Managing Committee is a legal practitioner or the inquiring authority having regard to the circumstances of the case, so permits.

(8) If the employee who has not admitted any of the articles of charge in his written statement of defence, or has not submitted any written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charges, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(9) The inquiring authority shall record its findings of guilt in respect of those articles of charges to which the employee pleads guilty.

(10) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the presenting officer to produce the evidence by which he proposes to prove the article of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may for the purpose of preparing his defence –

- (i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub para (3);
- (ii) submit a list of witnesses to be examined on his behalf.

Note: - If the employee applies orally or in writing for the supply of the copies of the statements of witnesses mentioned in the list referred to in sub para (2), if any, the inquiring authority shall furnish him such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the Managing Committee.

(11) The inquiring authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition:

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are in its opinion, not relevant to the case.

(12) On receipt of the requisition referred to in sub-para (11), every authority having the custody of possession of the requisitioned documents shall produce the same before the inquiring authority.

(13) On the date fixed for inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Managing Committee. The witnesses shall be examined by or on behalf of the Managing Committee, and may be cross examined, by or on behalf of the employee. The presenting officer shall be entitled to re-examine the witnesses on any point on which they have been cross-examined, but not on any new matter without the leave of the inquiring authority. The Inquiring authority may also put such questions to the witnesses as it thinks fit.

(14) The inquiring authority may, in its discretion, if it appears necessary before the close of the case on behalf of the Managing Committee, allow the presenting officer to produce evidence not included in the list given to the employees or may itself call for new evidence or recall and re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the date of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence if it is of the opinion that the production of such evidence is necessary in the interest of justice.

Note :- New evidence shall not be produced or called for or any witnesses shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(15) When the case on behalf of the Managing Committee is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the presenting officer, if any appointed.

(16) The evidence on behalf of the employee shall then be produced. The employee may appear as his own witness if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority and the presenting officer, according to the provision applicable to the witnesses for the Managing Committee.

(17) The inquiring authority may, after the employee closes his case, and shall, if the employee has not examined himself ask him general question on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any such circumstances.

(18) The inquiring authority may, after the completion of the evidence hear the presenting officer, if any, appointed, and the employee and permit them to file written briefs of their respective case, if they so desire.

(19) (i) if the inquiring authority is of the opinion that the employee is unduly delaying the production of evidence or fails or omits to produce evidence on the specified date of hearing or fails to appear on the date of hearing, he may record his reasons in writing, and close the evidence on behalf of the employee and proceed with the case.

(ii) The inquiring authority may, in its discretion, for reasons to be recorded in writing, set aside its own orders under clause (i), if a petition is filed before it by the employee within fifteen days of the passing of such order :

Provided that a copy of the petition is given to the presenting officer, if any appointed and an opportunity is given to him to be heard before passing such order.

(iii) No appeal shall lie against the order passed under clause (ii).

(20) If the employee to whom a copy of the article of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of these rules, the inquiring authority may hold the inquiry ex-parte.

(21) (i) After the conclusion of the inquiry a report shall be prepared and it shall contain :-

- (a) the articles of charges and the statement of the imputation of misconduct or misbehaviour;
- (b) the defence of the employee in respect of each article of charges;
- (c) an assessment of the evidence in respect of each article of charges;
- (d) the findings of each article of charges and the reason thereof.

Explanation – If, in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles or the charges it may record its findings on such article of charge.

(ii) The Enquiring authority, where it is not the Managing Committee, shall forward to the Managing Committee, the records of enquiry which shall include –

- (a) the report prepared by it under clause (i);
- (b) the written statement of defence, if any, as submitted by the employees;

- (c) the oral and documentary evidence produced during the course of the inquiry;
- (d) written briefs, if any, filed by the presenting officer or the employee or both, during the course of the enquiry;
- (e) the orders, if any, made by the inquiring authority in regard to the inquiry.

Action on the inquiry report

3. (1) The Managing Committee, if it is not its self inquiring authority, may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority, as far as may be, shall thereupon proceed to hold further inquiry, according to the provisions of para 6.

(2) The Managing Committee, shall, if it disagrees with the findings of the inquiring authority on any articles of charge, record its reasons for each disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the Managing Committee having regard to its finding on all or any of the articles of charges, is of the opinion that any major punishment should be imposed on the employee, it shall –

- (a) furnish to the employee a copy of the report of the inquiry held by it and its findings on each article of charge or where the inquiry had been held by the inquiring authority appointed by it, a copy of the report of such authority and a statement of its findings on each article of charge, together with brief reasons for its disagreement, if any, with the findings of the inquiring authority;
- (b) give the employee a notice stating the penalty proposed to be imposed on him and calling him to submit, within a period of thirty days of the receipt of such notice, such representation to the Director as he may wish to make against the proposed penalty;
- (c) forward to the Director the complete record of inquiry mentioned in clause (ii) of sub-para (21) of para 2, alongwith its findings on each article of charge, together with brief reasons for the disagreement, if any, with the findings of the inquiry authority; and
- (d) forward to the Director evidence of receipt of notice by the employee under clause (b).

Action by Director

4. The Director, on receipt of such proposal and representation, if any, may, after examining the record and giving the parties an opportunity of being heard, by an order in writing, give his approval to the imposition of the proposed punishment or reduce it or refuse to give approval, if the proposal is found to be malafide or by way of victimisation or not warranted by the facts and circumstances of the case.

Order by Managing Committee

5. On receipt of the approval of the Director, the Managing Committee shall pass an order in detail.

Procedure for imposing minor penalty

6. (i) Where after examination of the enquiry report, referred to in sub-para (1) of para 2, the

retirement									
1	2	3	4	5	6	7	8	9	10

APPENDIX-XVI
(Under Ordinance XVI)

ACCELERATED INCREMENT(S)

The Governing Body shall grant accelerated increment(s) to Non-Teaching Employees on a time scale of pay as under :-

1. Ministerial Staff up to and including the Head Clerk/ Accountant.

- (a) for passing B.A.(full), M.A., LL.B. Examination(s) one increment for each of these examinations upto a maximum of three increments, even if an employee passes more than three examinations.
 - (b) Employees drawing pay in the pay-scale the minimum of which is below Rs.400/- (un-revised) for passing Matriculation or Certificate in Library Science (One-year Course) Honours in O.T., M.I.L. Examinations, two increments.
 - (c) Employees will be granted Accelerated Increment(s) with effect from the date of their passing the Examination(s).
- 2. One increment to the Laboratory and other Technical staff if they improve their Technical qualification.**

Ordinance XVI-A— Grant of ‘Association’ to Institution for Oriental Titles/M.I.L. Examinations

1. Application on the prescribed form for grant of ‘Association’ for the Oriental Titles/Modern Indian Languages Examinations shall be made by the Head of the Institution so as to reach the University not later than June 30 previous to the year of examination for which ‘Association’ is applied for. The application shall be accompanied by all the information required in these Rules.

2. The Institution must have sufficient income to ensure its stability. It may be in the form of Endowment Fund or property.

3. In addition to the requirements laid down in Rules 1 and 2, every Institution :

- (i) should be managed either by a Registered Body or by a properly constituted Committee;
- (ii) must possess a suitable building for holding the various classes and playgrounds for the physical exercises and games for its students;
- (iii) shall appoint adequate and qualified staff. Their appointments and salaries shall be subject to the approval of the Vice-Chancellor. The minimum qualifications and salaries for the teaching staff shall be as under :

Qualifications :

(a) *Sanskrit Examinations :*

- | | | |
|----------------|---|--|
| (i) Prajna | } | B.A. plus Shastri. |
| (ii) Visharada | | OR |
| | } | Shastri plus Prabhakar or Acharya. |
| (iii) Shastri | | M.A. Sanskrit plus Shastri or Acharya. |
| (iv) Acharya | } | Acharya degree in the subject concerned. |

(b) *Hindi Examinations :*

- | | | |
|----------------|---|---|
| (i) Rattan | } | B.A. plus Prabhakar. |
| | | OR |
| | } | Shastri plus Prabhakar. |
| (ii) Prabhakar | | M.A. Hindi or M.A. Sanskrit plus Prabhakar. |
| | } | OR |
| | | B.A. plus Prabhakar. |
| | } | OR |
| | | Shastri plus Prabhakar. |

(c) *Panjabi Examinations :*

- | | |
|---|-----------------|
| } | B.A. plus Gyani |
|---|-----------------|

- (i) Budhiman OR
M.A. Panjabi
- (ii) Gyani M.A. Panjabi

(iv) shall maintain the following Registers :

- (a) Admission Register,
 (b) Attendance Register, and
 (c) Salary Register;

(v) must purchase books from the standard list of the value of Rs.500/- and subsequently spend Rs.100/- per year on the purchase of text and general books related to the subjects taught by it. It shall also subscribe to Standard Papers and Periodicals for its Reading Room;

Provided further that an Institution associated for the Acharya Examination shall purchase books out of the Standard lists of the value of Rs.1000/- in the concerned subject and subsequently spend Rs.300/- per year on the purchase of text/general books related to the subject;

- (vi) shall observe a regular time-table and no teacher should work more than 30 periods of 45 minutes each per week.
- (vii) must institute a Provident Fund for the benefit of permanent members of staff;
- (viii) shall remit to this office a fee of Rs.50/- annually. The fee is not refundable;

Provided further that Institutions associated for Acharya Examination shall pay Rs.100/- annually. The fee is not refundable.

(ix) shall charge from students fees as approved by the University.

4. No student for examination in Oriental Titles shall be sent up unless he has been on the rolls of an Associated Institution at least for one year.

5. Every such candidate shall submit three copies of his photograph alongwith his Admission Form.

6. The Heads of the Associated Institutions are authorised to attest the Admission forms and photographs of their own candidates.

7. The candidates of the Associated Institutions shall pay the same Admission fees as are prescribed for Private candidates.

8. As far as possible, candidates of an Associated Institution will be allotted one centre.

9. The results of the candidates of Associated Institutions will be published under the name of Institutions concerned and certificates of successful candidates will be sent to the Heads of Institutions concerned.

10. The Endowment Fund required for the Association of O.T./M.I.L. Examinations is Rs.15,000/- as provided in Ordinance No. XVI.

Ordinance XVII—Scholarships, Stipends, Medals and Prizes.**1. RESEARCH SCHOLARSHIPS**

(1) (a) Research Scholarships of the value of Rs.7000/- p.m. tenable for two years in the first instance, will be awarded in each Department, where research facilities are available, by the Vice-chancellor on the recommendations of a Selection Committee, consisting of the Chairperson and two senior most teachers of the Department on the criteria given in Clause-2 below. The number of University Research Scholarships in each department will be determined on the basis of the total number of regular students of the final year of their Master's degree programme who may have appeared in the University examinations in the preceding session. There will be one research Scholarship if the strength of such students is upto 100. In case, the strength exceeds 100, the number of Scholarships will be two. In addition, there will be ten University Research Scholarships for SC candidates which will be awarded on merit to be decided by criteria given in clause-2 subject to maximum of one in a Department. In addition to above, three University Research Scholarships will also be awarded to physically handicapped candidates based on merit.

The Scholarship may be extended on yearly extension basis ordinarily for a period of one year, but in no case beyond a period of two years, by the Vice-Chancellor subject to explicit certification in support of very satisfactory work progress on the recommendations of the Committee consisting of the Supervisor and the Chairperson of the Department.

No payment of scholarship shall be made to the research scholars after the successful completion of his/her viva-voce examination or upto the tenure of scholarship whichever is earlier.

(b) No URS will be awarded to the candidates who are on Regular/Contract/Guest faculty/consolidated salary in the Centre/State/ Semi Govt. or Private Organization/Departments etc.

(2)(a) University Research Scholarship will be open to persons who have obtained at least 55% marks at Master's level from this University or from recognized University (the minimum 50% marks at Master's level for Scheduled Caste/Scheduled Tribes candidates), and are preferably below the age of 30 years. The age limit for the candidates belonging to Scheduled Caste/Scheduled Tribes, Backward Classes, Physically handicapped, Blind, and Women candidates, shall be relaxable by 5 years.

(b) The Candidates who qualify the Entrance Test for admission to Ph.D. Course obtaining 50% marks (45% for SC/ST) in each paper of the Test shall be eligible to apply for the award of University Research Scholarship. The criteria for determining the merit for award of University Research Scholarship w.e.f. the session 2010-2011 will be as under:-

On qualifying the Entrance Test, the admission shall be made on the decided vacant seats as per following criteria:-

Percentage of marks in qualifying examination	= 30%
Percentage of marks at graduation level	= 20%
Percentage of marks in qualifying Entrance Test	= 50%

In addition to this the candidates who have passed the Qualifying examination namely M.A./M.Sc./M.Com./M.Ed/ M.P.Ed./M.Lib. Sc. from Kurukshetra University shall be given a weightage of 5 marks

Note:- For calculating percentage of marks for Master's Degree in the case of Physical Education, Education and Library & Information Science, marks obtained in D.P.Ed/ B.P.Ed+M.P.Ed, B.Ed+M.Ed and B.Lib. Sc+M. Lib. Sc. (one year course) as the case may be shall be halved.

(c) The candidates exempted from the Entrance Test for admission to Ph.D. course under clause 7-8 of Ph.D. Ordinance are also required to qualify the Entrance Test to avail University Research Scholarship.

(3) A Scholar will be required to do whole-time research work under a Supervisor, on the topic approved by the P.G.B.O.S of the respective Department.

(4) A Scholar will be required to produce a certificate of progress and satisfactory work from the supervisor and countersigned by the chairperson of the Department concerned at the end of every year.

(5) No scholar shall join any other course of study or appear at any other examination conducted by any University or public body while doing research. The Vice-Chancellor may, however allow a candidate to appear in an examination or to attend a course which is conducive to his research and is of minor nature, including improvement of previous result.

(6) The University Research Scholar shall complete the full period of his/her tenure of Research Scholarship. In the event of a scholar discontinuing or giving up his scholarship and leaving the department without prior permission of the Vice-Chancellor, before the expiry of one year, or in the extended period, if extension was allowed, for no valid reason, or the scholar concerned fails to submit his/her Ph.D. thesis in term of clause 14 of the Ph.D. ordinance, he/she shall refund the whole amount of scholarship paid by the University or a part thereof as recommended by the Chairperson in consultation with the supervisor concerned.

Provided that no recovery of Scholarship shall be made if (i) a scholar joins University/Aided College of the Haryana State as a regular teacher or on Contract/Guest faculty/Consolidated Salary (ii) a scholar who join teaching on regular basis of other State, Defence, R & D organization, or research project funded national/state agencies. (iii) a scholar enters into a Central or State Govt. service but submit his/her Ph.D. thesis within the prescribed time limit. If either of these conditions is not fulfilled, the scholar will be required to refund the whole amount of scholarship drawn by him/her.

In consultation with the Dean of the faculty and the Chairperson of the Department concerned, the scholar shall execute a bond (Appendix page-II) with the University in the form prescribed for the purpose, giving surety of any one of the following:-

- (a) A permanent employee of the University.
- (b) A permanent employee of the State Government.
- (c) A permanent employee of the autonomous statutory bodies situated in Haryana.
- (d) Natural parents/legal guardian having property/employment.

(7) If a Research Scholarship falls vacant, it should be awarded within a period of three months from the date it falls vacant or upto 31st March of the year which ever is earlier for the full term of one year. In such cases the selection should be from within the panel already derived at in order of merit. In no case the scholar be allowed to join the Scholarship after 31st March of the year.

(8) **Leave**

Leave for a maximum of 30 days in a year in addition to general holidays may be allowed to

a research scholar by the chairperson of the Department on the recommendation of the supervisor. They will not be entitled to any vacation. No other kind of leave with scholarship will be admissible to a Research Scholar.

Provided that the female scholars would be eligible for maternity leave at full rates for a period not exceeding three months once during the tenure of her Research Scholarship.

Provided further that the Vice-Chancellor may in very hard and exceptional cases allow leave for a period not exceeding three months to a research scholar to pursue his/her research work only.

2. UNIVERSITY MERIT SCHOLARSHIPS

(1) The following scholarships to be known as University Merit Scholarships, shall be awarded annually by the Vice-Chancellor on the results of the various University Examinations. Scholarships shall be tenable for the duration of the Course of Studies which the candidate joins. The number and value of each scholarship shall be as under :

1	2	3
Name of the Exams. on the results of which Scholarship will be awarded	Amount of Scholarship (per month)	No. of Scholarships to be awarded
(i) B.A./B.Sc./B.Sc. (Home Sc.)/ B.Com./B.C.A./B.I.M./B.Sc. in Information System/B.Sc. in Internet Science/B.Sc. (Hons.) Information Tech. and B.A. LL.B. (Hons.) Part-I etc.	Rs.200/-	One scholarship for every 1000 candidates or a part thereof in each course subject to the minimum of one in each course.
(ii) B.A./B.Sc./B.Sc. (Home Sc.)/ B.Com./B.C.A./B.I.M./B.Sc. in Information System/B.Sc. in Internet Science/ B.Sc. (Hons.) Information Technology (Final) etc.	Rs.300/-	One each for securing first position in the aggregate of each course.
(iii) B.A./B.Sc./B.Sc. (Home Sc.)/ B.Com./B.C.A./B.I.M./B.Sc. in Information System/B.Sc. in Internet Science/ B.Sc. (Hons.) Information Technology (Final) etc.	Rs.200/-	One each for securing second position in the aggregate of each course.

(2) (a) All awards shall be made on the results of the Annual Examinations only. No award is to be made on the Results of Bi-annual or Supplementary Examinations.

(b) If two or three candidates are bracketed for marks obtained and are placed last in the number of scholarships to be awarded, each of them will be offered the scholarship and the total number of scholarships fixed for the examination concerned shall be increased accordingly. If the number of such candidates is more than three, the scholarship will be offered to the three candidates who are junior

most in age.

(3) No University Scholarship shall be awarded unless –

- (i) on the result of B.A.-I/B.Sc.-I/B.Sc.-I (Home Science)/ B.Com-I/B.C.A.-I/B.I.M.-I/B.Sc.-I in Information System/ B.Sc.-I in Internet Science/B.Sc.-I (Honours) in Information Technology/B.A.LL.B. Part-I (Honours) etc. the candidate is placed in First Division.
- (ii) in the case of other examinations, the candidate gets at least 55% marks.
- (iii) the candidate secures above percentage of marks in the first attempt.

(4) The Scholarships shall be renewed on the condition that the scholarship holder gets at least 60% marks in the subsequent University Examination for all Under-graduate courses except Post-Graduate courses where the scholarship holder gets at least 55% marks. 54.5% or more marks shall be rounded off to 55% marks and 59.5% or more marks shall be rounded off to 60% marks.

Provided that in the Courses where the Semester System of Examination exist, the scholarship for the Third and Fifth Semesters will be renewed if the student has obtained at least 60% or 55% marks, as given in the main clause on the combined performance of the First and Second Semesters and Third & Fourth Semesters Examinations, respectively. However, the payment of scholarship for the Second/ Fourth/Sixth Semester shall be made only if the student has passed all papers of the First/Third/Fifth Semester Examination, respectively.

(5) No student shall hold more than one scholarship except by special resolution of the Academic Council. This condition shall not apply to the holding of Sports Scholarship/Stipend in addition to the Merit Scholarship.

(6) If a student stands first in an examination, but is not awarded or does not accept a scholarship which he would ordinarily hold, such scholarship may be awarded to the next eligible candidate on the list, failing him to the third student in order of merit. It shall not be offered to the fourth student on the list, provided that in a subject in which there are two or more scholarships, the award may go up to the tenth candidate in order of merit with the approval of the Vice-Chancellor.

Provided that this restriction shall not apply to the examinations in which merit scholarships have been offered by the Central/State Government or any other agency. In such cases, the above clause shall apply to the candidates next on the merit list after the award of Central/State Government scholarships or other scholarships offered by any other agency.

(7) Scholarships shall be tenable in any Faculty and in any College recognised/maintained by this University or in the All India Institutions (*See Appendix-I*) provided the student joins the College or the All India Institute, in the Academic Year in which he passed the examination.

Provided that the scholarship shall also be awarded to the students who join the Colleges/Universities of Haryana/Panjab and Panjab University, Chandigarh.

(8) Scholarship holders who join Institutions other than

those recognised/maintained by the Kurukshetra University, where such scholarships are tenable, shall draw scholarships only for the period and subject to the conditions applicable to the students, joining the Institutions recognised/maintained by the Kurukshetra University.

(9) A student who has been awarded a scholarship shall be liable to pay Tuition fee for the full period unless he/she has been granted full or half fee concession.

(10) Scholarships shall be awarded on the express understanding that the holder shall attend a College or a 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, he shall, after due warning be reported by the Principal of the College or Chairperson of the University Teaching Department to the Vice-Chancellor who may withdraw the scholarship or decrease the amount of the same.

(11) Each scholar shall be informed of his having been awarded a scholarship. If a scholar does not notify the University in writing of his acceptance of the scholarship within two weeks of the receipt of the Registrar's notice by registered post, he/she shall be liable to forfeit his/her scholarship which may be rewarded to the next eligible candidate.

(12) The students who are pursuing higher studies through Distance Education or as Private candidates are also eligible for the award of University Merit Scholarship.

3. (a) POST GRADUATE STIPENDS

(1) Post-Graduate Stipends not exceeding 50 in number and of the value of Rs.200/- p.m. tenable for the duration of the Course as the case may be, for M.A./M.Sc., M.Com./MIB/MMT/MFC/MMC/MBA/MCA/ B. Lib. Sc. & Inf. Sc./LL.B./LL.M./M.Tech./MTM./MHM/Lib. Sc./ M.Ed. (General)/M.Ed./B.Ed. Special Education will be awarded by a Committee appointed by the Vice-Chancellor.

(2) Post-Graduate Stipends will be open to the students who have passed their Bachelor Degree with 55% marks in the aggregate.

(3) The Selection Committee appointed by the Vice-Chancellor shall decide :-

(a) how many scholarships may be awarded each year and for each subject of study prescribed for the Course mentioned above in Clause (1).

Provided further that generally at least one stipend shall be awarded in each of the subjects for M.A./M.Sc. and other Courses mentioned above, provided that students fulfil the eligibility condition.

(b) if it comes to the notice, at any time, to the Vice-Chancellor that the Progress or conduct of a scholar has not been satisfactory, the scholarship may be suspended or withdrawn.

3. (b) SETH KIRORI MAL CHARITY TRUST STIPENDS

The following stipends shall be awarded, out of the interest, on the donation of Rupees One Lakh made by Seth Kirori Mal Charity Trust :

(i) 2 scholarships of the value of Rs.250/- p.m. each to the students of Post-Graduate Courses of the Departments of K.U.K.

(ii) 3 scholarships of the value of Rs.100/- p.m. each for 12 months to the students of Under-graduate Courses of University College, Kurukshetra.

3. (c) GENERAL STIPENDS

General Stipends in lump-sum amount of Rs.600/- as financial help, shall be given to 40 needy and deserving students of University Teaching Departments only. However, such financial help in lump-sum amount be given to at least one student in each Department on the Campus on the recommendation of a Selection Committee appointed by the Vice-Chancellor.

The Stipends shall not be combined with any other Government/ University Scholarships/Stipends except fee concession, and shall be tenable for one year.

3. (d) AWARD OF SCHOLARSHIP TO M.PHIL. STUDENTS

(1) Scholarships of the value of Rs.200/- p.m. each, tenable for twelve months, for the students joining M.Phil. Course, will be awarded by the Vice-Chancellor on the recommendations of the Research Scholarship Selection Committee of the Department.

(2) At least one Scholarship shall be allocated to each of the Departments in which M.Phil. Course has been started.

(3) The Scholarships shall be open to persons who have passed the Master's Degree Examinations in the 1st or 2nd Division (with at least 55% marks or at least B+ in the grade system), and are preferably below the age of 30. Those in receipt of any other financial assistance/scholarship or salary from any other source shall not be considered eligible for award of the Scholarship.

(4) No Scholar shall join any other course of study or appear at any other examination conducted by any University or Public Body.

(5) The Scholar shall complete the full period of the course. In the event of a student discontinuing or giving up before the completion of the course, for no valid reason, he/she shall be required to refund to University the entire amount received by him/her.

Provided that in very exceptional cases this condition may be waived off by the Vice-Chancellor in consultation with the Chairperson of the Department concerned.

The Scholar shall after acceptance of Scholarship execute a bond (*Appendix-II*) with the University in the form prescribed for University Research Scholarships.

(6) If a Scholarship falls vacant before the end of December, it may be awarded to another student for the remaining period, in the same Department.

4. TENABILITY OF PANJAB/PUNJABI UNIVERSITY SCHOLARSHIPS AT THIS UNIVERSITY

The Scholarships, awarded by the Panjab and Punjabi Universities to the students, on the results of their various examinations, shall be tenable at this University on reciprocal basis.

5. SHRIMATI BHAMBOOLI DEVI SCHOLARSHIPS

Six scholarships known as Smt. Bhambooli Devi Scholarships of the value of Rs.250/-p.m. each, tenable for two years, will be awarded to the students standing first in the B.A. Part-I/B.Sc. Part-I/B.Com. Part-I Examinations, one each in Arts, Science and Commerce Group of this University. These scholarships will be awarded every year to the students joining B.A. Part-II/B.Sc. Part-II/B.Com. Part-II classes respectively in the affiliated colleges of this University. These will be awarded out of the income earned as interest on the investment made by Smt. Bhambooli Devi with the University in the shape of FDRs. In the event of a candidate standing first in the examinations mentioned above, being selected for the award of some other scholarship or joining for higher studies elsewhere, this scholarship will go to the next candidate getting highest marks.

6. VICE-CHANCELLOR MEDAL

(1) There shall be two Gold Medals, one for boy and one for girl, known as 'Vice-Chancellor Medal' of the value of Rs.1,000/- each out of the University Fund.

(2) The Medals shall be awarded each Year to the Best N.C.C. Cadets of Senior Division. The selection of the Best N.C.C. Cadets shall be made by the committee consisting of (i) Commanding Officer, 10, Haryana Bn. N.C.C. Kurukshetra; (ii) Administrative Officer, 10, Haryana Bn. N.C.C., Kurukshetra; and (iii) Chief Warden (Boys), K.U. Kurukshetra at a competition to be held every year in the month of March.

(3) The Medals shall be presented to the Best N.C.C. Cadets at the Annual Convocation of the University. The words 'Vice-Chancellor Medal'; the name of the winner and the year of the award, shall be inscribed on the medals with the seal of the University on its reverse side.

(4) Every year, at the commencement of the academic session a notification shall be issued by the Assistant Registrar (Regn. & Sch.) to the Principals of all the affiliated Colleges/Institutes mentioning the conditions for the award of 'Vice-Chancellor Medal' and requesting them to forward the particulars of their Best N.C.C. Cadets for participation in the competition for the award of these Medals.

(5) The College/Institution can recommend only two best N.C.C. Cadets, one boy and one girl, from Air, Army and Navel Wings to attend the test-cum-interview. If more than two Cadets (one boy and one girl cadets. are recommended they will not be considered.)

(6) The Cadet who is either in 1st year or 4th year of N.C.C. is not eligible for this award.

(7) The medals awarded from the session 2007-08.

7. UNIVERSITY MEDALS

The University shall award annually Medals and Certificates thereof to the student(s) having First Class First position in order of merit in the University examinations separately under annual and semester systems w.e.f. 2009-2010. For this purpose Bachelor of Science (Medical), Bachelor of Science (Non-Medical), Master of Arts (Music Vocal), Master of Arts (Music Instrumental), Master of Philosophy (Music Vocal) and Master of Philosophy (Music Instrumental) shall be treated as different courses.

Provided that if more than one candidate has obtained equal number of marks in an examination, on the basis of which a Medal is to be awarded the medal shall be awarded to each of them mentioning on each medal only the name of the candidate to whom the medal is actually to be awarded.

The University shall also award a medal to the candidate who secures the highest marks in the Final M.B.B.S. Professional Examination.

The Medal shall be presented at the Annual Convocation of the University. It shall be made of gold plated Silver and the year of the Award shall be inscribed on the Medal with the seal of the Kurukshetra University on its reverse side.

Every medal shall be accompanied by a certificate indicating the particulars of the person to whom the medal is awarded.

8. RAI SAHIB CHAUDHARY PARTAP SINGH SCHOLARSHIP

'Rai Sahib Chaudhary Partap Singh Scholarship' of the value of Rs.25/-p.m. out of the donation of Rs.600/- made by Rai Sahib Chaudhary Partap Singh of Karnal, tenable for two years, will be awarded to a deserving student joining M.A. in Sanskrit. In the event of non-availability of such a student, the award will go to the student joining B.A. (with Sanskrit) who has passed his lower Examination with merit.

9. MAHASHA BENARSI DASS GUPTA MEDALS

(1) There shall be two medals known as "Mahasha Benarsi Dass Gupta" Medals. These shall be awarded out of the annual income from the Endowment Fund of Rs.40,000/- made by Shrimati Daropadi Devi, wife of Late Mahasha Benarsi Dass Gupta, Main Bazar, Kurukshetra in the memory of her late husband (Mahasha Benarsi Dass Gupta). The amount shall be invested in Fixed Deposit in a scheduled Bank so as to draw the highest rate of interest.

* (2) The Medals of the value of Rs.1000/- each shall be awarded to the following but the value of Medals will be decreased if the current rate of interest decreases. These will be awarded every year at the time of the Annual Convocation of this University:-

(a) One to the girl student securing the highest marks in the B.A./B.Sc. (Final) Annual Examination of this University.

(b) One to the student standing first in the LL.B. (Final) Annual Examination of this University.

(3) The words :

- (a) Mahasha Benarsi Dass Gupta Gold Medal;
- (b) the name of the Winner; and
- (c) the year of the award;

shall be engraved on each medal, with the seal of the Kurukshetra University on its reverse side.

10. SHRI DEV RAJ GUPTA MEMORIAL MEDAL

(i) There shall be a Medal known as "Shri Dev Raj Gupta Memorial Medal" of the value of Rs.500/- to be awarded out of the annual income accruing from the endowment of Rs.10,000/- made by Shri P. D. Gupta, (formerly Controller of Examinations, Kurukshetra University, Kurukshetra), in the memory of his son, Late Shri Dev Raj Gupta, B.Sc. Engineering, M.Sc. (Ind. Engg.) who was a student of the Regional Engg. College, Kurukshetra for some time.

(ii) The Medal shall be awarded each year to the student securing the highest percentage of marks in the Bachelor of Technology (Instrumentation) Course of the Kurukshetra University.

11. DR. SHAMSHER SINGH SCHOLARSHIP

(i) There shall be a scholarship known as 'Dr. Shamsheer Singh Scholarship' of the value of Rs.50/- p.m. to be awarded out of the annual income accruing from the endowment of Rs.5,000/- made by Dr. Shamsheer Singh, 527/L, Model Town, Yamuna Nagar.

(ii) The scholarship will be awarded for ten months in a year (from July to April) by the Vice-Chancellor on the recommendation of a Committee consisting of :

- (a) Chairperson of the Department of Geography;
- (b) a Senior teacher from the Department of Geography to be nominated by the Vice-Chancellor on the recommendations of the Chairperson of the Department of Geography; and
- (c) the Registrar or his nominee,

to a needy and deserving student of M.Sc (Final) Class in the Department of Geography of this University who has passed the earlier examination, i.e., M.Sc. Previous in the first attempt securing at least 50% marks, subject to the condition that his/her class performance in the sphere of Education and conduct is satisfactory. First award has been made with effect from the Academic Session 1976-77.

12. SMT. AMAR KAUR SCHOLARSHIP

(i) There shall be a scholarship known as 'Smt. Amar Kaur Scholarship' of the value of Rs.50/- p.m. to be awarded out of the annual income accruing from the endowment of Rs.5,000/- made by Smt. Amar Kaur w/o Dr. Shamsheer Singh, 527/L, Model Town, Yamuna Nagar.

(ii) The Scholarship will be awarded for ten months in a year (from July to April) by the Vice-Chancellor on the recommendation of a Committee consisting of :

- (a) Chairperson of the Department of Geography;
- (b) a Senior Teacher from the Department of Geography to be nominated by the Vice-

Chancellor on the recommendations of the Chairperson of the department of Geography;
and

(c) the Registrar or his nominee,

to a needy and deserving student of M.Sc. Previous Class in the Department of Geography of this University who has passed the earlier examination, i.e. B.A./B.Sc. in the first attempt securing at least 50% marks, subject to the condition that his/her Class performance in the sphere of Education and conduct is satisfactory. First award has been made w.e.f. the Academic Session, 1976-77.

13. SARDAR VALLABH BHAI PATEL GOLD MEDAL

A Gold Medal known as 'SARDAR VALLABH BHAI PATEL GOLD MEDAL' of the value of Rs.1000/- shall be awarded annually out of the grant to be given by the Haryana Government (Education Department), every year to a student who stands first in the M.A. (Political Science) Examination of this University, provided the student secures at least First Class, subject to the availability of funds. The medal has been instituted by the Haryana State Sardar Vallabh Bhai Patel Centenary Celebration Committee.

14. DR. RANBIR SINGH SIDHU SCHOLARSHIP

(i) There shall be a scholarship known as 'Dr. Ranbir Singh Sidhu Scholarship' of the value of Rs.50/-p.m. to be awarded out of the annual income accruing from the Endowment of Rs.6,382/- made by Shri Ranbir Singh Sidhu.

(ii) The scholarship will be awarded for twelve months in a year (from June to May) by the Vice-Chancellor on the recommendation of a Committee consisting of :

- (a) Chairperson of the Department of Mathematics;
- (b) a Senior Teacher from the Department of Mathematics to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Department of Mathematics;
- (c) Vice-Chancellor's nominee,

to a needy and deserving student of M.Sc. (Mathematics) (Previous or Final) Class in the Department of Mathematics of this University, subject to the condition that his/her conduct and the performance in the Department and earlier are satisfactory. First award was made applicable from the Academic Session, 1978-79.

15. HEM MALIK SCHOLARSHIP

(1) There shall be a scholarship known as 'Hem Malik Scholarship' of the value Rs.50/- p.m. to be awarded out of the annual income accruing from the endowment of Rs.6700/- [Rs.3000/- donated by Sh. K.L. Malik, father of Late Miss Hem Malik an ex-student of M.A. (Mathematics) of this University and Rs.3700/- contributed by the students of the Department of Mathematics.]

(2) The Scholarship will be awarded in an academic year (from June to May) by the Vice-Chancellor on the recommendation of the Committee consisting of :

- (i) Chairperson of the Department of Mathematics;

- (ii) A Senior Teacher of the Department of Mathematics to be nominated by the Vice-Chancellor on the recommendations of the Chairperson of the Department;
- (iii) The Registrar or his nominee,
- to a needy and deserving student of M.Sc. (Previous) Mathematics who has passed his/her B.A./B.Sc. Examination with at least 55% marks.

16. SMT. PARKASH RANI ATHAVALE SCHOLARSHIPS

There shall be four scholarships known as 'Smt. Parkash Rani Athavale Scholarships' awarded out of the annual interest accruing from the amount of consolidated one F.D.R. of Rs.3,10,878.45 of endowments donated by Late Smt. Parkash Rani Athavale to the University ;

1. (a) Two Scholarships of the value of Rs.400/- per month each to the candidates standing first in B.A. 1st and 2nd year Examinations and having Mathematics as one of the subjects.
- (b) One Scholarship of the value of Rs.600/- per month to the candidates of M.Sc.(Previous) Mathematics for standing first in B.A. Examination having Mathematics as one of the subjects.
- (c) One Scholarship of the value of Rs.600/- per month to the candidates of M.Sc (Final) Mathematics for standing first in M.Sc. (Previous) Mathematics Examination.

2. These Scholarships will be awarded for 12 months (from June to May) to the candidates passing qualifying Examinations from this University and securing at least 60% marks. The Scholarships will be tenable at Kurukshetra University Teaching Departments and Colleges Affiliated to this University. If the candidate(s) standing first in B.A. 1st/2nd/Final and M.Sc. (Previous) Examination does/do not accept the Scholarship or is/are not found eligible for the award of Scholarship for one or the other reason, the next eligible candidate in the merit may be awarded the Scholarship. The scholarships have been made applicable from the Session 1980-81.

3. Revised rates will be applicable w.e.f. the session 2010-11.

17. RAJINDER KUMAR RAHEJA MEMORIAL

SCHOLARSHIPS

Three Scholarships of the value of Rs.50/- each, shall be given to three students joining B.A. Part-II, B.Sc. Part-II and B.Com. Part-II in Arts, Science and Commerce respectively for one year i.e. from June to May in each case as per terms and conditions noted below.

1. Faculty of Arts :

Student getting highest marks in Sanskrit (Elective) in B.A. Part-I Examination of this University.

2. Faculty of Science :

Student getting highest marks in B.Sc. Part-I Examination of this University.

3. Faculty of Commerce :

Student getting highest marks in B.Com. Part-I Examination of this University.

Note :- If the candidate(s) in the merit list is/are in receipt of any other scholarship, the next eligible candidate will be awarded the same in the Faculty concerned.

18. Pt. THAKUR DUTT SHARMA DHARMARTH TRUST SCHOLARSHIPS

1. The amount of annual interest accrued on the Endowment Fund of the trust will be spent on the award of following scholarships/financial assistance :

- (a) Four scholarships of the value of Rs.250/-p.m. each to the students of B.A.M.S. Prof. II and III studying at Shri Krishna Govt. Ayurvedic College, Kurukshetra purely on merit basis i.e. the student who has secured highest marks in his/her previous examinations.
- (b) Ten scholarships of the value of Rs.250/-p.m. each to the students of B.A.M.S. Prof. I, II and III studying at Shri Krishna Govt. Ayurvedic College, Kurukshetra on merit-cum-means basis.

2. The remaining amount will be spent on the following items :

- (a) Publication of Ancient Books on Ayurveda;
- (b) Publication of literature on Ayurveda lying in the form of manuscripts;
- (c) Three minor research projects in Ayurveda (purely in Ayurveda) at Shri Krishna Govt. Ayurvedic College, Kurukshetra or at any Teaching Department of the Kurukshetra University, Kurukshetra.

3. The award of above noted scholarships and financial assistance for the purpose of research work/publication of literature and expenditure on any other subject will be decided by a committee, including a representative of the Trust, to be constituted by the Vice-Chancellor.

4. The form of assistance and other matters with regard to the expenditure will be decided by the Committee constituted by the Vice-Chancellor under Clause-3 above every year.

18. (a) MS. SMITA KALIA SCHOLARSHIP

A Scholarship of the value of Rs.50/- p.m. in the memory of Ms. Smita Kalia D/o Shri B.M. Kalia, Rudra Colony, Kurukshetra, will be awarded every year to a girl student studying in final year in the University College and who has obtained highest percentage of marks in her B.A./B.Sc. 2nd year examination and passed the same in the first attempt.

19. LATE SHRIMATI SHAKUNTALA DEVI SCHOLARSHIPS

1. There shall be two scholarships of the value of Rs. 250/-p.m. known as "Smt. Shakuntla Devi Scholarship" to be awarded to the students of T.D.C. Part-I, II & III years on the basis of lower examination of Indira Gandhi National College, Ladwa out of the annual income accruing from the Endowment Fund of Rs.1,00,000/- made by Shri Rameshwar Dass of Ladwa in the memory of his wife Late Shrimati Shakuntla Devi.

2. These scholarships will be awarded every year by the Vice-Chancellor on the recommendation of a Committee consisting of the following :

- (a) Dean Academic Affairs.

- (b) Principal, I. G. National College, Ladwa.
- (c) Deputy/Assistant Registrar (Regn. & Sch.)
- (d) Sh. Rameshwar Dass (Donor)
- (e) Sh. Parveen Kumar Gupta
(Donor's Nominee)
- (f) Sh. Ravinder Bansal (Donor's Nominee).

3. The candidates for the award of this scholarship should have passed the lower examination from the Board of School Education, Haryana and Kurukshetra University, Kurukshetra in the first attempt securing at least 50% marks.

4. The committee will have the right to increase/decrease the number of scholarships in a particular academic year(s) according to the funds available.

5. The scholarships will be awarded for 12 months i.e. from June to May every year.

6. For the award of this scholarship the candidate should not be in receipt of any other scholarship/stipend/ financial assistance.

7. The scholarship will be awarded on merit-cum-means basis.

20. DAKHO MOHAN SMARAK NIDHI TRUST SCHOLARSHIPS

Three scholarships known as 'Dakho Mohan Smarak Nidhi Trust Scholarships' will be awarded every year (from June to May) to the deserving students on economic-cum-merit consideration to promote further study and research in the subject of Sanskrit by the Vice-Chancellor on the recommendations of a Scholarship Committee consisting of (i) Registrar or his nominee (ii) Chairperson, Department. of Sanskrit and (iii) a nominee of Dakho Mohan Smarak Nidhi Trust, Delhi as under :-

These scholarships will be awarded to the students of M.A.(P), M.A.(F) and M.Phil. course in Sanskrit Department of this University. All the three scholarships will be kept open and applications of all the classes mentioned above will be considered as one lot. The best meritorious-cum-economically weak student will be awarded the scholarship of Rs.250/-p.m. and next two students will be awarded the scholarships of Rs.200/-p.m. each. The scholarships will be tenable for 12 months from June to May.

These scholarships will be awarded in receipt of amount from the Trust every year.

21. (1) LATE SHRI RAM PARTAP JYOTISHI MEDAL

One Medal shall be awarded out of the annual income from the endowment of Rs.10,000/- donated by Dr. Rajinder Sharma of Ambala Cantt. in the memory of his grand father Late Shri Ram Partap Jyotishi (Hare Darwaje Wale) to student standing first in the University in M.Phil. (Sanskrit) Examination in first attempt.

21. (2) LATE SHRI RADHEY SHIAM PANDEY MEDAL

One Medal shall be awarded out of the annual income from the endowment of Rs.10,000/- donated by Dr. Rajinder Sharma of Ambala Cantt. in the memory of his uncle Late Shri Radhey Shiam Pandey S/o Shri Pandit Ram Partap Jyotishi (Hare Darwaje Wale) to a student standing first in the University in the M.Ed. examination in first attempt.

22. SHRI R.K. KHANNA MEMORIAL TRUST MEDAL

1. There shall be a Medal known as “Shri R.K. Khanna Memorial Trust Medal” to be awarded out of the annual income accruing from the Endowment Fund of Rs.11,200/- made by Shri R.K. Khanna Memorial Trust, Ambala.

2. The Medal shall be awarded each year to a student of M.B.A.(F)/M.Com.(F) (Combined) who secures highest marks of Kurukshetra University, Kurukshetra.

3. The Medal started/awarded on the basis of Examinations held in April/ May, 2005.

23. LATE PROFESSOR G. BHATTACHARYA GOLD MEDAL

(1) There shall be a gold medal known as “Late Professor G. Bhattacharya Gold Medal” to be awarded out of the annual income accruing from the endowment of Rs.10,000/- made by the students, colleagues and admirers of Professor G. Bhattacharya, Kurukshetra University, Kurukshetra.

(2) The medal shall be awarded each year to a regular student of the Department of Sanskrit, Pali and Prakrit, who secures the highest marks among the regular students of all the groups of specializations in M.A.(F) Sanskrit examination getting at least First Class in M.A. Sanskrit Examination.

(3) It shall be presented at the Annual Convocation of the University in the form of a medal, which shall bear an inscription containing the name of the medal, the name of winner and the year of the award, with the seal of the Kurukshetra University on its reverse.

(4) The first award made applicable on the result of the Examination held in April/May, 1989.

24. LATE SHRI RISHAL SINGH DHANKAR GOLD MEDAL

(1) There shall be a Gold Medal known as “Late Sh. Rishal Singh Dhankar Gold Medal” to be awarded out of the annual income accruing from the Endowment of Rs.10000/- made by Dr. Raj S. Dhankar, who is on the teaching Faculty of Management Department, Kurukshetra University in the memory of his father, Shri Rishal Singh Dhankar, who was not a very wealthy and formally educated person, but always appreciated the value of higher education, and who died suddenly on March 23, 1984, when Dr. Dhankar was pursuing his Post-doctoral studies in Management at University of California, Los Angeles, U.S.A.

(2) The Medal shall be awarded each year to a student securing the highest percentage of marks in M.Com. and M.B.A. Final regular examination (combined).

(3) It shall be presented at the Annual Convocation of the University in the form of a medal which shall bear an inscription containing the name of the medal, the name of the winner and the year of the award, with the seal of the Kurukshetra University on its reverse side.

(4) The first award made applicable on the result of the examination held in April/May, 1987, the cost of which has been deposited by the Donor.

(5) An intimation as to the award of the medal with the name of the recipient, shall be sent every year, by the Registrar to the Donor or to his legal heir or administrator or executor.

25. LATE SHRI AMITABH KHANDELWAL MEMORIAL

GOLD MEDAL

Two Gold Medals known as “Late Shri Amitabh Khandelwal Memorial Gold Medal” of equal amount will be awarded every year out of the annual interest accruing from the Endowment Fund of Rs.31,500/- donated by Late Prof. R.L. Khandelwal one to the Topper student of B.Sc.III of University College, Kurukshetra and the other to the Topper student of M.B.A. (Final) of University Teaching Department.

26. LATE SHRIMATI SARTI DEVI GOLD MEDAL

(1) There shall be a gold medal known as “Late Shrimati Sarti Devi Gold Medal” to be

awarded out of the annual income accruing from the endowment of Rs.25,000/- made by Dr. Vidya Prakash Aseem, Advocate, C/o 16 Haryana Bn. NCC, Narnaul, in the memory of his mother, Smt. Sarti Devi, who died on May 12, 1988.

(2) The medal shall be awarded each year to a girl student, securing the highest marks (first class first position) in M.A. (Final) Hindi Examination of this University, in the first attempt.

In case no girl student is available in MA. (Final) Hindi, the medal shall be awarded to a girl student standing first class first in the Faculty of Arts & Languages.

(3) It shall be presented at the Annual Convocation of the University in the form of a medal, which shall bear an inscription containing the name of the medal, the name of the winner and the year of the award, with the seal of the Kurukshetra University on its reverse side.

(4) The first award made applicable on the result of the examination held in April/May, 1989.

(5) An intimation as to the award of the medal with the name of the recipient, shall be sent every year, by the Registrar to the donor or to his legal heir or administrator or executor.

27. LALA AMARNATH MEDALS

There shall be two Medals known as “Lala Amar Nath Medals” to be awarded out of the annual income accruing from the Endowment Fund of Rs.25,000/- made by M/S Ram Gopal Kharaiti Ram, Sons of Late Lala Amar Nath, Vidya Bhawan, New Model Town, Phagwara as under :-

1. One Medal to a student of Department of Education on securing highest marks in M.Ed.(General).
2. One Medal to a student of Department of Education, on securing highest marks out of the following courses:-
 - (i) M.A.(Education)
 - (ii) M.Ed.(Spl. Education)
 - (iii) B.Ed.(Spl. Education)

In case of tie, the student elder in age may be awarded the Medals.

28. INDER SHARMA FOUNDATION SCHOLARSHIP

1. Every year a scholarship known as “Inder Sharma Foundation Scholarship” sponsored by Inder Sharma Foundation, New Delhi of the value of Rs.500/- p.m. will be awarded by the Vice-Chancellor on the recommendation of a Committee consisting of (i) Dean, Academic Affairs, (ii) Dean, Faculty of Commerce & Management, and (iii) Chairperson, Department of Tourism & Hotel Management, to a student of Master of Tourism Management (MTM) on Need-cum-Merit basis.

2. As the scholarship is tenable for 12 months, the payment of scholarship will be made from June to May.

3. The recipient of this scholarship shall not be entitled for any other scholarship/stipend.

4. The payment of scholarship will be made subject to receipt of funds from the above Trust.

29. INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA MEDAL

1. There shall be a medal known as “Institute of Chartered Accountants of India Medal” to be awarded out of the annual income accruing from the Endowment of Rs.10,000/- made by the Institute of Chartered Accountants of India, ICAI Bhawan, Board of Studies, C-I, Sector-I, NOIDA-201 301.

2. The medal shall be awarded each year to a student who gets the highest percentage of marks in B.Com. final examination in the first attempt.

3. It shall be presented at the Annual Convocation of the University in the form of a medal, which shall bear an inscription containing the name of the medal, the name of the winner and the year of the award, with the seal of the Kurukshetra University on its reverse side.

4. The first award made applicable on the result of the examination held in April/May, 1991.

5. An intimation as to the award of the medal with the name of the recipient, shall be sent every year, by the Registrar to the donor or his legal heir or administrator or executor.

30. LATE DR. A.K. SINHA MEDAL

1. There shall be a medal known as "Late Prof. (Dr.) A.K. Sinha Medal" to be awarded out of the annual income accruing from the endowment of Rs.10,000/- made by Dr. Anubha Kaushik of the Department of Environmental Sc. & Engg. G.J.U. Hisar in the memory of her reverent father Late Dr. A.K. Sinha Ex-Head of Philosophy Department, Kurukshetra University, Kurukshetra.

2. The medal shall be awarded each year to a student standing 1st in M.A. Philosophy examination.

3. It shall be presented at the Annual Convocation of the University in the form of a medal, which shall bear an inscription containing the name of the medal, the name of the winner and the year of the award, with the seal of the Kurukshetra University on its reverse side.

4 The first award made applicable on the result of the examination held in May/June, 1990.

31. LATE SHRI SUNIL GUPTA SCHOLARSHIP

1. There shall be a scholarship of the value of Rs.250/- p.m. known as 'Late Shri Sunil Gupta Scholarship' to be awarded out of the annual income accruing from the endowment of Rs.60,000/- made by Dr. Rohtash Chand Gupta, Professor, Department of Zoology, Kurukshetra University, Kurukshetra in the memory of his younger brother, Shri Sunil Gupta who passed away on 26.11.1988 in Havana, Cuba.

2. The Scholarship shall be awarded by the Vice-Chancellor each year to a regular student of M.B.A.(F), who secured highest marks in M.B.A.(P) while pursuing the studies in the University School of Management, Kurukshetra University, Kurukshetra on the basis of the recommendations of Committee consisting of:-

- (i) Chairman, University School of Management.
- (ii) One senior Professor/Reader,
University School of Management.
- (iii) Dr. Rohtash Chand Gupta (Donor), Professor,
Department of Zoology, KUK.

3. The tenure of the Scholarship will be for 12 months, i.e. from June to May every year.

4. The recipient of this Scholarship will not avail of any other scholarship.

5. In the event the scholarship could not be awarded to a student as per rules for any reason, the next eligible candidate can be considered for the award of this scholarship.

6. The Scholarship effective from the session 2007-08, based on the examination held in April/May 2007.

32. SCHOLARSHIPS SPONSORED BY HOLIDAY MAKER (INDIA) PVT. LTD., NEW DELHI.

1. Every year a scholarships of the value of Rs.100/-p.m. each will be awarded by the Vice-Chancellor on the recommendations of a Committee consisting of the (i) One member nominated by the Vice-Chancellor; (ii) One representative of Holiday Maker (India) Pvt. Ltd., New Delhi; (iii) Dean, Faculty of Commerce & Management; and (iv) Chairperson, Department of Tourism & Hotel Management, to the students of Post-graduate Diploma in Destination Management on need-cum-merit basis.

2. As the scholarships are tenable for ten months, the payment of scholarships will be made from August to May.

3. The payment of scholarships will be made subject to receipt of funds from the above agency.

4. The recipient of this scholarship shall not be entitled for any other scholarship/stipend.

33. PROFESSOR KAPIL DEO SHASTRI MEMORIAL MEDAL

1. There shall be a Medal known as “Professor Kapil Deo Shastri Memorial Medal” to be awarded out of the annual income accruing from the Endowment Fund of Rs.11,000/- made by Shri Avinash Chaurasia C/o Shri K.S. Chaurasia, Modi No. 2 Sitabuldi, Nagpur (Maharashtra) in the memory of Professor Kapil Deo Shastri, Ex-Chairperson, Department of Sanskrit, Kurukshetra University, Kurukshetra.

2. The Medal shall be awarded each year to a student on securing highest marks in M.A.(F) Sanskrit Examination of K.U. Kurukshetra.

3. The Medal started/awarded on the basis of Examinations held in April/May, 2005.

34. SHRI SHRI JI MEMORIAL TRUST SCHOLARSHIP

1. There shall be a scholarship of the value of Rs.250/- p.m. known as “Shri Shri Ji Memorial Trust Scholarship” to be awarded out of the annual income accruing from the Endowment Fund of Rs.60,000/- made by Miss Urmil Khanna and Miss Kailash Kumari, 28/75, Thapar Colony, Yamuna Nagar.

2. The scholarship shall be awarded by the Vice-Chancellor on the recommendation of a Committee consisting of (i) Vice-Chancellor’s nominee (ii) Dean, Faculty of Sciences; and (iii) one member of the Trust, to a needy and intelligent student of M.Sc.(Previous) Mathematics or Physics.

3. This scholarship shall be tenable for two years but if the candidate selected for the award of scholarship in the previous year gets re-appear in any paper(s), he/she will not be eligible for the award of scholarship in the final year and in that case new selection will be made from M.Sc.(Previous) Class.

4. The scholarship will be awarded for 12 months in a year i.e. from June to May.

5. The scholarship be made effective from the session 2004-05.

6. The recipient of this scholarship will not enjoy any other scholarship/stipend.

7. The committee will have the right to increase/decrease the value of scholarship according to the interest amount available.

35. MEDAL INSTITUTED BY ALUMNI OF CHEMISTRY DEPARTMENT (SETTLED IN THE NORTH AMERICA)

1. There shall be a medal known as “medal instituted by Alumni of Chemistry Department” to be awarded out of the annual income accruing from the Endowment Fund of Rs.29,308/- made by Alumni of Chemistry Department of Kurukshetra University, Kurukshetra.

2. The medal started/awarded on the basis of examination held in April/May, 2005.

3. The medal shall be awarded each year to a student who secures highest marks in M.Sc.(Final) Chemistry (Physical Chemistry) in the Department of Chemistry, Kurukshetra University, Kurukshetra.

36. PROFESSOR P.C. JAIN MEMORIAL MEDAL

1. There shall be a Medal known as “Professor P.C. Jain Memorial Medal” to be awarded out of the annual income accruing from the Endowment Fund of Rs.12,000/- made by the teaching staff of the Chemistry Department, K.U.K. in the memory of late Dr. P.C. Jain.

2. The Medal shall be awarded each year to a student who secures highest marks in M.Sc.(Final) Chemistry (Inorganic) in the Department of Chemistry, Kurukshetra University, Kurukshetra.

3. The Medal started/awarded on the basis of Examination held in April/May, 2005.

37. LATE SARDAR MAKHAN SINGH PRIZE

1. There shall be a Prize known as “Sardar Makhan Singh Prize’ of the value of Rs.1,000/- to be awarded annually out of the endowment of Rs.10,000/- (Rs.5,000/- Sh. Sham Lal Attri, Advocate, Pehowa and Rs.5,000/- Sh. H.S. Randhawa, Lecturer, Department of Panjabi, Kurukshetra University, Kurukshetra) made in the memory of Sardar Makhan Singh, Ex-President, Kurukshetra University Students’ Union.

2. The Prize shall be awarded to the outstanding best athlete in the University Annual Athletic Meet every year.

3. There will be no bar for the award of this prize, even if the candidate, so selected, is getting any other Scholarship/Prize etc.

4. It shall be given at the Annual Convocation of the University in the form of cash prize.

5. The first award be made applicable from May/June, 1991.

38. SAROJ CHARITABLE TRUST SCHOLARSHIP

There shall be a Scholarship of the value of Rs.250/- p.m. known as “Saroj Charitable Trust Scholarship” to be awarded out of the annual income accruing from the Endowment Fund of Rs.60,000/- made by Miss Saroj Malhotra, Organizer, Saroj Charitable Trust, 283, Shastri Colony, Yamuna Nagar.

1. The scholarship shall be awarded by the Vice-Chancellor on the recommendations of a

Committee consisting of :

- (i) Vice-Chancellor's nominee;
- (ii) Dean, Faculty of Sciences; and
- (iii) One member of the Trust, to a poor and deserving student of the Department of Physics, Electronics Science and Bio-Chemistry pursuing M.Sc. (Previous) class.

2. The scholarship awarded to a student for Previous class shall also be renewable for M.Sc. (F) class, in case the scholarship-holder passes all the papers of M.Sc. (P) class in the first attempt. If the scholarship-holder fails to do so, fresh selection will be made from the students of previous class.

3. The recipient of this scholarship will not enjoy any other scholarship/stipend.

4. The tenure of the scholarship will be 12 months i.e. from June to May, every year.

5. The scholarship made applicable from the session 1994-95.

39. SMT. DEVI BAI MEMORIAL SCHOLARSHIP

There shall be a Scholarship of the value of Rs.500/- p.m. known as "Smt. Devi Bai Memorial Scholarship" to be awarded out of the amount of Rs.18000/- donated by Sh. Ram Parkash Chawla, Ex-Deputy Registrar K.U.K, for the above said award upto three years from the session 2010-11 to 2012-13.

1. The scholarship will be awarded by the Vice-Chancellor to a student of B.A. Part-I Class of University College, Kurukshetra who has secured highest marks in his/her 10+2 examination.

2. The recipient of this scholarship will not enjoy any other scholarship/stipends.

3. The tenure of the scholarship will be 12 months i.e. from June to May, every year.

4. The scholarship made effective from the session 1994-95.

40. "SMT. PREM KUMARI RAGHUNANDAN MEMORIAL TOPPER OF TOPPERS GOLD MEDAL", "SHRI RAGHUNANDAN SAHAI MEMORIAL TOPPER OF TOPPERS GOLD MEDAL", "SMT. PREM KUMARI RAGHUNANDAN MEMORIAL SILVER TROPHY" AND "SHRI RAGHUNANDAN SAHAI MEMORIAL SILVER TROPHY" UNDER THE AUSPICES OF WEBSTER CITY HEALTH CARE FOUNDATION, INC., USA.

1. There shall be a Gold Medal known as "Smt. Prem Kumari Raghunandan Memorial Topper of Toppers Gold Medal" which will be awarded every year to a student from the Science subjects who gets the highest percentage of marks in the Master's Degree awarded by the University. The Gold Medal (22 ct., weighting 9 grams approximately) will be supplied by the Foundation. In case of the tie, the Foundation will take the appropriate decision.

2. There shall be a Gold Medal known as "Shri Raghunandan

Sahai Memorial Topper of Toppers Gold Medal” which will be awarded every year to a student from the subjects of Sociology/ Social Work, Psychology and Hindi who gets the highest percentage of marks in the Master's Degree awarded by the University. The Gold Medal (22 ct., weight 9 grams approximately) will be supplied by the Foundation. In case of tie, the Foundation will take the appropriate decision.

3. There shall be a Silver Trophy known as “Smt. Prem Kumari Raghunandan Memorial Silver Trophy” which will be awarded every year to an affiliated/maintained College of the University for producing the highest percentage of first divisioners in the B.A. degree of the University. (To be calculated on the basis of the total number of regular students appeared in the final year of B.A. degree). The Trophy will be supplied by the Foundation.

4. There shall be a trophy known as “Shri Raghunandan Sahai Memorial Silver Trophy” which will be awarded every year to an affiliated/maintained College of the University for producing the highest percentage of first divisioners in B.Sc. degree of the University. (To be calculated on the basis of the total number of regular students appeared in the final year of B.Sc. degree). The Trophy will be supplied by the Foundation.

5. The Gold Medals and Trophies from Sr. No. 1 to 4 will be awarded on receipt of particulars from the Examination Branch and after approval of the Vice-Chancellor.

6. The awardees of Medals and Trophies will be given a certificate alongwith the Medal and Trophy duly signed by the Registrar.

7. The awards of these Medals and Trophies effective from the session 1995-96.

8. The Medals and Trophies will be supplied by the Foundation. There will be no financial liability on the part of the University for the preparation of Medals and Trophies.

41. "SMT. PREM KUMARI RAGHUNANDAN MEMORIAL SCHOLARSHIP" AND "SHRI RAGHUNANDAN SAHAI MEMORIAL SCHOLARSHIP" UNDER THE AUSPICES OF WEBSTER CITY HEALTH CARE FOUNDATION INC., USA.

1. There shall be a scholarship of the value of Rs.250/-p.m. known as “Smt. Prem Kumari Raghunandan Memorial Scholarship” to be awarded to a student of M.A. (P), Department of Hindi of this University on merit-cum-means basis, subject to the condition that the candidate must have secured at least 60% marks in the aggregate in the subject of Hindi in all the 3 years of his/her B.A. Degree. The scholarship is renewable for M.A. (F) class also if the scholarship holder passes his/her M.A.(P) Hindi Examination securing at least 60% marks.

2. There shall be a scholarship of the value of Rs.250/- p.m. known as “Shri Raghunandan

Sahai Memorial Scholarship” to be awarded to a student of M.Sc. (P), Department of Mathematics of this University on merit-cum-means basis, subject to the condition that the candidate must have secured at least 70% marks in the aggregate in the subject of Mathematics in all the 3 years of his/her B.A. degree. The scholarship is renewable for M.Sc. (F) class also if the scholarship holder passes his/her M.Sc. (P) Mathematics Examination securing at least 70% marks.

3. The recipients of these scholarships should not be in receipt of any other scholarship/stipend.

4. These scholarships will be awarded from the session 1995-96.

5. These scholarships shall be awarded by the Vice-Chancellor on the recommendations of the Committee consisting of (i) Chairperson of the Department (ii) Senior Most teacher of the Department (In case the Chairperson is the senior most teacher of the Department, then next senior teacher of the Department) and (iii) A nominee of the Foundation.

6. These scholarships will be awarded for 10 months i.e. from August to May every year. The awardee will be paid the scholarship every month.

7. These scholarships are to be awarded out of the annual interest accrued on Rs.1,00,000/- donated by Dr. Prem Sahai of Sahai Family, 709, White Post Dr, Webster City, IOWA, USA, under auspices of “Webster City Health Care Foundation Inc., USA.”

42. SCHOLARSHIPS FINANCED BY THE HARYANA FINANCIAL CORPORATION, CHANDIGARH

1. Every year four Scholarships of the value of Rs.500/- p.m. each (two Scholarships for MBA (P) Class and two Scholarships for MBA(F) Class) purely on merit basis, will be awarded by the Vice-Chancellor on the recommendations of a Committee consisting of (i) Dean, Faculty of Commerce and Management; (ii) Chairperson, University School of Management; and (iii) Nominee of Haryana Financial Corporation, Chandigarh.

2. The Scholarship will be tenable for 12 months i.e. from June to May every year.

3. The recipient of this Scholarship shall not avail of any other Scholarship/Stipend.

4. These Scholarship made applicable w.e.f. the session, 1994-95.

5. The payment of Scholarships will be made subject to receipt of funds from the Haryana Financial Corporation, Chandigarh.

43. PROFESSOR C.P. GARG MEDAL

There shall be a Medal known as “Prof. C.P. Garg Medal” to be awarded out of the annual income accruing from the Endowment Fund of Rs.10,000/- made by Prof. C.P. Garg (Retd.)

1. The Medal shall be awarded each year to a student on securing highest marks in M.Sc.(Final) Chemistry (Organic) in the Department of Chemistry, K.U. Kurukshetra.

2. The Medal started/awarded on the basis of examinations held in April/May, 2005.

**44. SCHOLARSHIP SPONSORED BY HOLIDAY MAKER
(INDIA) PVT. LTD., NEW DELHI.**

1. Every year a scholarship of value of Rs.100/- p.m. will be awarded by the Vice-Chancellor on the recommendation of a Committee consisting of (i) One member nominated by the Vice-Chancellor; (ii) One representative of Holiday Maker (India) Pvt. Ltd., New Delhi; (iii) Dean, Faculty of Commerce & Management; and (iv) Chairperson, Department of Tourism & Hotel Management, to a deserving student of Previous Class of *Master of Tourism Management(MTM)* Course.

2. The scholarship will be tenable for two years i.e. renewable for 2nd year of M.T.M. Course subject to satisfactory progress of the student in M.T.M. (P) Class.

3. As the scholarship is tenable for ten months each year, the payment of scholarship will be made from August to May.

4. The payment of scholarship will be made subject to receipt of funds from the above agency.

5. The recipient of this scholarship shall not be entitled for any other scholarship/stipend.

45. PREM KUMAR MEMORIAL VEDA MEDAL

A medal of the value of Rs.500/- known as “Prem Kumar Memorial Veda Medal” shall be awarded out of the annual income accruing from the Endowment Fund of Rs.10,000/- made by Smt. Prem Lata W/o Dr. A.C. Dass, D-25, University Campus, Kurukshetra on the following terms and conditions :-

1. This medal is meant only for the regular student of Sanskrit Department of this University.

2. The student offering Veda Group and securing highest marks (not less than 60%) in M.A. (F) Sanskrit examination is eligible.

3. The student should have passed the course in first attempt.

4. In case of bracketted students, the medal shall be awarded to the student younger in age.

5. The medal awarded w.e.f. the examinations held in May/ June 1994.

46. SRI SATHYA SAI BABA MEDAL

There shall be a Medal known as “Sri Sathya Sai Baba Medal” to be awarded out of the annual income accruing from the Endowment Fund of Rs.12,000/- made by Ms. Madhur Garg, H.No. 278/7, Urban Estate, Kurukshetra.

1. The Medal shall be awarded each year to a student who secures highest marks in B.Ed. Examination in Kurukshetra University, Kurukshetra.

2. The Medal started/awarded on the basis of examination held in April/May, 2005.

47. JINDAL JUBILEE GOLD MEDAL

1. There shall be two gold medals known as “JINDAL JUBILEE GOLD MEDAL” to be awarded out of the annual interest accruing from the endowment of Rs.2,00,000/- made by Jindal Aluminum Ltd., Jindal Nagar, Tumkur Road, Bangalore.

2. These Gold Medals shall be awarded each year to a candidate who obtains the highest marks in Master's Degree with a minimum of 75% in aggregate in the following examinations of this University :-

- (i) M.Sc. in Industrial Chemistry.
- (ii) M.Sc. in Physics..

3. The Gold Medals will be awarded on receipt of particulars from the Examination Branch and after the approval of the Vice-Chancellor.

4. The awardees of Medals will be given a certificate along with the Medal duly signed by the Registrar.

5. The awards of these medals effective from the academic session 1995-96.

6. The income derived out of the endowment must not be used for any other purpose than for purchase/making Gold and other incidental expenses.

7. The University would forward details of the awardees. The Company reserves its right to verify the same.

8. The University would inform the Company regarding date of :-

- (a) Examination
- (b) Results
- (c) Announcement of awards
- (d) Function at which the Gold Medal will be given.

9. The University (General Branch) will make ensure that 5 gms. of Gold is used for the preparation of each Gold Medal.

Note:- Notwithstanding anything contained in Ordinance XVII, no student shall be eligible for the award of any medal or prize, unless he/she has passed in the examination, including part(s) thereof, if any, in the first attempt and within the minimum duration of the course. However, absence in the Examination/ Paper for reasons beyond the control of the candidate *e.g.*, serious illness, serious calamity like death of father or mother *etc.*, duly supported by documentary proof shall not debar him from the award of Medal of Prize if he/she passes the examination within the minimum duration of the course.

Provided that in case a student obtaining First class First position is not eligible for the award of the Medal or Prize, the same shall be awarded to the next eligible student passing the examination in First Class.

Provided further that in case of bracketted candidates, the following procedure shall be followed :-

- (a) If two or more candidates secure the same marks in the subject of scholarship, then it shall be awarded to the candidate who secures the highest in aggregate.
- (b) If two or more candidates secure the same marks in the subject of scholarship and also secure the same marks in aggregate, it shall be awarded to the candidate who has obtained highest marks in the examination passed prior to the examination on the basis of which the above

scholarship is awarded. If the award is still undecided, it shall be awarded to the youngest in age.

- (c) If two or more candidates secure the same marks in the aggregate, where the scholarship is awarded on the basis of aggregate marks, it shall be awarded to the candidate who has obtained highest marks in the examination on the basis of which above scholarship is awarded. If the award is still undecided, it shall be awarded to the youngest in age.

48. LATE SHRI RAM CHANDER SINGHAL SCHOLARSHIPS

1. Two Scholarships of the Value of Rs.200/- each known as Late Shri Ram Chander Singhal Scholarships shall be awarded, every year out of the interest derived from the Endowment Fund of Rs.1,00,000/- donated by Smt. Premwati w/o Late Shri Ram Chander Singhal, Gudhri Mohalla, Main Bazar, Thanesar in the memory of her husband Late Shri Ram Chander Singhal, on the recommendation of a Committee consisting of the following:-

- (i) Vice-Chancellor's Nominee
(Dean of a Faculty/Chairman of a Department)
- (ii) Dean, Students Welfare
- (iii) Registrar or his/her Nominee
- (iv) Controller of Examinations
- (v) Shri Rajinder Singhal
(Representative of the donor)

2. The Scholarships will be awarded on the basis of Merit-cum-Means for a period of one year i.e. June to May to the students of all Post-graduate Classes i.e. M.A./M.Sc., M.Com., M.Tech., LL.B., M.B.A., Master of International Business (MIB), Master of Business Economics (MBE), Master of Finance Control (MFC), Master of Tourism Management(MTM), Master of Marketing Technology (MMT) etc. of the teaching Departments of this University.

3. The total income from all sources of the Father/Mother/Guardian of the awardee should not exceed Rs.60,000/- annually.

4. The Scholarships effective from the session 1996-97.

5. Other required terms and conditions for the award of Scholarships will be followed as usual.

49. PROF. SHRI NIWAS SHASTRI MEMORIAL GOLD MEDAL

1. There shall be a Gold Medal known as "Prof. Shri Niwas Shastri Memorial Gold Medal" to be awarded out of the Annual income accruing from the Endowment Fund of Rs.25,000/- accepted for Instituting the award of Gold Medal in the University made by Mrs. Savitri Shastri W/o Late Prof. Shri Niwas Shastri, 964, Shanti Nagar, Kurukshetra as under :

- (i) The Gold Medal will be awarded to a student of M.A.(F) Philosophy Group (Group-C) in the Department of Sanskrit, Pali and Prakrit of this University on the basis of First-class-First every year.
- (ii) The Gold Medal will be awarded w.e.f. the session 1997-98 on the basis of the examination held in May/June, 1997.

(iii) The Gold Medal of the cost of Rs.1,000/- will be got prepared by the General Branch.

50. LATE DR. M.L. BHAMBIE MEMORIAL MEDAL

1. There shall be a Medal known as Dr. M.L. Bhambie Memorial Medal, to be awarded out of the annual income accruing from the Endowment Fund of Rs.15,000/- made by Professor S.N. Bhambie (Retired) 1274/13, Urban Estate, Kurukshetra.

2. The Medal will be awarded to a student on securing highest marks in M.Sc.(Final) in the Department of Botany, Kurukshetra University.

3. The Medal started/awarded on the basis of Examinations held in April/May, 2005.

51. LATE SHRI CHATUR BHUJ GUPTA MEMORIAL SCHOLARSHIP

1. There shall be a Scholarship known as "Late Shri Chatur Bhuj Gupta Memorial Scholarship" to be awarded by the Vice-Chancellor in the Department of English of this University to a deserving woman student of M.A.(Final) on the basis of her performance in M.A.(P) i.e. in order of merit out of the principal amount of Rs.25,000/-+ the amount of accruable interest out of the Endowment Fund to make the payment of Scholarship @ Rs.250/- p.m. till the endowment fund is exhausted as desired by the donor as above.

2. The Scholarship will be awarded to a woman student who is a bonafide resident of Haryana.

3. The Scholarship will be awarded for 12 months i.e. June to May every year at the rate of Rs.250/- p.m.

4. The awardee of this Scholarship will not get any other Scholarship/Stipend/Financial aid from any source.

5. The Scholarship started from the session 1998-99.

52. MIRZA GHALIB SCHOLARSHIP

1. There shall be two scholarships known as "Mirza Ghalib Scholarship" to be awarded by the Vice-Chancellor in the Department of Modern European Languages of Kurukshetra University, Kurukshetra to the students of Certificate Course in Urdu purely on merit basis of the marks secured by the candidates in the Matriculation Examination.

2. The Scholarships will be awarded for 12 months i.e. June to May every year at the rate of Rs.100/-p.m. each.

3. The awardee(s) of this scholarship will not get any other scholarship/stipend/financial aid from any other source.

4. The Scholarship awarded from the session 1998-99.

53. LATE SHRI VIVEK MEMORIAL GOLD MEDAL

1. There shall be a Gold Medal known as "Late Shri Vivek Memorial Gold Medal" to be awarded out of the annual income accruing from the endowment of Rs.10,000/- made by Sh. Mohinder Partap Chand (Father) 'FIRDAUS' 86/13, Urban Estate, Kurukshetra jointly with his younger son Mr. Manoj Kumar, 75, South Frankline Avenue Bergenfield, New Jersey 07621

(USA).

2. The Gold Medal shall be awarded each year to a regular student of the Master of Computer Science and Applications, Department of Computer Science & Applications, K.U. Kurukshetra who secures First Class First position.

3. It shall be presented at the Annual Convocation of the University in the form of Medal, which shall bear an inscription containing the name of medal, the name of winner and the year of the award, with the seal of the Kurukshetra University on its reverse.

4. The first award/started on the result of Examination held in April/May, 1997.

54. Pt. BALKRISHAN MEMORIAL GOLD MEDAL

1. There shall be a Gold Medal known as 'Pt. Balkrishan Memorial Gold Medal' to be awarded out of the annual income accruing from the endowment of Rs.10,000/- made by Snatak Mandal Sangh Birla Sanskrit College, Kurukshetra through Dr. Shrikrishan Sharma, Professor, Institute of Sanskrit & Indological Studies, K. U. Kurukshetra.

2. The Gold Medal shall be awarded each year to a student who secures first position in Shastri (Final) in the University Examination.

3. It shall be presented at the Annual Convocation of the University in the form of a medal, which shall bear an inscription containing the name of medal, the name of winner and the year of the award, with the seal of Kurukshetra University on its reverse.

4. The first award/started from the session 1999-2000.

55. SMT. YASH VATI LAJPAT RAI PASAHAN MEMORIAL GOLD MEDAL

1. There shall be a Gold Medal known as "Smt. Yash Vati Lajpat Rai Pasahan Memorial Gold Medal" to be awarded out of the annual income accruing from the Endowment Fund of 25,000/- made by Sh. Narinder Kumar C/o Mr. Ashok Kukreja, 8/443, Karnal.
2. The Gold Medal awarded to a student who stands first in M.A. Sanskrit every year.
3. The Gold Medal will be awarded w.e.f. the Session 2000-01 on the basis of the examination held in May/June, 2000.
4. The Gold Medal will be awarded to such candidates who pass the examination in first duration of the course.
5. The Gold Medal of the cost of Rs.2,500/- will be got prepared by the General Branch.

56. A-GOYAL AWARDS AND B-RAJIB GOYAL PRIZES

1. There shall be prizes known as 'A-Goyal Awards Kurukshetra University, Kurukshetra, B-Rajib Goyal Prizes for young scientists Kurukshetra University, Kurukshetra', which will be awarded out of the annual income from the endowment of Rs.60 Lac made by Shri Ram S. Goyal of U.S.A.

2. The above prizes will consist of the following with the nomenclature of the Awards/Prizes as under :-

A. GOYAL AWARDS, KURUKSHETRA UNIVERSITY KURUKSHETRA

Each award will consist of Rs.1,00,000/-, a Gold Medal of 20 gms. and citation

Areas :

1. Applied Sciences
2. Life Sciences
3. Chemistry
4. Physics

B. RAJIB GOYAL PRIZES FOR YOUNG SCIENTISTS, KURUKSHETRA UNIVERSITY

Each prize will consist of Rs.50,000/-, a Gold Medal and citation.

Areas:

1. Agricultural Sciences
2. Ayurveda
3. Economics
4. Homeopathy
5. Nuclear Physics

Awards/Prizes will be made in the areas as indicated above. But the scope of the award/prizes money, area can be changed at the discretion of the organizing committee keeping in view the relevance of the subject and availability of funds from time to time. Other terms & conditions and procedure will be decided by the Organizing Committee from time to time.

3. The above awards/prizes will be made annually and shall be awarded either at the time of the University Convocation or at a specially arranged ceremony which may be held at least

once in two years.

4. The total expenditure on awards/prizes and the celebration of the award ceremony will be made out of the income of the interest accrued on the endowment of Rs.60 Lac made by Sh. Ram S. Goyal. However, the short-fall, if any, in arranging the award ceremony and expenditure on Secretarial assistance, Stationery, Contingency and all other infrastructure facilities required for the purpose will be made by the University from its own funds.

5. (i) The administrative control on awards/prizes will be exercised by the University, through the organising committee which will consist of the following :

- (a) The Vice-Chancellor, K.U. (*Chairperson*)
or his nominee.
- (b) Shri Ram S. Goyal or (*Co-Chairperson*)
his nominee.
- (c) One Vice-Chairperson and three other members to be nominated by the
Vice-Chancellor from within the University for a period to be decided by him.
- (d) Vice-Chairperson and three other persons to be nominated by the donor Shri
Ram S. Goyal as members on the Committee.

The convener of the Committee will be nominated by the Vice-Chancellor from within the University from time to time. The nominees of the Donor will be from within India.

(ii) The changes in the Organising Committee for the above award, if any, may be made by the Executive Council of the University in consultation with the Donor.

(iii) The terms and conditions and procedure for the selection of the awardees and other related matter will be decided by the Organising Committee.

(iv) Organising Committee will meet at least twice in a year.

(v) The decision of the Organising Committee will be final with regard to the matters relating to the awards/prizes.

57. GOYAL AWARD

1. Five cash Prizes of Rs.1000/-each known as 'Goyal Award' will be awarded annually out of the interest accrued on the sum of Rs.1,15,000/-donated by Sh. Ram S. Goyal, 8010 North Gross Point Road, Morton Grove, II, 60053, U.S.A.

2. These prizes will be awarded to five topper students of M.Sc.(Final) of the Departments of Chemistry, Physics, Zoology, Bio-Chemistry and Mathematics of Kurukshetra University, Kurukshetra.

3. These cash prizes started w.e.f. the Session 2005-06.

58. CHOUDHARY DES RAJ GUPTA SCHOLARSHIPS AND MEDAL

There shall be three scholarships and one Medal known as "Choudhary Des Raj Gupta Scholarships and Medal" to be awarded out of the annual income accruing from the Endowment Fund of Rs.3,40,000/- made by Sh. Satinder Kumar Gupta (Son) and grandsons Sh. Tanuj Gupta, Sh. Roshan Gupta and Sh. Tarun Gupta, Kothi No. 1, Sector-12, Panchkula as under :-

1. One scholarship of the value of Rs.450/-p.m. shall be awarded to a regular student of the B.Tech.(Mechanical Engineering) 4th Year on the basis of B.Tech.(Mechanical Engineering) 3rd Year examination purely on merit basis.

2. One scholarship of the value of Rs.450/-p.m. shall be awarded to a student of M.Sc.(F) Computer Science (Software) on the basis of M.Sc.(P) Computer Science Examination purely on merit basis.

3. One scholarship of the value of Rs.450/-p.m. shall be awarded to a student of M.Sc.(F) Mathematics on the basis of M.Sc.(P) Mathematics Examination purely on merit basis.

4. A medal amounting to Rs.1000/- or of the value of amount of interest remained unspent after distributing the scholarships, will be awarded to a student who secures highest marks in the B.Tech. (Mechanical Engineering).

5. The scholarships will be awarded by the Vice-Chancellor purely on merit basis from the list supplied by the concerned Department and Examination Branch of Kurukshetra University, Kurukshetra.

6. These scholarships will be awarded for 12 months i.e. from June to May every year.

7. Candidates securing less than 50% marks in the qualifying examination are not eligible for the said Scholarship/Medal.

8. For the award of these scholarships, the candidate should not be in receipt of any other scholarship/stipend/financial aid.

9. In the event of the scholarship having been fallen vacant for any reason, the next eligible candidate will be awarded.

10. The scholarships and the medal started w.e.f. the session 2000-2001.

59. LALA LAKHI RAM PRIZES/GOLD MEDAL

There shall be two cash prizes and one Gold Medal known as "Lala Lakhi Ram Prizes/Gold Medal" and to be awarded out of the annual interest income accruing from the Endowment Fund of Rs.25,000/- instituted by Sh. Vineet Garg, IAS, Addl. Deputy Commissioner, Kurukshetra as under :-

1. Two cash prizes amounting to Rs.1000/- and Rs.750/- respectively will be awarded to the students of M.B.A. (Final) year who secure First and Second position in M.B.A. (Previous) examination.

2. A Gold Medal costing to Rs.750/- will be awarded to a student who secures first position in M.B.A.(Final) Examination.

3. The cash prizes and Gold Medal started from the session 2001-2002.

60. SMT. KAILASH DEVI VASHIST MEDAL

1. There shall be a medal known as Smt. Kailash Devi Vashist Medal to be awarded out of the annual income accruing from the Endowment Fund of Rs.30,000/- made by Shri Hari Krishan Vashist, 972, Housing Board Colony, Kurukshetra.

2. The medal shall be awarded each year to a student on securing highest marks in M.A.(F) in the Department of English, Kurukshetra University, Kurukshetra.

3. The Medal started/awarded on the basis of examinations held in April/May, 2005.

61. DR. KAMAL BHARDWAJ GOLD MEDAL

1. There shall be a Gold Medal known as "Dr. Kamal Bhardwaj Gold Medal" to be awarded out of the annual income accruing on the Endowment Fund of Rs.25,000/- made by Smt. Saraswati Devi, E-41, University Campus, Kurukshetra.

2. The Gold Medal will be awarded to a student who secures First Class First position in M.A.(Final) Economics of Kurukshetra University, Kurukshetra.
3. The Gold Medal started/awarded on the basis of the examination held in April/May, 2002.
4. The Gold Medal of the amount accrued as interest annually on the Endowment Fund of Rs.25,000/- will be got prepared by the General Branch.

62. LATE SMT. VIDYA WATI GOLD MEDAL

1. There shall be a Gold Medal known as "Late Smt. Vidya Wati Gold Medal" and to be awarded out of the annual income of interest accruing from the Endowment Fund of Rs.25,000/- instituted by Dr. Pardeep Sachdeva, Professor & Chairperson, Department of Public Administration, Kurukshetra University, Kurukshetra.
2. The Gold Medal will be awarded to a student of the Department of Public Administration securing 'First Class First' in combined result of M.A.(P) and M.A.(F) Public Administration Examination in first attempt.
3. The Chairperson of the Department will arrange 'Gold Medal Presentation Ceremony' within the Department itself every year.
4. The award of this medal started from the examination held in April/May, 2002.

63. SMT. MAYA WATI SHARMA GOLD MEDAL

1. There shall be a Gold Medal known as "Smt. Maya Wati Sharma Gold Medal" to be awarded out of the annual interest income accruing from the Endowment Fund of Rs.25,000/- instituted by Sh. R.D. Sharma, "Ram Niwas", 549/6, Patel Nagar, Kurukshetra.
2. The Gold Medal will be awarded to a student securing First Class First position in M.C.A.(Final) examination (combined result of First, Second & Third Year) of the University in first attempt.
3. The award of this medal started from the examination held in April/May, 2002.

64. "GYAN DEVI GARG, R.C. GARG BENEVOLENT FUND MEDAL

There shall be a Medal known as "Gyan Devi Garg, R.C. Garg Benevolent Fund Medal" to be awarded to the students on securing highest marks in M.Sc. (Previous) Chemistry of the Department of Chemistry of this University out of the amount earned annually on the Endowment Fund of Rs.30,000/- made by Sh. R.C. Garg, B-5/66, Safdarjung Enclave, New Delhi-110029.

65. THE AWARD OF MR. RAJESHWAR LAL SCHOLARSHIPS

1. There shall be two scholarships known as 'Mr. Rajeshwar Lal Scholarships' of the value of Rs.375/-p.m. each to be awarded to the students of M.A.(P) and M.A.(F), Department of Sanskrit, Pali & Prakrit, K.U. Kurukshetra on the basis of Merit-cum-means by the Vice-Chancellor on the recommendation by a committee consisting of (i) Chairperson, Department of Sanskrit, K.U. Kurukshetra (ii) One Senior Professor/Teacher, Department of Sanskrit, K.U. Kurukshetra (iii) Donor's sister as nominee (Dr. Usha Gupta, Department of Sanskrit, K.U. Kurukshetra, 61/5, Ramjas Road, Karol Bagh, New Delhi-110005 (iv)

Deputy/Assistant Registrar(Regn. & Sch.), K.U. Kurukshetra out of the annual income accruing from the Endowment Fund of Rs.1,20,000/- made by Sh. Rajeshwar Lal, F.B.D.O. (Hons.) C.L. 61A High Street South, East Ham, London E6 4EJ.

2. One scholarship will be awarded to the student of M.A. Sanskrit(P) on the basis of Merit-cum-means and on his/her Academic performance in the Graduation Level and other scholarship will be awarded to the student of M.A. Sanskrit(F) (Vyakarana group) on the basis of Merit-cum-means and on his/her academic performance in M.A. Sanskrit (P) examination, studying in the Department of Sanskrit, Pali & Prakrit, K.U. Kurukshetra.

3. The recipient of these scholarships shall not enjoy any other scholarship/stipend/financial aid.

4. The scholarship awarded for 12 months i.e. from June to May every year.

5. In the event of scholarship having fallen vacant for any reason, the next eligible candidates will be awarded the scholarship.

6. The scholarship will be awarded w.e.f. the session 2004-2005 on the basis of examination held in April/May, 2004.

66. MUNSHI RAM CHALTI DEVI MEMORIAL SCHOLARSHIP

1. There shall be a Scholarship known as "Munshi Ram Chalti Devi Memorial Scholarship" of the value of Rs.250/- p.m. to be awarded to the student of M.A./M.Sc.(P), Department of Mathematics, K.U. Kurukshetra on the basis of Merit-cum-means by the Vice-Chancellor on the recommendation of a Committee consisting of (i) Chairperson, Department of Mathematics, K.U. Kurukshetra (ii) One Senior Professor/Teacher, Department of Mathematics, Kurukshetra University, Kurukshetra (iii) Deputy/Assistant Registrar (Regn. & Sch.) K.U. Kurukshetra, out of the annual income accruing from the Endowment Fund of Rs.60,000/- made by Sh. C.D. Garg 4 Bunning Drive Voorchees, NJ 08043, U.S.A.

2. The scholarship will be awarded to the student of M.A./M.Sc. Mathematics(Previous) on the basis of Merit-cum-means and on his/her academic performance in the graduation level. He/she must have passed his/her graduation examination in the first attempt in First Division.

3. The scholarship could be renewed to the same student in the second year of the course provided his/her academic performance and conduct continue to remain satisfactory and passed his/her M.A./M.Sc.(Previous) without re-appear.

4. The scholarship will be awarded for 12 months i.e. from June to May every year.

5. The student should belong to State of Haryana preferably to District of Karnal.

6. The recipient of this scholarship shall not enjoy any other Scholarship/Stipend/Financial Aid.

7. In the event of scholarship having fallen vacant for any reason, the next eligible candidates will be awarded the scholarship.

8. The Scholarship awarded w.e.f. the Session 2004-2005 on the basis of examination held in April/May, 2004.

67. MRS. VIMLA CHADHA MEMORIAL SCHOLARSHIP

1. There shall be a scholarship known as "Mrs. Vimla Chadha Memorial Scholarship" of the value of Rs. 250/- p.m. to be awarded to the student of M.A.(Final) English who secures First

Class First position in the first attempt in M.A.(Previous) English of the Kurukshetra University out of the annual income accruing from the Endowment Fund of Rs.50,000/- made by Sh. Rakesh Chadha, House No. 387, Double Storey, New Rajendra Nagar , New Delhi- 110 060.

2. The Scholarship will be awarded every year by the Vice-Chancellor purely on merit to the student of M.A.(Final) English on the basis of merit list of M.A. (Previous) supplied by the Examination Branch of Kurukshetra University, Kurukshetra.

3. The Scholarship will be awarded for 12 months i.e. from June to May every year.

4. For the award of this Scholarship, the candidate should not be in receipt of any other Scholarship/Stipend/Financial assistance.

5. In the event of scholarship having fallen vacant for any reason, the next eligible candidate will be awarded the scholarship.

6. The scholarship awarded w.e.f. the session 2004-2005 on the basis of Examination held in April/May, 2004.

68. LUPIN AWARD

1. There shall be an award of the value of Rs.10,000/- p.a. known as “Lupin Award” to be awarded to a student who secures highest marks in M.Sc.(P) Chemistry of K.U. Kurukshetra out of the amount of Rs.10,000/- to be received every year in the month of June/July by Sh. Sudershan K. Arora, President RD, 46 46A/47A, Village, Taluka Mulshi, Pune-411042 through the Bank Draft or depositing by him with the University Cashier.

2. The award will be given by the Chairperson, Department of Chemistry, Kurukshetra University, Kurukshetra in a formal ceremony at Departmental level.

3. The award started w.e.f. the session 2003-2004 on the basis of examination held in April/May, 2003.

69. LATE SHRIMATI SHANTA RANI (KAPOOR) PHOHA GOLD MEDAL AND “DR. RAJ LAKSHMI PHOHA GOLD MEDAL

There shall be following two Medals to be awarded out of the annual income accruing from the Endowment Fund of Rs.34,264/- made by Ms. Raj Lakshmi Phoha, Ph.D., 320 North Yale Ave., 28 Villa Park, Illinois 60181.

MEDALS

1. There shall be a Medal known as “Late Shrimati Shanta Rani (Kapoor) Phoha Medal” of the value of Rs.800/- to be awarded to a Female student of Geography M.Sc.(Final) of this University every year who secures first-class-first position in the University.

2. There shall be a Medal known as “Dr. Raj Lakshmi Phoha Medal” of the value of Rs.1000/- to be awarded to a student of Psychology M.A.(Final) of this University every year who secures first-class-first position in the University.

3. The Medals awarded from the session 1997-98.

4. The Medals will be awarded to the eligible students every year at the Convocation.

70. LATE FLYING OFFICER GAURAV CHADDA SCHOLARSHIP

1. There shall be a scholarship of the value of Rs.300/- p.m. to be known as “Late Flying Officer Gaurav Chadda” to a student of M.B.A.(Final) of Maharaja Agarsain Institute of Management and Technology, Jagadhri purely on merit basis of M.B.A.(P) student of the same College out of the amount of Rs.3600/- to be received every year in the month of June/July by Sh. S.D. Chadda, 36, Kasturba Colony, Ambala Cantt. through the Bank Draft or in cash to be deposited with the University Cashier.

2. The scholarship will be awarded every year by the Vice-Chancellor, on merit basis supplied by the Director, Maharaja Agarsain Institute of Management and Technology, Jagadhri.

3. The scholarship will be awarded for 12 months i.e. from June to May.

4. The awardee of this scholarship should not be in receipt of any other scholarship/stipend/financial aid.

5. In the event of scholarship, having fallen vacant for any reason, the next eligible candidate will be awarded the scholarship.

6. The scholarship started from the examination held in April/May, 2004.

71. SHANKARACHARYA SWAMI SWANANDASHRAM MEDAL

1. There shall be two Medals of equal amount known as “Shankaracharya Swami Swanandashram Medal” to be awarded out of the annual income accruing from the Endowment Fund of Rs.30,000/- made by Sh. H.H. Shankaracharya Swami Swanandashram, P.O. Muluk(Near Cold Storage), Bolpur-731204, Distt. Birbhum(W.B. India), as under:-

(a) One Medal to a student standing first in M.Phil. Sanskrit Examination in the first attempt of the Department of Sanskrit, K.U. Kurukshetra.

(b) One Medal to the student on securing highest marks in M.A.(Final) Sanskrit Examination in the first attempt of the Department of Sanskrit, Kurukshetra University, Kurukshetra.

72. KALPANA CHAWLA MEMORIAL AWARD

There shall be a Cash Award known as “Kalpana Chawla Memorial Award” instituted by Shri Subhash Chaudhry, Founder President, Pritipal Chaudhry Foundation, 4404 Mountbatten Court, Indianapolis, IN 46254(USA) as under: -

1. One Cash Award amounting to Rs.10,000/- will be given to the student who is a topper in Post-graduate Courses of Kurukshetra University Kurukshetra.

2. The award is open to all Post-graduate students of all streams of Kurukshetra University for securing the highest marks in a Course.

3. Besides the cash amount, the awardee will be given a Medal weighing 100 grams Silver, engraving joint logo of Kurukshetra University and the Foundation.

4. The amount for cash award and Medal will be given by the Foundation every year in the month of July.

73. LATE DR. SAMINDER JIT SINGH SCHOLARSHIP

1. There shall be a scholarship of the value of Rs.250/- p.m. known as "Late Dr. Saminder Jit Singh Scholarship" to be awarded out of the amount of Rs.3000/- remitted every year by Ms. Daljit Kaur, Lecturer in Geography, Guru Nanak Khalsa College Yamunanagar and resident of H.No.1136-A, Street No.5, Shanti Nagar, Kurukshetra either through Bank Draft or by remitting cash with the University as per procedure.

2. The scholarship will be awarded every year by the Vice-Chancellor to the regular student of M.Sc. (F), who secured highest marks in M.Sc.(P) while pursuing studies in the Department of Geography, K.U. Kurukshetra.

3. The tenure of the scholarship will be for 12 months i.e. from June to May every year.

4. The awardee of this scholarship is not entitled to receive any other scholarship/stipend/financial assistance simultaneously except tuition fee concession.

5. In the event of scholarship could not be awarded to a student as per rules for any reason, the next eligible candidate can be considered for the award of scholarship.

6. The institution of the scholarship started w.e.f. the session 2005-06 based on the examination held in April/May, 2005.

74. SPORTS STIPEND

1. There shall be Sports Stipend of the value of Rs.200/-per head per month to be paid out of University Budget Head Sports Stipend 'for a period of twelve months (June to May) to the bonafide and full time Sports men/women of the University Teaching Departments/Institutes and maintained colleges on the Campus.

2. This Stipend shall be awarded, on the recommendations of a Committee constituted by the Vice-Chancellor, to the Sportsmen/ Women every year for having represented the University in North Zone/North-East Zone/All India Inter University Tournament during the Session in a game/sports recognized by the Association of Indian Universities.

Note: 1. The Stipend will be awarded as per record of the Sports Department, duly verified by the Chairperson of the Department/Principal of the College concerned.

2. The Stipend may be withheld for such a period as may be deemed necessary or stopped altogether by the Committee on the recommendation of the Director, Physical Education & Sports for the following reasons :-

- (i) Misconduct, indiscipline & irregularity on play fields for practice.
- (ii) Lack of continued interest in the game/sports for which sports stipend has been awarded.
- (iii) Non-participation in Inter Collegiate/Inter-University Tournaments.

3. Availing this sports stipend shall not debar the student in availing any other stipend.

75. MA SAROJ BALA VERMA SCHOLARSHIP

1. There shall be a Scholarship of the value of Rs.250/-p.m. known as "Ma Saroj Bala Verma Scholarship" to be awarded out of the annual income accruing from the Endowment Fund of Rs.60,000/- made by Sh. R.C.Verma, Department of Physics, Punjabi University, Patiala.

2. The scholarship will be awarded by the Vice-Chancellor on the recommendation of a committee consisting of the (i) Chairperson, Department of Sanskrit (ii) Finance Officer and (iii) One Senior Professor of the Department to a student of M.A. (Final) on his/her performance in M.A. (Previous) Sanskrit on Merit-cum-Means basis.

3. The scholarship will be awarded every year for 12 months.

4. The scholarship started from the session 2007-08 i.e. on the basis of examination held in April/May, 2007.

5. The recipient of this scholarship will not enjoy any other scholarship/stipend.

6. The committee will have the right to increase/decrease the value of Scholarship according to the interest amount available.

76. CASH PRIZE OUT OF VICE-CHANCELLOR'S DISCRETIONARY FUND

There shall be a cash prize of Rs.500/- to each student securing highest marks, but not less than 60% marks, in first attempt in previous year examination of Master Degree in each University Teaching Department every year.

1. The amount will be paid out of Vice-Chancellor's Discretionary Fund.

2. The prize shall be awarded to a student of Master's degree course having duration of two years or more in each University Teaching Department of Kurukshetra University, Kurukshetra securing highest marks, but not less than 60% marks, in the previous/combined result of 1st and 2nd Semester Examination in first attempt every year.

3. The prize will be awarded on receipt of the particulars of the student from the Controller of Examinations.

4. The prize started from the examination of the session 1993-94.

5. The condition for holding more than one Scholarship/Stipend to a student shall not apply to the holder of this prize.

77. LATE MISS URMIL KHANNA MEMORIAL SCHOLARSHIP

1. There shall be a scholarship of the value of Rs.500/- per month to be known as "Late Miss Urmil Khanna Memorial Scholarship" to be awarded out of the interest accrued from the Endowment Fund of Rs.1,00,000/- remitted by Miss Kailash Kumari, H.No.175, Shastri Colony, Yamuna Nagar.

2. The Scholarship will be awarded by the Vice-Chancellor on the recommendations of the following Committee to a needy and deserving regular student of M.Sc.(P) Physics in the University on the basis of his/her merit in the B.Sc.(Final) :-

(i) Dean Academic Affairs, K.U.K.

(ii) Dean, Faculty of Sciences, K.U.K.

(iii) Chairperson, Department of Physics, K.U.K.

(iv) Dr. Sanjeev Aggarwal, Reader, Department of Physics, K.U. K. (Member of the Trust)

3. The tenure of the scholarship will be for 12 months i.e. from June to May every year.
4. The recipient of this scholarship is not entitled to receive any other scholarship/stipend/financial assistance simultaneously except tuition fee concession.
5. In the event the scholarship not being awarded to a students as per rules for any reason, the next eligible candidate can be considered/awarded for the award of scholarship.
6. The scholarship started from the session 2008-09 i.e. on the basis of examination held in April/May, 2008.
7. The Committee will have the right to increase/decrease the value of Scholarship according to the interest amount available.

78. MR. BRAHAM NATH DATTA SCHOLARSHIP

1. There shall be scholarship of the value of Rs.900/- p.m. known as “Mr.Braham Nath Datta Scholarship” to be awarded out of the interest accrued on the Endowment Fund of Rs.1,00,000/-remitted by Professor V.N.Datta, H.No. 1177, Sector-D-I, Vasant Kunj, New Delhi retired from the Department of History, KUK.
2. The Scholarship will be awarded by the Vice-Chancellor every year on merit-cum-means basis on the recommendations of Departmental Scholarship committee concerned.
3. The Scholarship will be awarded to a regular student of M.A. (F) Department of History, Kurukshetra University, Kurukshetra on the basis of his/her performance in the Examination of M.A. (P).
4. The tenure of the scholarship will be for 12 months i.e. from June to May every year.
5. The awardee of this Scholarship is not entitled to receive any other scholarship/Stipend/financial assistance simultaneously except tuition fee concession.
6. In the event the scholarship not is being awarded to students as per rules for any reason, the next eligible candidate can be considered/awarded for the award of scholarship.
7. The Scholarship started from the session 2008-09 i.e. on the basis of examination held in April/May, 2008.
8. The committee will have the right to increase/decrease the value of Scholarship subject to the interest available on Endowment Fund.

79. MR. VIJAY DATT KHAJURIA MEMORIAL GOLD MEDAL

1. There shall be a Gold Medal known as “Late Sh. Vijay Datt Khajuria Gold Medal” to be awarded out of the annual income of interest accruing from the endowment fund of Rs.25,000/- donated by Sh. K.D. Khajuria, Former Controller of Examinations, Kurukshetra University, Kurukshetra.
2. The Gold Medal will be awarded to a student of B.Tech.(F) Computer Science in the University Institute of Engineering & Technology, Kurukshetra University, Kurukshetra securing highest marks.

3. The Gold Medal will be awarded every year in the Convocation.
4. The award of this medal started from the examination held in April/May 2008.

80. PROF. SHARDA KUMARI MEMORIAL AWARD

1. There shall be a Scholarship of the value of Rs.5000/- per year to be known as Prof. Sharda Kumari Memorial Award” to be awarded out of the interest accrued from the endowment fund of Rs.1,00,000/- remitted by Sh. Ashok Kumar Chairman, Late Sh. Chajju Ram Garg Memorial Trust, 1027/2, Sector 39-B, Chandigarh.
2. The Scholarship will be awarded by the Vice-Chancellor to a student in M.Sc.(Final), Department of Statistics & Operational Research, K.U. Kurukshetra who has topped the University examination in M.Sc.(P) from the Department of Statistics & Operational Research, Kurukshetra University, Kurukshetra every year.
3. The recipient of the Award is not entitled to receive any other award/stipend/ financial assistance simultaneously except tuition fee, concession.
4. In the event of the Award not being awarded to a topper student as per rules for any reason, the next eligible student can be awarded the award.
5. The Award will be effective from the session 2009-10 i.e. on the basis of examination held in April/May, 2009.
6. The Vice-Chancellor will have the right to increase/decrease the value of the Award according to the interest amount available.

APPENDIX-I

(To Clause 7 Ordinance XVII)

List of All India Institutions where the Scholarships shall be tenable :

1. University of Roorkee, Roorkee.
2. Indian Institute of Technology, Khargpur.
3. Indian School of Mines, Dhanbad.
4. Indian Institute of Science, Bangalore.
5. Institute of Technology, Banaras Hindu University, Varanasi.
6. Indian Institute of Technology, Bombay.
7. Indian Institute of Technology, Kanpur.
8. Indian Institute of Technology, New Delhi
9. Indian Institute of Technology, Madras.
10. Birla Institute of Technology & Science, Pilani (Rajasthan).

Medicine

11. Lady Hardings Medical College, New Delhi-1, for M.B.B.S.
12. All India Institute of Hygiene and Public Health, Calcutta.
13. All India Institute of Medical Sciences, New Delhi.

APPENDIX-II

(Under Ordinance XVII)

BOND TO BE EXECUTED BY THE RESEARCH SCHOLARS/ FELLOWS ON ADMISSION WITH THE KURUKSHETRA UNIVERSITY

RESEARCH SCHOLARSHIP BOND

(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 Kurukshetra University, Kurukshetra, or assignees on demand the sum of.....(Rupees..... Only) + the amount drawn during extended period of Research Scholarship if extension is allowed signed and dated this day of20.....

Whereas the above bounden (1) is nominated to a Research Scholarship/Fellowship of the Kurukshetra University, Kurukshetra 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 ofper month for..... years.

Now the condition of the written obligation is that in the event of the above bounded (1)not conforming 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) (2)shall forthwith refund to the Kurukshetra University, Kurukshetra 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 effect; 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 or forbearance on the part of the Kurukshetra University, Kurukshetra 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 & 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 character and conduct of the Scholar.

1. Checked & Verified
Supervisor

2. Countersigned
Chairperson of the Department

Ordinance XVIII—Honorary Degrees

Where the Vice-Chancellor, and not less than two-thirds of the other members of the Academic Council, recommend that an Honorary Degree be conferred on any person on the ground that he is, in their opinion, by reason of eminent position and academic attainments a fit and proper person, to receive such a degree, and the recommendation is approved by the Chancellor, the Academic Council, may confer on such person the Honorary Degree, so recommended, without requiring him to undergo any examination.

Ordinance XIX—Admission to Degrees and Academical Costumes

(a) Admission to Degrees

1. The Academic Council shall, from time to time, approve the names of all persons who have passed the examinations required for the various degrees of the University, and have become qualified for admission to such degrees. When the Academic Council has sanctioned the admission of any such person to any degree, he shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which the Academic Council has sanctioned the admission of any such person to any degree.

2. For conferment of degrees, the Court, Executive Council and Academic Council shall meet in Convocation once or twice every year. The Executive Council shall decide from time to time, the various categories of graduates, who shall be admitted to their degrees at each Convocation or whose Diplomas shall be sent to them, by post, free of charge.

Further, the date of award of Ph.D. Degree shall be the date on which the recommendations of the Research Degree Committee are approved by the Vice-Chancellor.

3. Persons, who are required to attend a University Convocation for Admission to their degrees, but who are unable to do so or who are desirous of being admitted to their degrees before the Convocation, in exceptional circumstances, shall be admitted to their degrees in absentia on payment of a fee of Rs.20/- each.

4. If any eligible candidate does not intend to appear at the first Convocation, after the sanction of his degree, he shall give at least five day's notice to the Registrar of his intended absence, and may then be admitted to his degree at any subsequent Convocation; provided that he gives at least fifteen Day's notice to the Registrar of his intention to appear.

5. If any candidate fails to give such notice of intended absence or appearance, he shall pay Rs.10/- to the University before he is admitted to his degree.

6. If any candidate has not offered himself for admission to the degree in the manner provided for in Clause 2 and 3 above, he may apply to the Vice-Chancellor to be admitted to his degree in absence. Such application shall be accompanied by :-

- (i) in the case of an Under-graduate who seeks admission to a degree more than two years after the sanction of his degree, a certificate of good character, signed by the Principal of a College or a member of the Court of the University or a Gazetted Officer;

provided that in proper case, the Vice-Chancellor may waive the requirement of such a certificate; and

(ii) A fee of Rs.10/-

7. On the receipt of such application, the Vice-Chancellor shall consider it and may declare the applicant to be admitted to the degree in absence.

(b) Academic Costume

1. In these rules academical costume means the costume prescribed in Clause 4 hereunder.

2. Full academic costume shall be worn by all the members of Court, Executive Council, Academic Council and all graduates of the University, and may be worn by all graduates of other Universities at the Convocation.

3. If a member of the Court, Executive Council and Academic Council is a graduate of any other University he may wear either the costume of his degree, or the costume of which he is entitled as a Member.

4. Members of the Court, Executive Council, Academic Council and graduates of the University are entitled to wear academical costumes as follows :—

Chancellor

(a) Gown—Purple velvet with golden lace on the front folds bottom of sleeves on shoulders and zari work with Tufuts on the front and on the sleeves, with two monograms in golden zari work on the front Cambridge style.

(b) Cap—Purple velvet with golden lace and golden tassel Mortar bank.

Vice-Chancellor

(a) Gown—Purple Velvet with golden lace on the front folds, bottom of sleeves on shoulders and zari work with one Tufuts on each side on the front and with two University Monograms in golden zari work on the arms and one Tufut and zari work on the bottom of sleeves Cambridge style.

(b) Cap—Purple Velvet Mortar band with golden lace and golden tassel.

Chief Guest

(a) Gown—Maroon Velvet with golden lace on the front folds, bottom of sleeves on shoulders, Cambridge style

(b) Cap—Maroon Velvet, Mortar band with golden lace and golden tassel.

Pro-Vice-Chancellor

(a) Gown—Purple Velvet with golden lace on the front folds, bottom of sleeves on shoulders and zari work with one Tufut on each side on the front and with two University Monograms in golden zari work on the arms and one Tufut and zari work on the bottom of sleeves Cambridge style.

(b) Cap—Purple Velvet Mortar band with Golden lace and tassel.

Registrar

- (a) Gown—Purple Velvet with Golden lace 2 inches width on the front folds, bottom of sleeves on shoulders and zari work with one Tufut on each side on the front and with two University Monograms in Golden zari work on the left side on the arms and one Tufut and zari work on the bottom of sleeves Cambridge style.
- (b) Cap—Purple Velvet Mortar band with Golden lace and tassel.

Member

- (a) Gown—Black
- (b) Cap—With Black silk tassel.

Deputy and Assistant Registrars (Non-Graduates)

Gown—Black

For Bachelor's Degree

B.A.(Pass/General)	Black	Black with golden lining.
B.A.(Hons.)	Black	Black with orange lining.
B.Sc.(Pass/General)/BCA/B.Sc. Internet Science/ B.Sc. Inf. Sc.	Black	Black with light blue lining.
B.Sc.(Hons.)/B.Sc.(Hons.) Inf. Tech.	Black	Black with red lining.
Bachelor of Journalism/ Mass Communication	Black	Black with red lining.
B.Com./BBA/BIM/BHMCT/ BTM/BIHM	Black	Black with claret lining.
B.Ed./B.Sc.(Physical Education, Health Education & Sports)	Black	Black with maroon lining.
B.Tech./B.Tech. Instrumentation	Black	Black with scarlet lining.
B.E.	Black	Black with light yellow lining.
LL.B./B.A.(Law)/ B.A.LL.B.(Hons.)	Black	Black with dark blue lining.
B.L.I. Science	Black	Black with pink lining.
BAMS/BDS/BPT/B.Pharma./ MBBS/B.Sc.(Nursing)	Black	Black with saffron lining.
B.Sc.(Home Science)	Black	Black with magenta lining.
BFA	Black	Black with deep yellow lining

For Master's Degree

M.A./MBE/M.Lib. & Inf. Sc.	Black	White with Golden lining
M.Sc.	Black	White with light blue lining
Master of Education/M.P.Ed.	Black	White with maroon lining
M.Tech./M.Sc.Inf. Tech./M.Tech. Computer Sc. & Engg.	Black	White with scarlet lining.
LL.M. (Master of Laws)	Black	White with dark blue lining.
M.Phil. (Master of Philosophy)	Black with golden facing	White golden lined with light mauve.

M.C.A.	Black	White with red lining.
MBA/MIB/MFC/MMT/MFM/ MHRM/MMM/MHM/MTM	Black	White with light claret lining.
MDS(Master of Dental Surgery)	Black	White with dark green lining.
M.Tech. in Applied Geophysics/ M.Sc. in Applied Geology	Black	White with yellow lining.
M.Sc. Home Science.	Black	White with magenta lining.

The holders of Oriental Literary Titles shall be entitled to wear the following costume on ceremonial occasion :

Shastri and Acharya Saffron gown with white Pagri or Cap.

For Doctor's Degree

- | | |
|----------------------------|---|
| (i) Doctor of Philosophy | (a) Gown—Black with golden facing.
(b) Hood—Red and silver grey. |
| (ii) Doctor of Science | (a) Gown—Maroon with white facing.
(b) Hood—Red and silver grey. |
| (iii) Doctor of Literature | (a) Gown—Maroon with light buff or golden yellow facing.
(b) Hood—Red and silver grey. |
| (iv) Doctor of Laws | (a) Gown—Red with light blue facing.
(b) Hood—Red and silver grey. |

Provided that graduates of the University shall have the option to wear the dress and the scarf prescribed below instead of the academical costume with gown :

Dress for Men

White Dhoti and White Kurta

OR

White Churidar Payjama and Black Achkan

Dress for Women

White Sari and white Blouse

OR

White Salwar, White Kurta and White Dupatta

Scarf—

Size : 1 metre square having a 4 cm wide border all round. Colour of the scarf will be the same as for the Hood, except that instead of Black Hoods the Colour will be pink. Colour of the border of the scarf will be the same as for the lining of the Hood.

5. The holders of Oriental Literary Titles shall be entitled to wear the following costume on ceremonial occasions :

Shastri—Saffron gown with white Pagri or Cap.

6. Candidates for admission to any degree except that of Doctor in any Faculty shall wear at Convocation the costume of degree to which they seek admission.

A candidate for the degree of Doctor in any Faculty shall assume the costume of such degree immediately after his admission to such degree.

Ordinance–XX University Appointed Teachers

1. (a) Subject to the provisions of the Act, Statutes, Ordinances and Regulations, every teacher shall be governed by the terms and conditions of the service as hereto annexed in the form of Agreement of Service, or as may be prescribed by framing and/or amending the same from time to time.

(b) It shall be the sole responsibility of the teacher appointed/ promoted by the University to sign the Agreement on one's first appointment before he/she enters upon his duties in a Department, Institute, University maintained colleges, or any other academic establishment.

(c) If it is found during the period of probation that the teacher has not signed the Agreement, for whatever reason, it shall be deemed as a willful violation of the Ordinance and the Executive Council shall be entitled to summarily terminate the engagement of such a teacher without assigning any reason, with a notice of one month or payment of emoluments in lieu thereof. In case a similar lapse is found to have occurred in the case of a confirmed teacher, for whatever reason, the Executive Council on conducting an enquiry may terminate the engagement of the teacher with a notice of three months or payment of emoluments in lieu thereof.

(d) In so far as the appointment/promotion letter is not an exhaustive statement of the terms and conditions of one's appointment, the same as are prescribed from time to time in the Act, Statutes, Ordinances, and/or Regulations, shall be deemed to have become operative as part of the Service Agreement and, consequently, the appointment letter.

(e) Every teacher shall follow the Code of Professional Ethics as may be adopted by the University from time to time.

2. Every person on his first appointment in the University shall get himself examined by the Medical Officer of the Kurukshetra University and furnish a Medical Certificate in the prescribed form. In case of doubt/rejection by the Medical Officer, the Vice-Chancellor may refer the same to a specially constituted panel of Doctors.

Provided further that no person shall be confirmed to any post unless he possesses good character and antecedents which shall also be verified by the University as soon after appointment as possible but not later than the date of confirmation.

However, a person on his/her first appointment in the University will be required to submit an affidavit to the effect that he/she was not dismissed from any Govt./Semi Govt. service and has not been punished in any act of moral turpitude.

No employee shall involve in any act of sexual harassment against women.

3. Subject to the provisions of Clauses 6, 7 and 8 of the Agreement of Service, a person, appointed as a permanent teacher of the University, shall be entitled to be in the service of the University until, he completes the age of sixty.

A University teacher may, however seek voluntary retirement after 20 years service with the approval of the appointing authority.

Provided that the date of retirement of teachers of University Teaching Departments and

maintained Colleges (except those whose date of birth falls on the first day of the month) shall be the afternoon of the last day of the month in which the date of their retirement falls, instead of the actual date of superannuation. In case of those teachers whose date of birth falls on the first day of the month, the date of retirement will be the afternoon of the last day of the month preceding the month in which their date of birth falls.

4. Notwithstanding the provisions mentioned in Clause 3 above, the Executive Council may appoint a Professor who has already attained the age of sixty, if it is satisfied that his appointment would be in the interest of the University.

5. The Annual Increment may be given to ad hoc teachers also subject to the terms and conditions of their appointment.

6. Professor Emeritus :

Eligibility :

The Vice-Chancellor shall have regard to following consideration in examining the attainments of the Professor :

1. The candidate should have been actively engaged in his field of research especially during the last five years before the date of superannuation, which should be reflected in his publications.

2. He should have made significant contribution in research which should be evidenced by publications of research papers in journals of National/International repute and books favourably reviewed/Research Projects awarded/guided, Ph.Ds. produced.

3. He should have delivered lectures, presented papers at National/ International symposia/seminars/workshops etc.

4. He should have made very significant contribution to the corporate life of the Campus.

5. He should have been recipient of National/International awards or Research Fellowship or Fellow of National/International repute body/member of editorial Board of leading Research journals.

6. He should have made an outstanding contribution to the establishment, growth and development of his department.

7. He should have 15 years of service as a teacher in the University of which 10 years should be as Professor appointed through open Selection/Career Advancement Scheme(CAS).

8. For Professors of subjects having regional bearings (such as Languages) consideration should be made accordingly.

Terms & Conditions :

1. The title of 'Professor Emeritus' shall be for life. However, his/her academic activities may be reviewed after every three years by a Committee to be constituted by the Vice-Chancellor.

2. 'Professor Emeritus' is an honour to institution, the faculty to which he is given and the individual himself. The individual shall not be provided any residential accommodation on the University Campus. It is expected from him to provide academic guidance/support to the faculty to which he is attached, because of his/her academic expertise, experience and excellence.

3. A 'Professor Emeritus' will not be paid any emoluments. However, the University shall meet a contingency expenditure of Rs.15000/- p.a. to the Professor Emeritus to meet the costs of books, journals, secretarial assistance, travel and other expenditure in connection with academic work of the Professor Emeritus, for a period of five years provided the Professor Emeritus retains Headquarters at Kurukshetra.

4. The Professor Emeritus shall contribute towards academic activities of the department to which he/she is attached and for that purpose adequate facilities viz.; furnished office at par with working Professor and Lab/Library facilities as per requirement from time to time duly approved by the Vice-Chancellor shall be provided to him/her by the department for an initial period of 5 years only without any additional financial liability on the University.

Procedure :

1. After seeking opinion of three outside experts, the Vice-Chancellor may refer the matter of the conferment of the title of 'Professor Emeritus' to the Executive Council for decision.

*Annexure to Ordinance XX***FORM OF AGREEMENT OF SERVICE FOR
UNIVERSITY TEACHERS**

Memorandum of Agreement made this.....day of.....two thousand and.....between..... (hereinafter called the "Teacher" of the first part, and the Kurukshetra University, being a body corporate, constituted under Kurukshetra University Act XII of 1956, hereinafter called the University of the second part).

The teacher has joined on.....(date) and that this Agreement shall be effective from the date of joining.

It is hereby agreed as follows : —

1. That the University hereby appoints.....to be a member of the teaching staff of the University with effect from the date of the said.....takes charge of the duties of his/her office and the said.....hereby accepts the engagement, and undertakes to take such part and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and the Ordinances, for the time being in force, of the University, whether the same relate to organisation of instruction, or teaching or examination of students or their discipline or their welfare, and generally, to act under the directions of the authorities of the University.

Provided that the teacher shall be on probation for a period of two years which may be extended for a maximum period of one year in case of unsatisfactory performance.

Provided that the case for confirmation shall be initiated and placed before the appointing authority within reasonable period after completion of the period of two years or such other extended period as may be prescribed, not exceeding six months or two consecutive Executive Council meetings, whichever is less.

Provided further that if the period of extraordinary leave in the case of teacher of the University during the probationary period is upto 15 days in one year, it be not added to the probation period but be included in it. But in the case the period of extra-ordinary-leave exceeds the limit of 15 days in one year, the probation period be extended to that extent.

If during the period of probation the performance report of a teacher is not found satisfactory or if he wants to leave the service of the University, the appointment can be terminated with a notice of one month from either side or emoluments of one month in lieu thereof.

- (a) Subject to the provisions of the Act, Statutes, Ordinances and Regulations, every teacher shall be governed by the terms and conditions of the service as amended in the Agreement of Service, or as may be prescribed by framing and/or amending the same from time to time.
- (b) It shall be the sole responsibility of the teacher appointed/ promoted by the University to sign the Agreement on one's first appointment before he/she enters upon his duties in a Department, Institute, University maintained Colleges, or any other academic establishment.
- (c) If it is found during the period of probation that the teacher has not signed the Agreement, for whatever reason, it shall be deemed as a wilful violation of the Ordinance and the Executive Council shall be entitled to summarily terminate the engagement of such a

teacher without assigning any reason, with a notice of one month or payment of emoluments in lieu thereof. In case a similar lapse is found to have occurred in the case of a confirmed teacher, for whatever reason, the Executive Council on conducting an enquiry may terminate the engagement of the teacher with a notice of three months or payment of emoluments in lieu thereof.

- (d) In so far as the appointment/promotion letter is not an exhaustive statement of the terms and conditions of one's appointment, the same as are prescribed from time to time in the Act, Statutes, Ordinances, and/or Regulations, shall be deemed to have become operative as part of the Service Agreement and, consequently, the appointment letter.
- (e) Every teacher shall follow the Code of Professional Ethics as may be adopted by the University from time to time.

2. That the saidshall be a whole-time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher, as hereinafter provided, shall continue in the service of the University until he completes the age of sixty.

Provided that the date of retirement of teachers of University Teaching Departments and maintained Colleges (except those whose date of birth falls on the first day of the month) shall be the afternoon of the last day of the month in which the date of their retirement falls, instead of the actual date of superannuation. In case of those teachers whose date of birth falls on the first day of the month, the date of retirement will be the afternoon of the last day of the month preceding the month in which their date of birth falls.

3. That the University shall pay..... during the continuance of his/her engagement, hereunder, as a remuneration for his/her service a salary of Rs..... per mensem, rising by annual increment of Rs.....to a maximum salary of Rs per mensem.

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

Provided further that no increment shall be withheld or postponed, save by a resolution of the Executive Council, on a reference by the Vice-Chancellor to it, and after the teacher has been given sufficient opportunity to make his written representation.

4. That the said.....agrees to be bound by the Ordinance and Regulations, from time to time, in force, in the University, and in particular, by those relating to Provident Fund. Provided that no change in the Ordinance and Regulations in this regard shall be deemed to have adversely affected the teachers.

- 5.(i) That teacher shall devote his/her whole-time to the service of the University and shall not, without the permission of the University, engage, directly or indirectly in any trade or business, whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached, but this prohibition shall not apply to any work undertaken in connection with the Examinations of Universities or Public Service Commissions, and

Note :- The Executive Council has decided vide its Resolution No.41 dated 17.3.1976 that Annual increments will be given on the 1st days of the month instead of actual date of the accrual of the increment. (These rules are applicable w.e.f. 1.1.1976).

where the permission of the Vice-Chancellor has been obtained to any other examination work, nor shall the prohibition be applicable in any literacy work or Publication.

- (ii) That the teacher shall refrain from any activity which is anti-secular or which tends to create communal disharmony. The teacher found guilty of such activity shall be liable to be removed from service.
- (iii) That the teacher shall be available for University Examinations as it will be compulsory duty and no exemption will be given unless he/she produces the medical certificate from the Resident Medical Officer of this University. The rules relating to the examination work as framed by the University from time to time will be applicable to the teachers.
- (iv) A teacher may become member, representative or office bearer of any registered recognised Association representing or purporting to represent his class of employees and participate in its deliberations and with the permission of the Vice-Chancellor, hold its meeting on the premises of the University provided such Association satisfies the following conditions :-
 - (a) Its membership is confined to a distinct class of employees and it is open to all such regular employees.
 - (b) It is not in any way connected with any political party or organisation and does not engage in any political activity.
- (v) No employee of the University shall act as Reporter/ Correspondent/Editor/Stringer/Journalist of newspapers/ Magazines/Periodicals other than Literary, Scientific or Academic Journals/or Participate in the management of such newspapers/Magazines/Periodicals/other media with or without payment except with the previous sanction of the Vice-Chancellor.
 - (a) Provided that this rule shall not apply if a contribution which is of literary, artistic, Scientific or general academic character and does not form a part of the role of the employee specified herein.
 - (b) Provided further that the Vice-Chancellor may withdraw at any time sanction so granted without assigning any reason.
 - (c) No University employee has right to make wild allegations amounting to defamation, baseless criticism and uncalled for observation regarding functioning of the University or its authorities.
 - (d) University employee may write for redressal of their grievances connected with the service conditions to the concerned competent authority/body.
 - (e) If the grievances of the University employees are not met with according to the above procedure within the reasonable time then they may make representations to the higher authorities of the University provided it is routed through proper channel.
- (vi) A teacher (other than Lecturer in Physical Education) shall be available for at least 5 hours daily in the University/College. Lecturer in Physical Education will be available

in the grounds at least for one hour in the morning and two hours in the evening so that their stay in the College is of 6 hours.

- (vii) The teacher is required to mark his/her arrival and departure time in the Attendance Register.
- 6 (i) Notwithstanding anything contained heretofore, the Executive Council of the University shall be entitled to initiate disciplinary proceedings against a teacher on the following grounds in accordance with the provisions hereinafter set forth :
- (a) Dereliction of duty, including teaching and examinations;
 - (b) Misconduct, in any manner/form;
 - (c) Sexual harassment of women colleagues or students;
 - (d) Any act of moral turpitude;
 - (e) Copying or stealing of research work of others (plagiarism);
 - (f) Insubordination, disobedience, or any breach of discipline;
 - (g) Absence from duty without leave;
 - (h) Lack of fitness (physical or mental) for discharge of duty;
 - (i) Any act prejudicial to the University or its property;

Provided that the procedure of enquiry laid down hereinafter shall not be followed in case a teacher is convicted by a Court of Law.

- (ii) The Vice-Chancellor may, when he deems it necessary, suspend the teacher on any of the grounds stated in Clause 6(i) above. When the Vice-Chancellor suspends the teacher, he shall report it to the Executive Council in its next meeting.
- (iii) The Executive Council shall investigate all matters reported to it by the Vice-Chancellor where disciplinary action is contemplated against a teacher whether he/she has been suspended or not.

The Registrar shall issue the charge-sheet to the teacher concerned giving him/her at least 15 days time to submit his/her written reply.

The Executive Council may appoint an Inquiry Officer/ Committee to enquire into the charges leveled against the teacher or undertake the inquiry itself.

The Vice-Chancellor shall place the report of the Inquiry Officer/Committee before the Executive Council. The Executive Council shall pass such orders as it may deem fit.

Provided further that in case the Executive Council is satisfied with the explanation given by the teacher, it may drop the charge-sheet without proceeding further in the matter. Where the Executive Council, after considering the reply of the teacher, is of the opinion that awarding of minor punishment to the teacher shall meet the ends of justice, it may let off the teacher with minor punishment after providing an opportunity of personal hearing.

- (iv) **Penalties** – The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on the teacher :

Minor Penalties –

- (a) Warning;

- (b) Censure;
- (c) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rules of the University or orders/directions of superior authorities;
- (d) Withholding increments of pay without cumulative effect;
- (e) Withholding promotion; or
- (f) Any other penalty as the Executive Council may decide.

Major Penalties –

- (a) Withholding of increment(s) of pay with cumulative effect;
- (b) Reduction to a lower grade, post, or lower stage in a time-scale of pay;
- (c) Permanently debarring the teacher from holding any statutory position/membership;
- (d) Declaring the post held vacant;
- (e) Compulsory retirement;
- (f) Removal from service which shall not be disqualification for future employment;
- (g) Dismissal from service which shall ordinarily be a disqualification for future employment; or
- (h) Any other penalty as the Executive Council may decide.

7. After the enquiry against a teacher has been completed, and after the competent authority has arrived at a provisional conclusion in regard to the penalty to be imposed, the concerned teacher shall, if the penalty to be imposed is a major penalty, be supplied with a copy of the report of the inquiry held. In that event, the concerned teacher be called upon to show cause, within a reasonable time (not ordinarily exceeding one month) against the particular penalty proposed to be inflicted upon him/her. Any representation submitted by the teacher in furtherance of the said show cause notice shall be taken in consideration by the Executive Council before the final order of punishment/penalty is passed.

In case the office of a teacher is declared vacant by the University salary equivalent to one month/three months in lieu of notice period, in case teachers on probation/confirmed respectively, shall be recovered by the University from the teacher concerned.

- (a) A teacher who is placed under suspension under Clause 6 (ii) of the "Form of Agreement of Service for University Teachers", annexed hereto, shall draw subsistence allowance equivalent to half the rate which is admissible to him immediately before the commencement of the suspension and other allowances based on half-pay. Compensatory allowance, if any, shall be admissible only if the Vice-Chancellor is satisfied that the teacher continues to meet the expenditure for which they are sanctioned. The rate of Compensatory allowance, if admissible should be determined on the basis of the pay which the teacher was in receipt of on the date of suspension. Provided that where period of suspension exceeds 12 months, the Vice-Chancellor shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first 12 months, as follows :—
 - (i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first 12 months if, in the opinion of the Vice-Chancellor the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the teacher.
 - (ii) The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first 12 months if, in the opinion of the Vice-Chancellor the period of suspension has been prolonged for reasons, to be recorded in writing, directly attributable to the teacher.

(iii) The rate of dearness allowance will be based on the increased/decreased amount as the case may be, of subsistence allowance admissible under Clause (i) and (ii) above.

(b) No payment under (a) above shall be made unless the teacher furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

8. The resolution of the Executive Council determining the engagement of the teacher under Clause 6 or 7 of the Agreement, shall be paused by a vote of not less than a two-thirds majority of the members present at the meeting, provided that the two-thirds majority is not less than half the total number of members of the Executive Council.

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

10. A University teacher shall not, ordinarily, be allowed to leave the University during the course of the Academic Session.

11. (i) Any dispute, arising in connection with the termination of the services of the teacher, except when, on probation, by the University, shall, at the request of the teacher, be referred to a Tribunal of Arbitration, consisting of one member appointed by the Executive Council, one member nominated by the teacher and one referee who shall be a nominee of the Chancellor. The decision of the Tribunal shall be final and no suit shall lie in any Civil Court in respect of the matter decided by the Tribunal.

(ii) The Arbitration and conciliation Act, 1996 shall apply to an arbitration under this clause.

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

13. All legal proceedings would be subject to jurisdiction of Court at Kurukshetra.

SCHEDULE-I

Name of Teacher in full.....

Address

Designation

Salary Rs.in the grade of

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

Change of Designation or Grade

Date of approval of the
Executive Council.

Date from which change takes effect.

Signature of Teacher

Signature of Officer
for University.

Ordinance–XXI**QUALIFICATIONS OF UNIVERSITY TEACHERS**

A. Minimum Qualifications prescribed for appointments to the posts of Professors, Readers and Lecturers in the subject other than Fine Arts, Management, Engineering and Technology in the University.

1. PROFESSOR :

(a) HUMANITIES, SCIENCES, SOCIAL SCIENCES, COMMERCE, EDUCATION, PHYSICAL EDUCATION, FOREIGN LANGUAGES, LAW AND MUSIC.

An eminent Scholar with published work of high quality actively engaged in research with 10 years of experience in Post-graduate teaching and/or experience in research at the University/National level Institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

(b) JOURNALISM & MASS COMMUNICATIONS :

An eminent Scholar with published work of high quality actively engaged in research with 10 years of experience in Post-graduate teaching and/or research at the University/National level Institutions, including experience of guiding research at doctoral level in Communication/Journalism.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

(c) SOCIAL WORK :

An eminent Scholar with published work of high quality actively engaged in research with 10 years of experience in Post-graduate teaching and/or experience in research at the University/National level Institutions, including experience of guiding research at doctoral level in Social work.

(d) INSTITUTE OF ENVIRONMENTAL STUDIES :

An eminent scholar with published work of high quality, actively engaged in research, with ten years of experience in Post-Graduate teaching, and/or experience in research in the field of Life Sciences/Chemistry/Environmental Sciences/Biotechnology/ Agricultural Sciences/Forestry/or other related fields at the University/ National level Institutions, including experience of guiding research at Doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

ASSISTANT PROFESSOR (INST. OF ENVIRONMENTAL STUDIES FOR M.TECH. (ENERGY & ENVIRONMENTAL MANAGEMENT)

“First Class Master’s Degree in the appropriate branch of engineering (Engg.)/Technology (Tech.) (No minimum experience required.)

Desirable: Ph.D. with M.Tech. in the relevant subject.”

DIRECTOR (INSTITUTE OF MASS COMMUNICATION AND MEDIA TECHNOLOGY) :

The qualifications and Selection process for the above post will be same as for the post of Professor.

DIRECTOR (INSTITUTE OF LAW) :

The qualifications and Selection process for the above post will be same as for the post of Professor.

PROFESSOR (PROMOTION)

In addition to the sanctioned position of Professor, which must be filled in through direct recruitment through all advertisement, promotions may be made of Professor under CAS through a process of selection by a Selection Committee set up under the relevant Statute/Ordinance, on completion of minimum 8 years service as Reader in the pay scale of Rs.3700-5700 (revised to Rs.12000-18300), provided that :

1. The teacher has earned satisfactory Self-appraisal reports for the period including five years’ before the date of eligibility, attended seminar/conferences and made any other academic contribution to teaching/academic environment/institutional corporate life, extension & field outreach activities.
2. Made research contributions/published books/articles (minimum five research publications out of which two could be books).
3. The promotion from Reader to Professor under CAS being a personal position and not against the sanctioned post, the teaching work-load of the Reader will be carried forward with him/her and will be undertaken by the promotee even in the capacity of CAS Professor.

The process of selection should involve inviting minimum 5 research publications of the candidate out of which two could be books for evaluation/assessment before interview by three eminent experts in the subject which shall be different than those called for interview. All the recommendations be positive from the three experts. In case the recommendations of one out of the three are negative, the research publications be sent to the fourth expert for evaluation and assessment. In all there has to be a minimum of three positive recommendations out of the total of four experts, in case the fourth expert has participated in the exercise due to the negative report out of the initially three experts involved in evaluation.

There be a separate column in the Evaluation report of the expert saying whether the research publications and books are recommended or not recommended.

The promotion/interview for the rejected candidates can be conducted only after a minimum period of one year from the date of promotion process/interview in which candidate was rejected.

The Professor already appointed under direct recruitment will not be eligible.

2. READER :

- (a) HUMANITIES, SCIENCES, SOCIAL SCIENCES, COMMERCE, EDUCATION, PHYSICAL EDUCATION, FOREIGN LANGUAGES, LAW AND MUSIC.

Good academic record with a doctoral degree or equivalent published work. In addition to these, Candidates who join from outside the University system shall also possess at least 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degree and has made some mark in the areas of Scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

- (b) TOURISM AND HOTEL MANAGEMENT :

MTM/MTA/MHM and/or any allied subject alongwith teaching and research experience in the field of Tourism and/or Hospitality Industry, or at least 5 years experience in the said Industry. Other conditions of Good Academic Record, Ph.D. Degree or equivalent published work and 5 years teaching experience will be as per UGC guidelines.

- (c) SOCIAL WORK :

Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in (1) or (2) innovation in teaching method or (3) production of teaching materials. Possess at least 55% marks or an equivalent grade at Master's degree level.

About Eight years experience of teaching and/or research provided that at least five of these years were as lecturer or in an equivalent position.

OR

10 years of experience in field practice and professional publication based on work experience, and experience in training and/or field instruction. Experience in consultation and documentation.

- (d) WOMEN'S STUDIES RESEARCH CENTRE :

Essential Qualifications :

Good academic record with a Doctoral degree or equivalent published work. In addition to these, candidates who join from outside the University system shall also possess at least 55% marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

Desirable Qualifications :

Five year's experience in extension, organising, networking and field action in Women's Studies will be considered desirable.

Additional Qualifications :

Experience in terms of research/teaching and field action, administration and organisation of extension work in Women's Studies like workshops, conferences, seminars etc. publications related to Women's issues/ Women's Studies.

(e) JOURNALISM AND MASS COMMUNICATION :**READER/ASSOCIATE PROFESSOR :****Essential Qualifications :**

1. Ph.D. degree in Communication/Mass Communication/ Journalism from an Indian University or an equivalent degree from a Foreign University.

OR

Published work of doctoral standard or media production work of excellence.

2. Good academic record with at least 55% marks (or an equivalent grade) at Master's level in the subject.
3. Eight years experience of teaching and/or research including upto three years for research degree and having made a mark in the areas of Scholarship as evidenced by quality of publications, contribution to education innovation, design of new courses and curricula.

OR

10 years full time work experience in any areas of Mass Communication (News paper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising Agencies, Public Relation Officers of the Government, Public Sector Undertakings and Established Industrial and Commercial Houses.)

READER/ASSOCIATE PROFESSOR (GRAPHICS & ANIMATION) :

As prescribed for the post of Reader in Fine Arts. (General qualifications for the post of Reader) with proficiency in Graphics and Animation.

READER/ASSOCIATE PROFESSOR (PRINTING TECHNOLOGY):

Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering/Technology with 2 years experience in Teaching/Industry/Research at the level of Lecturer or equivalent.

OR

First Class at Master's level in the appropriate branch of Engineering/Technology with 5 years experience in teaching/ Industry/Research at the level of Lecturer or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor. Ph.D. is a must for candidates from Industry/ Professional experience in R & D and patents would be desirable requirements failing which the increments will be stopped until Ph.D. is earned.

Candidates from Industry/Profession with First Class Bachelor's degree in the appropriate branch of Engineering/Technology or First Class Master's Degree in the appropriate branch of Engineering/Technology.

AND

Professional work, which is significant and can be recognized as equivalent to Ph.D. degree and with 2 years experience at a position equivalent to Lecturer level would also be eligible.

Unanimously declared equivalent to Ph.D. by a 3-member expert committee duly appointed by affiliating University in case of affiliated institutes, University for others.

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 will however operate :-

- | | | |
|------|---|---|
| (i) | Candidates having 55% or above marks in M.A./M.Sc. in relevant subject and possessing Ph.D. degree. | The criterion of good academic record will not apply at all. |
| (ii) | Candidates having 55% or above marks in M.A./M.Sc. in relevant subject and possessing M.Phil. degree. | Should have 55% marks in one of the lower examinations i.e. B.A. Final/Prep/Plus 2/ Matric. |

OR

Candidates obtaining First Class First in the relevant subject in M.A./M.Sc.

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READER PROMOTION :

1. Every Lecturer in the Senior Scale will be eligible for the promotion to the post of Reader in the scale of Rs.12000-18300 if he/she has completed 5 years of service in the senior scale.

- (a) Obtained a Ph.D. degree or has equivalent published work.
- (b) Made some mark in the area of scholarship and research as evidenced by Self-assessment, reports of referees, quality of publications, contribution to the educational innovation, design of new courses and curricula etc.
- (c) After placement in the Senior scale, participated in at least two Refresher courses/summer institutes each of approximately four weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified and approved by the UGC.
- (d) Earned consistently good performance appraisal reports.

Lecturers in the senior scale who do not have Ph.D. a degree of equivalent published work and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader and have a good record in teaching and preferable have contributed in various ways such as to the corporate life of the institution, examination work, or through

extension activities, will be placed in the Selection Grade of Rs.12000-18300 on the recommendations of the Screening Committee appointed by the Vice-Chancellor from time to time. They will be designated as a Lecturer in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader subject to the recommendation of the Selection Committee.

2. Promotion to the post of Reader will be through a process of selection by a Selection Committee to be set up under the Statute/ Ordinances of the University or other similar Committee set up by the appointing authorities.

PLACEMENT IN THE SENIOR SCALE/SELECTION GRADE UNDER CAREER ADVANCEMENT SCHEME :

The placement of a lecturer in the Senior Scale/Selection Grade will be made on the recommendations of Screening Committee constituted by the Vice-Chancellor from time to time.

Eligibility Criteria :

- (i) Minimum length of service for eligibility to move in to the grade of Lecturer (Senior Scale) would be four years for those with Ph.D. five years for those with M.Phil. and six years for others at the level of Lecturer and for eligibility to move in to the grade of Lecturer (Selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- (ii) For movement in to grades of Reader and above, the minimum eligibility criterion would be Ph.D. those without Ph.D. can go up to the level of Lecturer (Selection Grade).
- (iii) A Lecturer will be eligible for placement in the Senior Scale of Rs.10000-15200, if he/she has completed 6 years of service after regular appointment, with relaxation as provided in para (i).
 - (a) has participated in one refresher and one Orientation Course/Summer institutes each of approximately four week duration or engaged in other appropriate continuing education programme of comparable quality as may be specified or approved by the UGC. Those with Ph.D. would be exempted from one Refresher Course.
 - (b) Earned consistently satisfactory performance appraisal reports.
- (iv) A Lecturer (Senior Scale) will be eligible for placement in the Selection Grade of Rs.12000-420-18300 if he/she has completed 5 years of service in senior scale.
 - (a) After placement in the Senior Scale participated in at least two refresher courses/summer institutes each of approximately four weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC.
 - (b) Earned consistently good performance appraisal reports.

INCENTIVE FOR M.PHIL./PH.D.

Note: (i) Four and two advance increments will be admissible to those who had Ph.D. and

M.Phil. degrees, respectively, at the time of recruitment as lecturers. Candidates with D.Litt./D.Sc. should be given benefit at par with Ph.D. and M.Litt. at par with M.Phil.

- (ii) One increment will be admissible to those teachers with M.Phil. who acquire Ph.D. within two years of recruitment.
- (iii) A lecturer with Ph.D. will be eligible for two advance increments when he/she moves in to Selection Grade/ Reader.
- (iv) the benefit of two advance increments in lieu of Ph.D. degree will be available to teachers who acquire Ph.D. degree in their service career on or after 1.1.1996 (now to be read as "on or after 27.7.1998" as clarified vide Govt. instructions dated 12.12.2001). However, the increments would be admissible from the date of award of the Ph.D. degree. Provided that the post held by them on the aforesaid date of (27.7.1998 or the date of Ph.D. if it falls after 27.7.1998) does not require them to have Ph.D. as a must/minimum eligibility conditions for recruitment/ appointment/promotion. The above incentive is subject to clarifications received from the State Govt./UGC from time to time.

LECTURERS :

- (a) HUMANITIES, SCIENCES, SOCIAL SCIENCES, COMMERCE, EDUCATION, PHYSICAL EDUCATION, FOREIGN LANGUAGES AND LAW.

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level, in the relevant subject from an Indian University or an equivalent degree from a Foreign University.

The condition of 55% marks at Master's Degree level be not made applicable to the teachers who were in service as lecturer prior to revision of pay scales and fulfilling the qualifications prescribed and were in permanent position, for applying to the posts of Lecturer in other Colleges or University.

NET/SLET shall remain the compulsory requirement for appointment as Lecturer for those holding post-graduate degree. Candidate having Ph.D. degree in the concerned subject are, however exempted from clearing NET both for PG level and UG level teaching. Those having M.Phil. degree in the concerned subject shall be exempted from clearing NET for UG level teaching only.

- (b) JOURNALISM AND MASS COMMUNICATION :

Good academic record with at least 55% marks (or an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or Foreign University/recognised institution in Communication/ Mass Communication/Journalism.

OR

The condition of 55% marks at Master's degree level be not made applicable to the teachers who were in service as Lecturer prior to revision of pay scales and fulfilling the qualifications prescribed and were in permanent position, for applying to the posts of Lecturer in other Colleges or University.

NET/SLET shall remain the compulsory requirement for appointment as Lecturer for those

holding post-graduate degree. Candidate having Ph.D. degree in the concerned subject are, however, exempted from clearing NET both for PG level and UG level teaching. Those having M.Phil. degree in the concerned subject shall be exempted from clearing NET for UG level teaching only.

Desirable :

1. Ph.D. degree in Communication/Mass Communication/ Journalism from an Indian University or an equivalent degree from a Foreign University.
2. Two years full time teaching/research/experience in any area of Mass Communication (News papers accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed Advertising Agencies, Public Relation Officers of the Government, Public Sector Undertaking and Established Industrial and Commercial Houses).

GRAPHICS AND ANIMATION :

As prescribed for the post of Lecturer in Fine Arts. (General qualifications for the post of Lecturer) with proficiency in Graphics and Animation.

PRINTING TECHNOLOGY :

First Class Master's degree in the appropriate branch of Engineering/Technology (No minimum experience required).

OR

First Class Bachelor's degree in the appropriate branch of Engineering/Technology or equivalent, valid GATE score, minimum 75 percentile; to complete M.Tech./M.E within 5 years failing which the increments will be stopped until the postgraduate degree is earned.

(c) COMPUTER SCIENCE :

Good Academic record with at least 55% marks or an equivalent grade at Master's degree in Computer Applications/Computer Science/ Computer Science & Engineering from an Indian University or an equivalent degree from a Foreign University its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F.

NET shall remain the compulsory requirement for appointment as Lecturer in Computer Science for those with post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from clearing NET both for PG level and UG level teaching. The candidates having M.Phil. degree in the concerned subject are exempted from NET for UG level teaching only.

(d) ELECTRONICS :

Good academic record with at least 55% marks in M.Sc. Electronic Science or M.Sc. Physics with an optional paper in Electronics/ Semi-conductor Electronics or M.Tech./M.Sc. (Tech.) in Electronics/Semi-conductor Electronics from any recognised University or its equivalent degree from an Indian/Foreign University.

The condition of 55% marks at Master's degree level be not made applicable to the teachers who were in service as Lecturer prior to revision of pay scales and fulfilling the qualifications prescribed and were in permanent position, for applying to the posts of Lecturer in other

Colleges or University.

NET shall remain the compulsory requirement for appointment as Lecturer for those holding post-graduate degree. Candidates having Ph.D. degree in the concerned subject are, however exempted from clearing NET both for PG level and UG level teaching. Those having M.Phil. degree in the concerned subject shall be exempted from clearing NET for UG level teaching only.

(e) FINE ARTS :

Good academic record with at least 55% marks or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F at the Master's degree level in the relevant subject from an Indian University or an equivalent degree from a foreign University.

“Candidates possessing the Degree(s) of Master of Fine Arts/Master of Visual Arts (4 years at the graduation level and 2 years at the post graduation level) shall be given preference.”

NET shall remain the compulsory requirement for appointment as Lecturer for those holding post-graduate degree. Candidates having Ph.D. degree in the concerned subject are, however, exempted from clearing NET both for PG level and UG level teaching. Those having M.Phil. degree in the concerned subject shall be exempted from clearing NET for UG level teaching only.

(f) MANAGEMENT :

Good academic record with at least 55% marks or equivalent grade at Master's degree level in Business Administration or M. Tech. in Engineering from an Indian/foreign University. In the case of allied subject like Industrial Psychology, Personnel Management, Business Statistics, Cost Accountancy etc. where lecturers are required to be recruited with the qualifications other than M.B.A. or M.Tech. the minimum qualifications shall be the same as prescribed for the Faculty of Arts & Languages, Social Sciences including Commerce & Sciences.

The condition of 55% marks at Master's degree level be not made applicable to the teachers who were in service as Lecturer prior to revision of pay scales and fulfilling the qualifications prescribed and were in permanent position, for applying to the posts of Lecturer in other Colleges or University.

NET shall remain the compulsory requirement for appointment as Lecturer for those holding post-graduate degree. Candidates having Ph.D. degree in the concerned subject are, however exempted from clearing NET both for PG level and UG level teaching. Those having M. Phil. degree in the concerned subject shall be exempted from clearing NET for UG level teaching only.

(g) TOURISM :

Good academic record with at least 55% marks or an equivalent grade at Master's Degree level in the relevant subject from an Indian University or an equivalent degree from a foreign University.

The condition of 55% marks at Master's degree level be not made applicable to the teachers who were in service as Lecturer prior to revision of pay scales and fulfilling the qualifications prescribed and were in permanent position, for applying to the post of Lecturer in other Colleges or University.

NET shall remain the compulsory requirement for appointment as Lecturer for those holding post-graduate degree. Candidates having Ph.D. degree in the concerned subject are, however exempted from clearing NET both for PG level and UG level teaching. Those having M.Phil. degree in the concerned subject shall be exempted from clearing NET for UG level teaching only.

MASTER OF HOTEL MANAGEMENT :

Master of Hotel Management with first Division.

Desirable : Candidates with BHM/experience in teaching/industry will be given preference.

(h) SOCIAL WORK :

Good academic record with at least 55% of the marks (or an equivalent grade) at Master's degree level in the relevant subject from an Indian or Foreign University.

The condition of 55% marks at Master's degree level be not made applicable to the teachers who were in service as Lecturer prior to revision of pay scales and fulfilling the qualifications prescribed and were in permanent position, for applying to the posts of Lecturer in other Colleges or University.

NET shall remain the compulsory requirement for appointment as Lecturer for those holding post-graduate degree. Candidates having Ph.D. degree in the concerned subject are, however, exempted from clearing NET both for PG level and UG level teaching. Those having M.Phil. degree in the concerned subject shall be exempted from clearing NET for UG level teaching only.

(i) MUSIC :

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E & F at the Master's degree level, in the relevant subject or an equivalent degree from an Indian or Foreign University.

The condition of 55% marks at Master's degree level be not made applicable to the teachers who were in service as Lecturer prior to revision of pay scales and fulfilling the qualifications prescribed and were in permanent position, for applying to the posts of Lecturer in other Colleges or University.

NET shall remain the compulsory requirement for appointment as Lecturer for those holding post-graduate degree. Candidates having Ph.D. degree in the concerned subject are, however, exempted from clearing NET both for PG level and UG level teaching. Those having M.Phil. degree in the concerned subject shall be exempted from clearing NET for UG level teaching only.

OR

A traditional or a professional artist with a highly commendable professional achievement in the concerned subject.

(j) M.SC. CHEMISTRY (PHARMACEUTICAL COURSE) :

First class Master's degree in appropriate branch of specialisation in Pharmacy.

CRITERIA FOR DETERMINING

ACADEMIC RECORD

GOOD

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 will, however, operate:

- (i) A Candidate having 55% or above marks in M.A./M.Sc./LL.M. in the relevant subject and possessing Ph.D. degree. The criterion of good academic record will not apply at all.
- (ii) Candidates having 55% or above marks in M.A./M.Sc./LL.M. in the relevant subject and possessing M.Phil. degree. Should have 50% marks in one of the lower Examination i.e. B.A. Final/Prep/Plus 2/ Matric.

OR

Candidates obtaining first class First in the University in the relevant subject in M.A./M.Sc./LL.M.

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Note :

1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Masters Level for the SC/ST/Physically and visually handicapped categories.
 2. A relaxation of 5% at graduation level in good academic record may be provided to SC/ST/Physically and Visually handicapped candidates.
 3. B in the 7 point scale with latter grade O, A, B, C, D, E & F shall be recorded as equivalent of 55% wherever the grading system is followed.
- B.** For the recruitment of the teachers for the courses M.Tech. in Environmental Science & Engg., M.Tech., Computer Science and Engg. and B.Tech. in Instrumentation for the posts of Professors, Readers and Lecturers as under :-

1. Professor (i) Ph D. with 1st Class degree at Bachelor's or Master's level in Engineering/Technology.

OR

Ph.D. degree with 1st Class M.Sc. in appropriate branch for teaching post in Humanities and Sciences.

- (ii) 10 years experience in teaching/Industry/Research out of which 5 years must be at the level of Asstt. Professor or equivalent.

Note :- Candidates from Industry/profession with recognised professional work of high standard recognised at National/

International level equivalent to Doctorate would also be eligible.

2. Reader
- (i) First Class Master's Degree in appropriate branch of Engg./Tech.
OR
Ph D. in appropriate branch with 1st Class in Master's Degree in case of teaching posts in Humanities and Sciences.
- (ii) 5 years experience in Teaching/ Industry/Research at the appropriate level.

Note:- Candidates from Industry/Profession with recognised professional work equivalent to Master's degree in the case of Engg./Tech. and Ph.D. in the case of Humanities and Sciences as the case may be, would also be eligible.

Desirable Ph. D. degree in Engineering Technology.
OR
Post-doctoral work in case of teaching posts in Humanities/Sciences.

3. Lecturer
- M.E./M.Tech. First Class in Instrumentation/ Electrical Engg. after having passed B.Tech./ B.E. with first division in Instrumentation/ Electrical Engg./Instrumentation and Control.

FOR LECTURER IN THE SUBJECTS OF EDUCATION, LIBRARY AND INFORMATION SCIENCE, LAW AND JOURNALISM AND MASS COMMUNICATION :

B.Ed., B.Lib. & Inf. Science, LL.B. and BJMC are the lower examinations for determining good academic record wherever M.Ed., M.Lib. & Inf. Sc., LL.M. and MJMC are the required essential qualifications respectively.

The condition of passing the 'eligibility test for Lectureship' for recruitment of Lecturers will, however, not apply to the following categories of candidates:-

- (i) All candidates who have passed UGC/CSIR /JRF examinations.
- (ii) NET shall remain the compulsory requirement for appointment as Lecturer for those holding a Post-graduate degree. Candidates having Ph.D. degree in the concerned subject are, however, exempted from clearing NET both for PG level and UG level teaching. Those having M.Phil. degree in the concerned subject shall be exempted from clearing NET for UG level teaching only.

That henceforth, beginning from NET examination conducted in June, 2002 and SLET Examination scheduled in or after June, 2002 the NET qualified candidate shall be

eligible to apply for the appointment to the post of Lecturer in all Universities/Colleges all over India and that the SLET qualified candidates shall be eligible to apply for the post of Lecturer only in the University/Colleges belonging to the same State whose SLET examination they have cleared.

(iii) All University appointed teachers or University approved teachers of recognized colleges selected through the regularly constituted Selection Committees before 1.6.1993.

- Note:*
1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category and physically & visually handicapped persons.
 2. B in the 7 point scale with latter grade O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
 3. The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, Librarians, Deputy Librarian, Directors of Physical Education and Deputy Director of Physical Education for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of lecturers, Assistant Registrars, Assistant Librarians, Assistant Directors of Physical Education.
 4. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th Sept., 1991.
 5. A relaxation of the minimum marks at the P.G. level from 55% to 50% for appointment as lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only, prior to 1989, when the minimum marks required to appear for JRF examination were 50%.

UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY :

LECTURER :

First Class Master's degree in the appropriate branch of Engineering/Technology (No minimum experience required).

OR

First Class Bachelor's degree in the appropriate branch of Engineering/Technology or equivalent, valid GATE score, minimum 75 percentile; to complete M.Tech./M.E. within 5 years failing which the increments will be stopped until the postgraduate degree is earned.

ASSISTANT PROFESSOR :

Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering/Technology with 2 years experience in Teaching/Industry/Research at the level of Lecturer or equivalent.

OR

First Class at Master's level in the appropriate branch of Engineering/Technology with 5 years experience in teaching/ industry/Research at the level of Lecturer or equivalent. Such candidates will be required to obtain Ph. D. Degree within a period of 7 years from the date of appointment as Assistant Professor. In the case of Universities/Universities Departments and

those institutes offering PG Programmes/Research, Ph.D. is a must. For candidates from Industry/ Professional experience in R & D and patents would be desirable requirements having which the increments will be stopped until Ph.D. is earned.

Candidates from Industry/Profession with First Class Bachelor's degree in the appropriate branch of Engineering/Technology or First Class Master's Degree in the appropriate branch of Engineering/ Technology.

AND

Professional work, which is significant and can be recognised as equivalent to Ph.D. degree and with 2 years experience at a position equivalent to Lecturer level would also be eligible.

PROFESSOR :

Ph.D. degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology with 10 years experience in Teaching/Industry/Research out of which 5 years must be at the level of Assistant Professor and/or equivalent.

Candidates from Industry/Profession with Master's degree in Engineering/Technology and with professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.

DIRECTOR/PRINCIPAL/HEAD OF INSTITUTIONS :

Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching /Industry/Research.

The maximum age for holding the post of Director/Principal shall be 65 years.

INSTITUTE OF PHARMACEUTICAL SCIENCES :**DIRECTOR**

“Professor in relevant discipline with total experience of 10 (ten) years in the field of Teaching/Industry/Research. The maximum age for holding the post of Director/Principal shall be 65 years.”

PROFESSOR (B. PHARMACY COURSE) :

Ph.D. degree (with first class either at Bachelor's or Master's level) in the appropriate branch of specialisation in Pharmacy with 10 years experience in Teaching/Industry/Research out of which 5 years must be at the level of Assistant Professor or equivalent.

Candidates from Industry/Profession with First Class Master's degree in appropriate branch of specialisation in Pharmacy and with 10 years experience of which at least 5 years experience at Sr. level comparable to that of an Assistant Professor would also be eligible.

ASSISTANT PROFESSOR (B. PHARMACY COURSE) :

Ph.D. degree (with first class degree either at Bachelor's or Master's level) in the appropriate branch of specialisation in Pharmacy with 2 years experience in Teaching/Industry/Research at the level of lecturer or equivalent.

OR

First Class Degree at Master's level in the appropriate branch of specialisation in Pharmacy with 5 years experience in Teaching/ Industry/Research at the level of Lecturer. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.

Candidates from Industry/Profession with First Class Master's degree in appropriate branch of specialisation in Pharmacy and with 5 years experience would also be eligible.

LECTURER (B. PHARMACY COURSE) :

First Class Master's Degree in the appropriate branch of specialisation in Pharmacy (No minimum requirement).

PRINCIPAL (UNIVERSITY COLLEGE) :

- (i) Master's degree with at least 55% of the marks or equivalent grade B in the 7 point scale with latest grades O, A, B, C, D, E & F.
- (ii) Ph.D. or equivalent published work.
- (iii) Total experience of 15 years of teaching/research in Universities/ Colleges and other Institution of Higher Education.

Note : (i) A relaxation of 5% may be provided from 55% to 50% of the marks at Master's level for the SC/ST category and physically handicapped category.

- (ii) B in the 7 point scale with latter grade O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
- (iii) The minimum requirement of 55% shall not be insisted upon for Principals for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside.

PRINCIPAL (UNIVERSITY COLLEGE OF EDUCATION) :

- (i) Ph. D. in Education. Master's degree in a school subject with minimum 50% marks and M.Ed./M.A. (Education) with 55% marks and B.Ed.

OR

Ph.D. in Education. M.Ed./M.A. (Education) with minimum 55% marks and B.Ed.

- (ii) 10 years regular experience of teaching (through a properly constituted Selection Committee) including five years' teaching in secondary teacher education institution.

OR

10 years regular experience of teaching in a University Teaching Department of Education.

Note : (i) A candidate for the post of Principal with at least 10 years experience of teaching including 5 years teaching in a secondary teacher education institution, shall be entitled to Reader's pay scale while a candidate with 15 years experience shall be entitled to Professor's pay scale.

- (ii) The condition of 'Ph.D. in Education' for the post of Principal in Colleges of Education be not insisted upon for those who had already been approved as Lecturers in Colleges of Education/University Department of Education before 21.7.2006. In their case, the old NCTE qualifications i.e. Ph.D. or equivalent published work shall be applicable.
- (iii) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category and Physically/Visually/Handicapped category.
- (iv) B in the 7 points scale with latter grade O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system is followed.
- (v) The minimum requirement of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside.
- (vi) In the event of non-availability of eligible and suitable candidates for appointment as Principal as per above eligibility criteria it would be permissible to appoint Professor/Readers retired from Post Graduate Department of Education, on contract basis for a period not exceeding one year at a time till such time the candidate completes 65 years of post retirement contract service.

FOR LECTURER IN EDUCATION (COLLEGE OF EDUCATION) :

- (i) M.Ed./M.A. (Education) with minimum 55% marks and B.Ed. (in the case of Lecturers in Education).

OR

Master's degree in a school subject with minimum 50% marks and M.Ed./M.A. (Education) with 55% marks and B.Ed. (in the case of Lecturers for teaching of relevant subject).

- (ii) Two years' school teaching experience is desirable.
- (iii) Candidates besides fulfilling the above qualifications should have cleared the National Eligibility Test (NET) in Education for Lecturers in Education. However for Lecturer in teaching of relevant subject a candidate should possess NET in Education or NET in relevant subject conducted by the UGC, CSIR or similar test accredited by the UGC.

However, the candidates having Ph.D. degree in Education are exempted from NET for teaching at P.G. and U.G. level in case of Lecturer in Education or for teaching of relevant subject. The candidates having M.Phil. degree in Education are exempted from NET for teaching at U.G. level in case of Lecturer in Education or for teaching of relevant subject.

The candidates having Ph.D. degree in relevant subject are exempted from NET for P.G. level and U.G. level in case of Lecturers in teaching of relevant subject only. The candidate having M.Phil. degree in relevant subject are exempted from NET for U.G. level in case of Lecturer for teaching of relevant subject only.

- Note :* (i) A relaxation of 5% shall be provided from 55% to 50% of the marks at the Master's level for the SC/ST Physically & Visually Handicapped category.
- (ii) Apart from the qualifications prescribed above for Lecturer (from i to iii above), the candidates shall have to qualify NET/SLET qualifications or alternative qualifications thereto as prescribed by UGC from time to time before the commencement of the academic session 2009-2010.
- (iii) Appointment of teachers shall be such as to ensure the availability of expertise for teaching all foundation and methodology courses.
- (iv) For the teaching of Physical Science the required Master's degree will be M.Sc. Physics or Chemistry.

For the teaching of Life Science it will be M.Sc. Zoology or Botany. The candidates who have passed M.Sc. in Environmental Science with subjects related to Life Science at B.Sc. level may also be considered eligible for the post of Lecturer in teaching of Life Science in the Colleges of Education affiliated to this University provided they fulfill other essential qualifications/conditions for the post.

For teaching of Social Studies it will be Master's Degree in History or Political Science or Economics or Geography or Sociology or Public Administration.

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 55% marks in each of these two examinations separately.

The following relaxation will however operate :-

- | | |
|--|---|
| (i) Candidates having 55% or above marks in M.A./M.Sc./M.Ed. in relevant subject and possessing Ph.D. degree. | The criterion of good record will not apply at all. |
| (ii) Candidates having 55% or above marks in M.A./M.Sc./M.Ed. in relevant subject and possessing M.Phil. degree. | Should have 50% marks in one of the lower examination i.e. B.A.Final/Prep/Plus2/Matric. |

OR

Candidates obtaining First Class First in the relevant subject in M.A./M.Sc./M.Ed.

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*Ordinance-XXII***RULES/REGULATIONS FOR REFUND/ ADJUSTMENT OF FEE AND
TUITION FEE CONCESSION****Section-A-For University students**

1. The amount of Tuition Fee and other funds, chargeable from the students of University Teaching Departments/affiliated Colleges/ Institutes shall be as approved by the Executive Council from time to time.

2. A student migrating from another University will be required to pay all the dues other than Tuition Fee and Amalgamated Fund, which will be charged with effect from the month following the one up to which these have been paid to the previous institution.

3. Dues must be paid on the dates notified, otherwise a late fee Fine as prescribed by the University shall be charged. The names of the defaulters shall stand struck off the rolls, if the dues are not paid till the end of the month, unless permission is obtained from the Chairperson of the Department concerned to make payment at a later date within the next month. Students may be re-admitted with the permission of the Chairperson of the Department concerned on payment of the prescribed Late Fee Fine alongwith the arrear of the Fee or/and Fines provided that the Chairperson of the Department is satisfied that if re-admitted, the student will not fall short of the requisite percentage of lectures etc. A candidate who attends any class(es) during the period his or her name remains struck off the rolls, shall not be given any credit for lectures, which he may have attended during the period in question.

4. Adjustment/Refund of Fee :

(a) If a candidate after having deposited fee for admission in one course joins another course in another University Teaching Department/Institute in the same session, as mentioned below, and is permitted to withdraw his/her candidature, fee/funds except admission fee already deposited by him/her for the course from which he/she has withdrawn, shall be adjusted/refunded against the fee/funds of the course he/she joins subject to the condition that the difference, if any, shall be paid by the candidate :

- (i) from a general course to another general course;
- (ii) from a general course to a self-financing course or vice-versa;
- (iii) from a self-financing course to another self-financing course.

However, in self-financing courses, adjustment/refund of fee will be allowed only if the seat so vacated is filled by the last date of admission.

(b) In case a candidate leaves the University after seeking admission in a particular course, following conditions will apply for refund of fee :

- (i) If a candidate leaves before the commencement of the classes, the entire fee deposited by the candidate will be refunded after deducting Rs.1000/- only.
- (ii) In case a candidate leaves after commencement of the classes, proportionate deduction of fee upto the month of his/her leaving will be made, subject to minimum of Rs.1000/-. However, refund will be allowed only if the seat so vacated is filled by the last date of admission.

If the admission of a student is cancelled by the University, for no fault of his, the dues paid by him will be refunded.

5. Tuition Fee concessions :

- (a) Full Tuition Fee Concessions may be given to deserving students by the Chairpersons of the Departments/Principals up to 10% of the total number of students on roll in each class/department as on the 31st July (including those admitted with Late Fee upto 31st August) of the year, fraction up to .4 being counted for Half Fee Concession and fraction of .5 and above being counted for Full Concession.

The Vice-Chancellor may, in deserving cases and on the recommendation of the Chairperson of the Department concerned, grant additional fee concessions upto 10 provided that not more than one such additional fee concession shall be awarded in any class in a Department.

- (b) Tuition Fee concessions may be allowed to two or more children of the same parents at the following rates :-

- (i) The eldest to pay Full fee.
- (ii) The younger or younger ones to pay Half fee.

The Concessions will be allowed even if the elder brother/sister is studying in a University maintained Institution other than the one in which the younger brother(s)/sister(s) is/are studying.

- (c) Development Fee concession may be allowed to anyone of the two brothers/sisters on admission to the same course in the University Teaching Department during the same session.

- (d) Fee concession to University employees and their dependents :

- (i) Confirmed University employees permitted to join Evening classes or the Directorate of Distance Education or those who are posted in Evening Shifts and are permitted to join the University Day Classes will be exempted from payment of Tuition Fee provided in case of individuals who fail in the examinations for which they are permitted or whose conduct is reported as unsatisfactory or who do not take proper interest in the office work, the concession will be discontinued.
- (ii) Sons and daughters of the University employees will be granted Full Fee Concession if they are studying in a University Department/University College and University College of Education or have enrolled themselves with the Directorate of Distance Education.
- (iii) A child of a University employee who is in service & joins a Department/University College and University College of Education or Directorate of Distance Education for higher studies will be entitled to Fee Concession on the basis of his own income and that of his father taken together.
- (iv) Younger sisters and Younger brothers of a member of the University staff living with him will be eligible for Fee Concession like sons and daughters of a member

of the staff, provided the sister or brother is wholly dependant upon the University employee.

- (v) The wife of a University employee who is not working but is studying in the University College/Department or has enrolled herself with the Directorate of Distance Education will be granted Fee Concession as available to sons/ daughters and dependant sisters or brothers of an employee.
- (e) The children of serving military personnel upto the rank of an N.C.O. or of military personnel killed or incapacitated wholly or partly during the war, shall be allowed Full Fee Concession.
- (f) Blind students may on an application be granted Full Fee Concession.

*Note:-*These concessions shall be admissible only to those studying in the University Teaching Departments/University College and College of Education.

Section-B-For Colleges Students

1. No fees/funds shall be charged from the students, in addition to the fees/funds prescribed by the University from time to time.

2. The Hostel Fee and Funds shall be fixed in accordance with the prevailing local conditions by a Committee consisting of two members appointed by the Principal and a nominee of the Vice-Chancellor and approved by the University from time to time.

3. No donation be collected from the students at the time of admission and also when they are on the rolls of the College. Donation may be accepted from old students only after one year of their leaving the College.

4. No tuition fee be charged from girl students studying in affiliated/constituent Colleges upto graduation level.

6. Fee Concession :

- (i) The Colleges may grant 10% full fee concession and 10% half fee concession on the basis of enrolment as on 31st August in addition to the brother/sister concessions. These concessions shall be given to only such candidates who are not receiving any scholarship etc.

However, Stipends/Adhoc amounts of Rs.900/- p.a. may be awarded limited to 30 deserving students of University Teaching Departments every year in addition to fee concession.

The expenditure will be met out of the yearly interest of Students Aid fund.

- (ii) The children of Class IV employees working in the Colleges shall also be granted full fee concession and shall form a part of the 10% limit of full fee concession allowed.

- (iii) Blind students may on an application be granted full fee concession.

Ordinance XXIII—Grant of Concessions to Students and Ex-Students of the University who have been called to Duty for Defence of the Country Owing to Present Emergency.

Notwithstanding anything to the contrary, contained in the Ordinances or Regulations of the University, a student of the University or an ex-student, who was eligible to appear at an examination of the University, not involving practical examinations also, and who has been called to duty for the Defence of the country during the present Emergency, shall be entitled to the following concessions:-

1. He may appear as an ex-student of the University in any examination of the University in which he would have been entitled to appear had he continued his studies as required by the Ordinances. At any time, during the present Emergency service or within three years of his being disembodied.

2. A student, who appears in any examination of the University during the present Emergency service and fails, may be allowed to take the examination during the present Emergency service or within three years of his being disembodied, in the subject or subjects in which he has failed, and if he passes in the subject or subjects in which he failed, he shall be declared to have passed the examination.

The above concession shall also be applicable to a Post-Graduate student who fails in one or more papers in the examination and if he passes in the paper or papers in which he failed, he shall be declared to have passed the examination.

3. Any student, who has failed in an examination during the present Emergency service shall be entitled to join a higher class in a college or the University within the prescribed period of registration, if he is otherwise qualified, and completes his course for a higher examination at any time within three years of his being disembodied; but he will not be entitled to appear in the higher examination before completing the examination which qualifies him for admission to the higher examination.

4. If a student has passed an examination during the present Emergency service, he shall be entitled to be enrolled as a student of the University or of a College recognised by it, *in absentia*, within the prescribed period of registration, if he is otherwise qualified, and shall be entitled to appear in the examination for which he has been enrolled, at any time, during the present Emergency service or within three years of his being disembodied without attending a regular course of study.

5. Where a student, who has done service during the present Emergency, claims exemption from any rule, requiring attendance at lectures or residence within the territorial jurisdiction of the University or the doing of anything within a period of prescribed time, the Vice-Chancellor shall have the power to grant such exemption, if the special circumstances of the case, appear to him to so require, after consulting the Dean of the Faculty concerned.

Present Emergency Service Defined :

- (i) Service in the Indian Armed Forces;
- (ii) All Services, involving subjection to Naval, Military or Air Force Law;
- (iii) Whole-time service in any civil Defence Organization specified; in this behalf, by the Central or the State Government, and approved by the Vice Chancellor; and

- (iv) Such other service as may hereafter be declared as service under the present Emergency for the purpose of this definition.