

CONDUCT OF MEETINGS OF THE COURT REGULATIONS, 1963

Annual Meeting

1. The Court shall meet thrice or after each four months in a year on a date to be fixed by the Vice-Chancellor

Provided that ordinary meetings of the Court may be convened, at any time, by the Registrar, under the direction of the Vice-Chancellor, for the due disposal of business.

Extra-ordinary Meetings

2. If four/fifths members of the Court consider a special meeting of the Court to be necessary, they shall inform the Vice-Chancellor, intimating the purpose for which such meeting is deemed to be necessary who shall forthwith fix a date. The Registrar shall circulate the notice of such date, together with the business which is intended to be discussed at the meeting, to the members of the Court at least seven days before the date fixed for such meeting.

Period of Notice

3. The Registrar shall, under the direction of the Vice-Chancellor, give not less than fifteen days notice of the date of an ordinary meeting; provided that in a case of emergency, the Vice-Chancellor may convene an ordinary meeting at a shorter notice.

Agenda Papers

4. Except in emergent meetings, not less than seven days before the date of a meeting, the Registrar shall, under the direction of the Vice-Chancellor, issue to every member, Agenda Papers, specifying the date, hour and place of the meeting and the business to be brought before the meeting.

Quorum

5. (i) At all meetings of the Court two/fifths members shall form a quorum.

(ii) If the required number of members for purposes of quorum is not present half an hour after the appointed time of the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.

Chairman at the Meetings

6. The Chancellor or in his absence the Vice-Chancellor shall preside at all meetings of the Court at which he may be present but in the absence of both the Chancellor and the Vice-Chancellor, the members present in the meeting shall elect a Chairman from amongst themselves to preside at such meetings.

Decisions by Majority Vote

7. Every question shall be decided by a majority of the votes of the members present. In the case of votes, being divided equally, the Chairman shall have a casting vote.

Signing of Proceedings of Meetings

8. All Proceedings of meetings shall be recorded in writing and signed by the Registrar and confirmed by the Vice-Chancellor or the Chairman as the case may be.

Circulation of Proceedings

9. The Proceedings of the Court having been duly confirmed, shall be circulated to the Chancellor and the Members of the Court and the Executive Council within one month of the meeting.

CONDUCT OF MEETINGS OF THE EXECUTIVE COUNCIL REGULATIONS, 1963**Monthly Meetings**

1. The meetings of the Executive Council will, ordinarily, be held every month, except during the summer vacation, on a date and time to be fixed by the Vice-Chancellor.

Period of Notice

2. The Registrar shall issue a preliminary notice of the next meeting, ordinarily, by the first of the month in which the meeting is proposed to be held.

3. The Registrar shall, not less than seven days before the date of the meeting, issue to each member a copy of the Agenda and the related papers.

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

Quorum

4. Two/fifths of the members shall form the quorum.

Chairman at the Meetings

5. The Vice-Chancellor shall preside at the meetings of the Executive Council. In his absence, the members present shall elect, from amongst themselves, a Chairman to preside over the meeting.

Decisions by Majority Vote

6. Every question shall be decided by a majority of the votes of the members present. In the case of votes, being divided equally, the Chairman shall have the casting vote in addition to his own vote as member.

Signing of Proceedings of Meetings

7. All Proceedings of meetings shall be recorded in writing and signed by the Registrar and confirmed by the Vice-Chancellor or the Chairman, as the case may be.

Circulation of Proceedings

8. The Proceedings of the meetings of the Executive Council having been duly confirmed, shall be circulated to the Chancellor, Members of the Executive Council and the Court ordinarily within fifteen days of the meeting.

CONDUCT OF MEETINGS OF THE ACADEMIC COUNCIL REGULATIONS

1. The Registrar shall, ordinarily, at least seven days before each meeting of the Academic Council issue to each member thereof, a notice, convening the meeting and a copy of the Agenda thereof.

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

2. In the case of special meetings, the Registrar shall give such previous notice of the time and place of the meeting as the circumstances in each case permit.

3. Two/fifths of the members will form a quorum.

4. The Vice-Chancellor shall preside at the meetings of the Academic Council. In the event of the Vice-Chancellor, being absent from a meeting, the members present shall elect as Chairman, the Dean of one of the Faculties to preside over the meeting.

5. Every question shall be decided by a majority of the votes of the members present. In the case of equality of votes, the Chairman shall have the casting vote in addition to his own vote as member.

6. Amendments to motions on the Agenda and new proposals can be moved at an ordinary meeting with the permission of the Chairman.

7. All Proceedings of meetings shall be recorded, in writing, and signed by the Registrar and countersigned by the Vice-Chancellor or Chairman.

8. The Proceedings of the meetings of the Academic Council having been duly countersigned, shall be printed or cyclostyled, and circulated to the Chancellor and the members of the Academic Council.

CONDUCT OF MEETINGS OF THE FINANCE COMMITTEE REGULATIONS, 1964**Chairman at the Meetings**

1. The Vice-Chancellor shall preside at the meetings of the Finance Committee. In the absence of the Vice-Chancellor, the members present shall elect a Chairman from among themselves.

Quorum

2. Three members shall form a quorum.

Period of Notice

3. The Registrar shall issue a notice of the meetings alongwith the Agenda, not less than ten days previous to each meeting of the Finance Committee, stating the time and place of the meeting.

Number of Meetings

4. The Finance Committee shall meet at least once every year to consider the annual accounts and the budget proposals for the next year for submission to the Executive Council with their recommendations.

Decisions by Majority Vote

5. Every question shall be decided by a majority of the votes of the members present. When the votes are divided equally, the Chairman shall have a casting vote.

Signing of Proceedings of the Meeting

6. All Proceedings of meetings shall be recorded, in writing, and signed by the Registrar and confirmed by the Vice-Chancellor or the Chairman, as the case may be.

Circulation of Proceedings

7. The Proceedings of the meeting of the Finance Committee, having been confirmed, shall be circulated to the members within fifteen days of the meeting.

CONDUCT OF MEETINGS OF THE FACULTIES REGULATIONS, 1963

Chairman at the Meetings

1. The Dean shall preside at the meetings of the Faculty. In the absence of the Dean, the Senior-most Professor or Chairperson of the Department shall act as Chairman.

2. Meetings of Faculties shall be held at least once a year.

Provided that no meeting shall be called without the prior approval of the Vice-Chancellor.

Quorum

3. Two/fifths of the members of a Faculty including the Chairman shall constitute a quorum.

Notice of the Meetings

4. The Dean, shall, not less than ten days previous to each meeting of the Faculty, issue to each member a notice, stating the time and place of the meeting alongwith the Agenda. An emergent meeting could, however, be called at a shorter notice with the permission of the Vice-Chancellor.

Notice of Motion or Resolution

5. Notice of a Motion or Resolution to be included in the Agenda, of a meeting of the Faculty, must reach the Dean, not less than seven clear days, before the date of the meeting.

Amendments to Motions

6. Amendments to motions on the Supplementary Agenda and new proposals also can be moved at the meeting with the permission of the Chairman.

7. The Proceedings of the meetings shall be circulated within fifteen days after the meeting.

CONDUCT OF MEETINGS OF THE BOARDS OF STUDIES REGULATIONS, 1963**Chairman at the Meetings**

1. The Chairperson of the Department shall act as Chairman at the meetings of the Board.
2. In the absence of the Chairperson of the Department, members present shall elect a Chairman from among themselves.
3. If two or more Boards meet jointly the Senior-most Professor and Chairperson of the Department shall act as Chairman at the joint session.

Quorum

4. Three members, in the case of a single Board and six members, in the case of two Boards meeting jointly, shall form the quorum.

Provided that if the total membership of a single Board is three, two members shall form the quorum.

5. The Chairperson of the Department shall, not less than seven days previous to a meeting of the Board, issue to each member, a notice stating the time and date of the meeting alongwith agenda.
6. A Board may dispose of its business by meetings or by circulation or by both.
7. Every Board shall meet at least once a year.

Provided that no meeting shall be called without the prior approval of the Vice-Chancellor.

Decisions by Majority Vote

8. Every question shall be decided by a majority of the votes of the members present. In the case of votes, being divided equally, the Chairman shall have the casting vote in addition to his vote as member.
9. The Proceedings of the meetings of the Board of Studies shall, having been confirmed by the Chairman be circulated, ordinarily, within a week of the meeting.

**RULES FOR THE CONDUCT OF ELECTIONS BY REPRESENTATIVES OF COLLEGES
TO THE COURT, UNDER STATUTE 8 (b) (v), (vi) AS APPROVED BY
THE VICE-CHANCELLOR**

1. For the purpose of these Rules, the various Constituencies shall bear the following Constituency numbers :-

<i>Name of the Constituency</i>	<i>Constituency No.</i>	
	<i>For Principals</i>	<i>For Teachers</i>
(i) All Colleges of Ambala , Panchkula & Yamuna Nagar Districts.	P/I	T/I
(ii) All Colleges of Kurukshetra & Kaithal Districts.	P/II	T/II
(iii) All Colleges of Karnal, Panipat & Jind Districts except Colleges at Narwana.	P/III	T/III
(iv) All Colleges of Hisar, Sirsa and Fatehabad Districts & Colleges at Narwana.	P/IV	T/IV

2. All persons, who hold, in a substantive capacity, the posts mentioned below, in a College recognised/maintained by the University and whose appointment has been approved by the Panjab University before 30-06-1974 or by the Kurukshetra University/Maharshi Dayanand University thereafter, will be eligible for inclusion of their names in the Electoral Roll of the Constituency concerned :

- (a) Principals : In the case of Constituency Nos. P/I to P/IV.
- (b) Teachers in the capacity of Professor, Reader, Lecturer, Lecturer in Physical Education and Librarian working in one of the recognised Colleges : In the case of Constituency Nos. T/I to T/IV.

Note:- The term “holding a post in a substantive capacity” will mean a person who is working on a permanent post against which no other person holds lien. The person may be a confirmed person, or officiating in the post, but will not include a person working on ad hoc basis.

3. No person shall be eligible for election unless he has attained the age of 25 years on the day of election.

4. Whenever an election is to be held, the Registrar under the direction of the Vice-Chancellor, shall issue a notice (*Form-I*) to the Principals of all the Colleges included in the Constituency, notifying the vacancies and inviting names of the persons eligible to be included in the Electoral Roll for that Constituency. The notice shall be sent Under UPC and a copy thereof shall be affixed on the Notice-board of the University.

5.1 The names received in response to the notice referred to above, shall be included in the Preliminary Electoral Roll and a copy of the same will be affixed on the Notice-board of the University and an intimation (*Form-II*) to that effect alongwith a copy of the Roll shall be sent Under Postal Certificate to the Principals of the Colleges included in the Constituency concerned notifying following dates :-

- (a) Last date for the receipt of claims for inclusion of name(s) in the Preliminary Electoral Roll, accompanied by a fee of Rs.25/- each.
- (b) Last date for receipt of objections against entries in the Preliminary Electoral Roll.

- (c) Last date for receipt of intimation regarding change of address.
- (d) Date for deciding claims/objections.

Copies of the Preliminary Electoral Roll will be supplied on payment of Rs.25/- (Rs.50/- for a copy by Regd. Post) subject to their being in stock.

5.2 The Registrar shall decide all claims and objections received under Clause 5.1 and his decision shall be put up only on the Notice-board of the University. Objections, if any received in writing against this decision of the Registrar within two days shall be decided by a Committee appointed by the Vice-Chancellor.

6. As soon as the Final Electoral Roll is published, the Registrar shall affix a copy on the Notice board of the University and also inform Under Postal Certificate to the Principals of all the Colleges included in the Constituency concerned. Copies of the Final Electoral Roll will be supplied on payment of Rs.25/- (Rs.50/- for a copy by Regd. Post) subject to their being in stock.

7.1 No person shall be allowed to vote or to propose or second the nomination of a candidate unless his own name appears in the Final Electoral Roll of the Constituency concerned. The name of such a person shall not be removed from the Final Electoral Roll for the reason that he has, subsequent to the publication of the Final Electoral Roll, ceased to hold the capacity in which he was registered as such.

7.2 A candidate for election must continue to hold till the date of his election the post by virtue of which he is seeking election. The name of a candidate for election shall be removed from the Final Electoral Roll as soon as he ceases to hold the post by virtue of which he was seeking election.

8. The procedure for holding the election for these Constituencies shall be :

- (i) A person nominated by the Vice-Chancellor shall act as Returning Officer.
- (ii) The Returning Officer shall issue a notice (*Form-III*) stating the number of vacancies and the date and hour by which the nomination papers (*Form-IV*) shall reach him. The notice shall also specify the dates for the following purposes :
 - (a) The date of publication of the list of candidates nominated.
 - (b) The date and time of scrutiny of nomination papers and publication of the list of the candidates whose papers have been found valid.
 - (c) The date for filing objections with the Vice-Chancellor against the decision of the Returning Officer.
 - (d) The date for withdrawal of candidature.
 - (e) The date of election.
- (iii) The nomination papers shall be scrutinised by the Returning Officer on the date prescribed for the purpose. A nomination paper shall be declared invalid
 - (a) if the entries in the nomination paper are not duly and correctly filled in;
 - (b) if a proposer or seconder has signed nomination paper of more candidates than the number of vacancies;
 - (c) if the nomination paper is not signed by the candidate or by the proposer or by the seconder;
 - (d) if the nomination paper does not reach the Returning Officer, by name, Under a Registered Cover, or is not delivered to him personally and a receipt obtained from him, by the date and hour notified under Clause 8(ii);

- (e) if the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he is seeking election;
 - (f) if the candidate has not attained or shall not attain, on the date of election, the age of 25 years.
- (iv) A candidate or a representative of the candidate appointed by him in writing, may be present at the time of scrutiny of nomination papers.
 - (v) A list of candidates whose nomination papers have been declared valid shall be published by affixing the same on the Notice-board in the Office of the Returning Officer on the same day, and a copy of the list shall be forwarded to each of the candidates nominated for election Under Postal Certificate. Any objection to the decision of the Returning Officer in regard to its entertainment or otherwise, or the invalidity of a nomination paper must be made within three days of the decision of the Returning Officer, to the Vice-Chancellor, whose decision in the matter shall be final.
 - (vi) A candidate may withdraw his name from contesting an election by sending a letter of withdrawal (duly signed by him) and attested either by a First Class Magistrate or a Principal of a Degree College recognised by the University, or a Professor of the University, by Registered Post, or by delivering it personally against a receipt to the Returning Officer by name, so as to reach him by the date and hour fixed for the purpose. A withdrawal once made cannot be cancelled.
 - (vii) When the time for withdrawal of nomination has lapsed, the Returning Officer shall notify the final list of contesting candidates by affixing the same on the Notice board in his office.
 - (viii) If the number of contesting candidates is equal to or less than the number of vacancies, all such candidates shall be declared to be duly elected. If the number of such candidates is less than the number of vacancies, the Registrar shall issue a fresh notice under Clause 8 (ii) to fill the remaining vacancies. If the number of such candidates exceeds the number of vacancies to be filled, the Returning Officer shall arrange election through Polling Booths. The place, date and hour of voting alongwith the list of contesting candidates shall be notified to the electors (*Form-V*).
 - (ix) The polling centres and their location shall be approved by the Vice-Chancellor. The Returning Officer shall appoint the Presiding Officers and Other Staff.
 - (x) The Returning Officer shall issue instructions to the Presiding Officers at the different polling centres for the conduct of election and to ensure the safety of the Ballot Papers, Ballot Boxes and their transits.
 - (xi) At the Polling Booths a candidate, or his authorised agent (who must be a voter), may be allowed to be present at the time of polling. The person present may affix his seal, if he so desires, on the Ballot Box in addition to the seal of the Presiding Officer, before the polling starts.
 - (xii) The procedure for issue of Ballot Papers and their collection shall be as follows :-
 - (a) Each Ballot Paper shall bear the signature stamp of the Returning Officer and the signatures in full (in his own hand) of the Presiding Officer.
 - (b) Each elector shall receive, at the polling centre, on the polling day, a Ballot Paper (*Form-VI*) on signing an acknowledgement (*Form-VI*) and, if he is a voter in a Teacher' Constituency, on surrendering the Identity Card (*Form-VII*) issued to him.

- (c) The elector after receiving the Ballot Paper shall not leave the room of the Presiding Officer without
 - (i) delivering the acknowledgement to the Presiding Officer; and
 - (ii) depositing the Ballot Paper in the Ballot Box.
- (d) No Ballot Paper shall be issued to a voter who is not present at the Polling Booth within the time fixed for polling. After the votes have been cast and the polling time has expired the Ballot Box shall be sealed and brought to the Returning Officer and deposited with him, against a receipt.
- (xiii) An elector who has inadvertently dealt with his Ballot Paper in such a manner that it cannot properly be used, may, after delivering the spoilt Ballot Paper to the Presiding Officer, obtain another Ballot Paper in place of the spoilt paper. The spoilt Ballot Papers together with their counterfoils shall be marked as "Cancelled". The Ballot Paper supplied instead, together with its counterfoil, shall be marked "duplicate".
- (xiv) Ballot Boxes of a Constituency, shall be opened (on a day fixed for the purpose by the Returning Officer) and the counting shall be done under the supervision of the Returning Officer without break until it is completed. The result shall be announced on the day the Ballot Boxes are opened, or on the day following it, if it be not possible, in the opinion of the Returning Officer, to complete counting on the first day. The Returning Officer may arrange as many counting booths as he may deem fit to complete counting in shortest possible time.
- (xv) The Returning Officer shall decide whether a Ballot Paper is valid or is invalid. The Ballot Paper shall be invalid
 - (a) if a cross mark 'x' has been put opposite the names of more candidates than the vacancies or if no cross mark 'x' has been put opposite the name of any candidate;
 - (b) if the cross mark 'x' has been put in a way in which it is difficult to decide conclusively the candidate for which a vote has been cast;
 - (c) if it bears any mark of identification or any writing other than the cross mark;
 - (d) if it does not bear the signature stamp of the Returning Officer and the signature in full (in his own hand) of the Presiding Officer.
- (xvi) The candidate or an agent who must be a voter authorised by him (candidate) shall be allowed to be present at the time of counting of Ballot Papers.

9.1 Objection, if any, to the decision of the Returning Officer on the validity or otherwise of a Ballot Paper shall be made forthwith in writing *i.e.*, when the Ballot Papers are counted.

9.2 Any objection pertaining to the polling shall be made to the Presiding Officer in writing on the date and during the time of polling.

10.1 A petition in respect of matters brought to the notice of the Returning Officer or the Presiding Officer as mentioned in Clauses 9.1 and 9.2 and a petition on any of the following grounds in connection with the election must reach the Registrar within ten days of the declaration of the result, with a security deposit of Rs.50/- which amount shall be forfeited if the election petition is dismissed :

- (a) alleged failure of the Presiding Officer/Returning Officer to discharge his duties as laid down in the Rules;
- (b) allegation regarding the secrecy of vote having been infringed by the Presiding Officer/Returning Officer;
- (c) allegations regarding any corrupt practice having been indulged in by any party to the election or by its agents, with or without the knowledge of the party concerned.

10.2 A petition under Clause 10.1 shall be heard by a Committee appointed by the Vice-Chancellor. The Committee may summon *suo moto* and examine any person whose evidence appears to it to be material. At the conclusion of its proceedings the Committee shall make an order:

- (a) dismissing the election petition; or
- (b) declaring the election of all or any of the returned candidates to be void.

If the Committee is unanimous, its decision shall be final. If there is any difference of opinion amongst the members of the Committee, the matter shall be placed before the Vice-Chancellor whose decision shall be final.

11. After the votes have been duly counted, the name of the candidate securing the highest number of votes shall be declared by the Returning Officer as elected. In case more than one candidates obtain the highest number of votes the matter shall be decided by lots.

Provided that not more than one teacher elected under Statute 8 (b) (vi), shall belong to any one College, and if the teacher(s) securing the highest number of votes belongs to an institution from which another teacher has already been elected as a member of the Court under this Clause, the teacher obtaining the next highest number of votes shall be declared as elected.

12. The Registrar shall retain, until the expiry of six months from the date of elections, all papers connected with the elections, in a cover to be sealed in the presence of the Returning Officer, the candidates or their representatives (if present) and shall then, with the approval of the Vice-Chancellor, cause them to be destroyed.

13. The Vice-Chancellor may nominate an Assistant Registrar or any other Officer of the University to perform all or any of the functions assigned to the Registrar in these Rules.

14. All notices to be issued under these Rules shall be issued by affixing them on the Notice-board of the University *viz.*, the Notice- board outside the office of the Registrar and whenever any Notice is required under these rules to be sent by post, the same shall unless specified otherwise be sent Under a Certificate of Posting and no objection shall be entertained on the ground that such notice(s) did not reach the addressee in time.

FORM-I

U.P.C.

KURUKSHETRA UNIVERSITY

No.....

Dated:.....

To

The Principal,

.....
.....

Subject : Election of the Member(s) of the Court of the Kurukshetra University under Statute 8 (b) (v) and (vi) (reproduced on next Page) by the Principals/Teachers of Colleges maintained/recognised by the University in Constituency No.....

Dear Sir,

I am directed to inform you that the election cited as subject, will be held soon in accordance with the Rules framed by the Vice-Chancellor in terms of the powers conferred upon him by Statute 8. A copy of these Rules is enclosed herewith.

You are requested to send, for inclusion in the Preliminary Electoral Roll, the following information pertaining to yourself/teachers working in your institution, in terms of Clause 2 of the Rules referred to above :-

- (1) Name :
- (2) Father's Name :
- (3) Date of Birth :
- (4) Designation :
- (5) Class(es) being taught :
- (6) Whether his appointment was approved by Panjab/Kurukshetra University.

The information asked for above must reach Shri.....by..... failing which the names will not be included in Preliminary Electoral Roll. The information must be sent by Regd. A.D. Post or delivered through a special messenger.

You are also requested to bring this to the notice of every person eligible for being included in the Electoral Roll for the election and obtain their signatures in token of this.

Yours faithfully,

REGISTRAR

Note:- For the list of Colleges included in this Constituency, please see next page.

Name and Nos. of the Constituencies under the Rules for the Conduct of Elections by representatives of Colleges under Statute 8 (b) (v) & (vi) :

<i>Name of the Constituency</i>	<i>Constituency No.</i>	
	<i>For Principals</i>	<i>For Teachers</i>
(i) All Colleges of Ambala, Panchkula & Yamuna Nagar Districts.	P/I	T/I
(ii) All Colleges of Kurukshetra & Kaithal Districts.	P/II	T/II
(iii) All Colleges of Karnal, Panipat & Jind Districts except Colleges at Narwana.	P/III	T/III
(iv) All Colleges of Hisar, Sirsa and Fatehabad Districts & Colleges at Narwana	P/IV	T/IV

Extract copy of Statute 8 (b) (v) & (vi)

8. The Court shall consist of the following members, namely :

(a) *Ex-officio Members* :

(b) *Other Members* :

- (v) one Principal to be elected from amongst themselves by the Principals holding their posts in a substantive capacity in the Colleges other than Colleges of Education included in each of the four zones to be demarcated by the Vice-Chancellor.
- (vi) four teachers other than Principals to be elected from amongst themselves by the teachers holding their posts in a substantive capacity in Colleges included in each of the four zones to be demarcated by the Vice-Chancellor.

Provided that not more than one teacher, elected under this clause, shall belong to any one College.

FORM-II

U.P.C.

KURUKSHETRA UNIVERSITY

No

Dated :

To

The Principal,
.....
.....

Subject: Election of the Member(s) of the Court of the Kurukshetra University by the Principals/Teachers of Colleges maintained/recognised by the University in Constituency No.....

Dear Sir,

I am directed to inform you that the Preliminary Electoral Roll for the election cited as subject has been prepared and a copy thereof has been affixed on the Notice-board of the University. One copy is sent herewith for record/notification to all the teachers of your College. Copies of this Roll can be obtained from this office on payment of Rs.25/- each (Rs.50/- for a copy by Regd. Post) subject to their being in stock.

The last dates for the receipt of objections/claims *etc.*, are given below :

- (a) Last date for the receipt of claims for inclusion in the Final Electoral Roll, accompanied by a fee of Rs.25/- with each name
- (b) Last date for receipt of objections against the entries in the Preliminary Electoral Roll
- (c) Last date for receipt of intimation regarding the change of address
- (d) Date for deciding Objections/Claims

You are requested to bring this to the notice of all the teachers of your College holding their appointments in a substantive capacity.

Yours faithfully,

REGISTRAR

FORM-III

U.P.C.

KURUKSHETRA UNIVERSITY

No.....

Dated:.....

To

The Principal,

Subject: Election of the member(s) of the Court of the Kurukshetra University by the Principals/Teachers of Colleges maintained/recognised by the University in Constituency No.....

Dear Sir,

1. I am directed to inform you that the Final Electoral Roll for election cited as subject has been prepared and a copy thereof has been affixed on the Notice-board of University. Copies can be supplied on payment of Rs.25/- (Rs.50/- for a copy by Regd. Post).

2. One Principal and Two teachers other than Principals are to be elected from amongst themselves by the Principals and Teachers respectively of the Colleges included in the Constituency. Provided that not more than one teacher, elected, shall belong to any one College.

3. Shri.....has been appointed by the Vice-Chancellor as the Returning Officer for this election.

4. The last date for receipt of Nomination Papers (*Form-IV*) by the Returning Officer is.....bya.m./p.m. The envelope containing the Nomination Paper must be addressed to the Returning Officer by name and sent to him by Regd. Post or delivered to him personally against a receipt.

The Dates for the publication of list of candidates nominated, scrutiny of Nomination Papers, *etc.*, shall be as under :

- (i) Date for publication of the list of candidates nominated
- (ii) Date and time of scrutiny of nomination Papers and publication of the list of the candidates whose papers have been found valid (in the Office of Returning Officer). ata.m./p.m.
- (iii) Date for filing objections with the Vice-Chancellor against the decision of the Returning Officer. by.....a.m./p.m.
- (iv) Date for withdrawal of candidature by.....a.m./p.m.
- (v) Date of election

5. A Nomination Paper shall be invalid if

- (a) the entries in the Nomination Papers are not duly and correctly filled in;
- (b) a proposer or a seconder has signed Nomination Papers of more candidates than the number of vacancies;

- (c) the Nomination Paper is not signed by the candidate or by the proposer or by the seconder;
- (d) the Nomination Paper does not reach the Returning Officer by name under a Registered Cover, or is not delivered to him personally, and a receipt obtained from him by the date and hour notified under Clause 8(ii);
- (e) the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he is seeking election;
- (f) the candidate has not attained or shall not attain, on the date of election, the age of 25 years.

You are requested kindly to bring this to the notice of all the persons of your Institution, whose names are included in the Final Electoral Roll.

Yours faithfully,

REGISTRAR

FORM-IV
KURUKSHETRA UNIVERSITY
Nomination Paper

Election of a Member of the Court under Statute 8(b)(v) & (vi) Constituency for which the candidate is seeking election :

Principals/Teachers of Colleges in Constituency No.....

<i>Name of Candidate and Date of Birth (as in the Final Electoral Roll)</i>	<i>Present Address and Serial No.</i>
Name.....	Present Official Address:
Date of Birth.....	Sr. No. in the Final Electoral Roll.....
<i>Name and Address of the Proposer</i>	<i>Name and Address of the Seconder</i>
Name.....	Name.....
Address.....	Address.....
Sr. No. in the Final Electoral Roll.....	Sr. No. in the Final Electoral Roll.....
Signature of the Proposer Station	Signature of the Seconder Station
Date.....	Date

Candidate's Declaration

I hereby declare that I agree to stand for election as a Member of Court of the Kurukshetra University in terms of Statute 8.

I further declare that

- (i) I continue to serve in the capacity in which my name has been entered in the Final Electoral Roll.
- (ii) *I have attained the age of 25 years on the day of election.
shall attain the age of 25 years

.....
Signature of the candidate
Station

Date.....

*Please delete whichever is not applicable.

FORM-V**KURUKSHETRA UNIVERSITY**

No.....

Dated:.....

To

The Principal,
.....
.....

Subject:— Election of the member(s) of the Court of the Kurukshetra University by the Principals/Teachers of Colleges maintained/ recognised by the University in Constituency No.....

Dear Sir,

I am to inform you that the election of Member(s) of the Court of the Kurukshetra University from among the..... will be held on.....

A list of the contesting candidates is given on next page. The recording of the votes shall be at the Polling Centres and between the hours mentioned against the same:

Polling Centre**Polling Hours
From To**

The Ballot Papers shall be issued by the presiding Officers of the Polling Centres concerned after obtaining an acknowledgement from the voter concerned and the Identity Card to be signed by the Principal of a College concerned. This identity card is not necessary in the case of voters for a Principal's Constituency. The Ballot Papers will be counted in the office of the Returning Officer, Kurukshetra University, Kurukshetra on at.....a.m./p.m. or soon thereafter on the same day. You are requested to bring this to the notice of all persons of your College whose names are included in the Electoral Roll already notified vide letter No.....dated..... Their identity cards which are enclosed herewith may be delivered to them against their signatures.

Kurukshetra

Yours faithfully,

Dated:.....

Returning Officer

DA/As above.

FORM-VI**KURUKSHETRA UNIVERSITY**

Serial No.....

I hereby acknowledge receipt of Ballot Paper for election ofMember(s) of Court by.....(name of Constituency).

.....
Signature of Voter
Date.....

.....
(Signature of Presiding Officer in
token of issue of the Ballot Paper)

Sr. No. in the Final Electoral Roll.....

**KURUKSHETRA UNIVERSITY
BALLOT PAPER**

Election of.....Member(s) of Court by the..... Constituency No.....

<i>Sr. No.</i>	<i>Name of Candidate</i>	<i>Designation & Address</i>	<i>Space for Cross-mark 'X'</i>
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			

.....
(Signature of Presiding Officer)

(Please see instructions for voters)

INSTRUCTIONS :

- Please put cross mark 'X' with the pen, provided for the purpose, opposite the name of the candidate you wish to vote for, in column 4.
- Please also see that the Ballot Paper bears signatures stamp of the Returning Officer and the signatures in full (in his own hand) of the Presiding Officer.
- The Ballot Paper shall be invalid :
 - if the cross mark 'X' has been put opposite the names of more candidates than the vacancies or if no cross mark 'X' has been put opposite the name of any candidate;
 - if a cross mark 'X' has been put in a way in which it is difficult to decide conclusively the candidate for which a vote has been cast;
 - if it bears any mark of identification or any writing other than the cross mark 'X';
 - if it does not bear the signature stamp of the Returning Officer and the signature in full (in his own hand) of the Presiding Officer.

FORM-VII

KURUKSHETRA UNIVERSITY

Counterfoil of the Identity Card to be retained by the office.

Sr. No. of the Identity Card.....

Sr. No. in the Final Electoral Roll.....

.....
Initial of the issuing official

.....
Sr. No. of the Identity Card.....

KURUKSHETRA UNIVERSITY

Identity Card for Voters

(To be surrendered to the Presiding Officer before issue of the Ballot Paper)

Subject: – Election of Member(s) of the Court of the Kurukshetra University from amongst the teachers other than Principals.

- 1. Name
- 2. Sr. No. in the Final Electoral Roll
- 3. Polling Centre for casting vote
- 4. Date of Election
- 5. Time

Countersigned

.....
Signature of the Principal of the College concerned with seal of his office.

.....
Signature of the Voter (To be signed in the presence of the countersigning Officer)
Date.....

KURUKSHETRA UNIVERSITY EMPLOYEES FOREIGN SERVICE RULES

1. These Rules shall be called the Kurukshetra University Employees Foreign Service Rules.
2. They shall apply to the employees who accept employment on foreign service.
3. In these rules, unless the context otherwise requires :-
 - (a) 'Foreign Service' means service on deputation with Central or State Government departments, other Universities and autonomous organisations within India and abroad.
 - (b) 'University' means Kurukshetra University.
 - (c) 'Employee' means a confirmed, permanent employee of the Kurukshetra University.
 - (d) 'Competent Authority' means the appointing authority of an employee.
4. No employee shall be sent on Foreign Service against his will.
5. The competent authority may sanction employment on foreign service of an employee on such terms and conditions, if any, in accordance with these Rules as it may like to specify.
6. Employment on foreign service shall initially be sanctioned for a period of one year which may be further extended by not more than one year at a time.

Provided that the competent authority may extend the deputation for the third and fourth year in very exceptional circumstances, but in no case the total period of deputation will exceed four years. The benefit of Foreign Service in promotions under CAS will, however, be limited only for a period not exceeding three years.

Provided further that the period spent on deputation on other than teaching/research assignments, will not be counted for determining the eligibility for promotion under CAS.

Provided still further that in no case the period of deputation and extra ordinary leave (without pay) shall exceed five years during the whole tenure service of an employee.

7. An employee going on deputation will be deemed to have joined foreign service from the time he relinquishes charge of his post in the University. His foreign service will be deemed to have ended when he resumes charge of his post in the University.
8. An employee joining foreign service while on leave of any kind will cease to be on such leave when he relinquishes charge of his post at the University.
9. An employee on foreign service shall not accept any assignment other than the one for which he has been allowed to join foreign service except with the prior sanction of the competent authority.
10. If an employee wants to return from foreign service before completion of his term, he will give advance notice of at least one month to the University.
11.
 - (a) Where employment on foreign service involves a change of station the employee shall be entitled to joining time of six days, plus actual days of journey.
 - (b) When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).
 - (c) The competent authority may, in special circumstances, reduce the joining time admissible under this rule.
12. An employee joining foreign service will have the option to get his pay fixed in the pay scale of the post in foreign service under its normal rules, or will continue to draw the same pay and allowances as in the University plus a deputation allowance at the following rates :-

- (a) 10% of his basic pay subject to a maximum of Rs.100/- when the deputation is in the same station.
- (b) 20% of his basic pay subject to a maximum of Rs.250/- in other cases.

13. The employee shall be entitled to dearness allowance as admissible in foreign service or in the University in accordance with the pay scale for which he opts.

Provided that the Local allowances like City Compensatory Allowance, Hill Allowance and House Rent Allowance shall be paid to him as admissible under the rules of the foreign employer.

14. The employee will be entitled to medical allowance or medical reimbursement as admissible under the rules of the foreign employer.

Provided that it will not be less than that admissible to him under the University Rules.

15. The employee will be entitled to claim from his foreign employer pay for the joining time prior to joining and after relinquishment of the assignment in foreign service and travelling allowance for journey to his place of posting in foreign service and for return journey to the University on completion of his deputation as admissible under the rules of the foreign employer.

- 16. (a) While an employee is in foreign service, contributions towards his Contributory Provident Fund/Pension, Gratuity and Leave Salary, shall be paid to the University by the foreign employer failing which the same shall be paid by the employee himself.
- (b) The contribution on account of leave salary in respect of an employee in foreign service shall be 11% of the pay drawn in foreign service payable to the University.

The contribution may be paid annually within fifteen days from the end of the financial year or at the end of foreign service, if it expires or is terminated earlier failing which interest on unpaid amount of contribution shall be payable to the University at the rate of three paise per day per Rs.100/- from the due date up to the date on which the amount is finally paid by the employee or the foreign employer as the case may be.

- (c) The contribution towards Contributory Provident Fund (in case of any employee who has opted for Contributory Provident Fund) and gratuity in respect of an employee shall be payable to the University at the rate of 10% and 1/24 respectively of pay drawn in foreign service.

The contribution towards pension-cum-gratuity in respect of any employee, who has opted for pension, shall be payable to the University at the rates prescribed in Annexure-‘C’ referred to rule 10.10 of Pb. CSR Vol. I, Part-I applicable to Haryana Govt. employees and amended from time to time.

17. An employee on foreign service out of India may be granted leave by his foreign employer on such conditions as the foreign employer may determine. The leave salary in respect of such leave will be paid by the foreign employer and the leave not be debited against the leave account of the employee maintained by the University.

Provided that if leave is granted to the employee in accordance with the rules applicable to him under the University the foreign employer shall pay to the University the leave salary contribution at the rate prescribed under Rule 16.

18. An employee on foreign service, shall not, without permission of the competent authority, accept from his foreign employer any contribution to Provident Fund/Pension or Gratuity on rates other than those prescribed in rules 16 above.

19. The competent authority may subject to the approval of the Executive Council, relax any provision in these Rules for reasons to be recorded in writing.

20. The Foreign Employer shall deduct the employees contribution towards the 'Employees Welfare Fund' as per rules of the University as in force from time to time, and remit the same to the University.



INSTRUCTIONS FOR WRITING OF ANNUAL CONFIDENTIAL REPORTS ON THE WORK AND CONDUCT OF OFFICIALS WORKING IN THE UNIVERSITY

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

1. 1. Clerks
2. 2. Assistants
3. 3. Steno-Typist (Working for Supdt.)
4. 4. Class 'D' Employees

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

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

In the case of the University College, however, Annual Confidential Reports on the work and conduct of similar classes of employees shall be written by the Superintendent of the College Office, and the Principal, after recording his impressions thereon, shall forward a duplicate copy each of the reports, so written, to the Registrar, by name, confidentially for record in his office.

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

In the case of the Superintendent, University College Office, however, the report shall be written by the Principal, University College, who shall forward a duplicate copy thereof to the Registrar, by name, confidentially for record in his office.

In the case of Branch Officers, the Annual Confidential Reports shall be written by the Registrar and the final Accepting Authority in their case shall be the Vice-Chancellor.

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

In the case of the Registrar/Chairperson of Department/Principals, University Colleges, the reports shall be written by the Vice-Chancellor.

The Annual Confidential Reports on the work and conduct of Stenographers/P.A.'s. shall be written by the respective Officers for whom they are working.

In the case of the Stenographers, working in the Registrar's Office, the Registrar shall be the final Accepting Authority except in the case of the Stenographer/P.A. to the Vice-Chancellor.

In the case of the Steno-typists/ Stenographers working in Teaching Depts./Colleges/Institutes/other Offices, a duplicate copy each of the reports, so written, shall be forwarded by the Heads of Depts./Colleges/ Institutes/other Offices, to the Registrar, by name, confidentially for record in his office.

Minimum period for which the Reporting Officer should have seen the work of subordinate before Recording Remarks on him

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

Recording of Remarks on the Occasion of Relinquishment of Charge by Reporting Authority

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

Explanatory Note

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

Communication of Adverse Remarks

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

Time and Limit for Filing of Representation against Adverse Remarks

An official may, within 14 days of the receipt of the communication conveying the adverse remarks, make a representation to the Vice-Chancellor against the adverse remarks. In case remarks are of very serious nature clarification could be sought from the Reporting Officer. If no application is received within the prescribed period, it will be assumed that the officials accepts the remarks.

Provided that the Vice-Chancellor/Registrar may entertain a representation against the adverse remarks within a period of 10 days after the expiry of above period of 14 days, if he is satisfied that the officer/official could not submit the representation for reasons beyond his control.

Expunging of Adverse Remarks

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

Nature of Documents/ Communications which need be placed on Personal Files

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

All orders, imposing any of the penalties to be prescribed, under the Kurukshetra University (Punishment and Appeal) Rules, 1964.

- (a) All communications conveying adverse remarks.
- (b) Letters of appreciation which deal with the outstanding nature of performance of an employees on an over-all assessment of his work and conduct during the year.

Procedure to be followed where a Reporting Authority is related to the Officer to be reported on Custody of Personal Files and authorities Competent to Convey adverse in remarks confidential reports

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

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

The Registrar shall receive annual confidential reports and convey adverse remarks contained therein in respect of the University Employees whose personal files are maintained by him.

*Appendix-I***ANNUAL CONFIDENTIAL REPORT ON THE WORK AND
CONDUCT OF OFFICIALS/OFFICERS FOR THE YEAR**

(Period fromto.....)

- Note :
1. Reporting officer(s) shall fill this form carefully. No column is to be left blank. In columns which are not relevant, may write 'Not Applicable'.
 2. 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.
 3. No advisory remarks are to be entered in this Report.
 4. Column No.1 to 5 are to be filled in by the office.

-
1. Name
 2. Designation
 3. Scale of Pay
 4. Actual Pay
 5. Department/Branch
 6. Industry
 7. Handwriting and Neatness
 8. Punctuality and Regularity
 9. Reputation for Honesty
 10. Capacity for Work and Intelligence
 11. Acquaintance with Rules and Orders
 12. Knowledge and Skill in dealing
with Accounts matters
 13. Quickness in disposal of business
 14. Proficiency in Typewriting
and Shorthand
 15. Capacity for working with others
 16. Power of Management and Control*
 17. Defects, if any, pointed out
 - (i) Orally
 - (ii) In writing
 - 17(a) Punishments awarded, if any
 18. Fitness for promotion

19. Overall appraisal:
(Outstanding, Excellent, Very Good,
Good, Average or Below Average)**

20. General Remarks, or some special
trait, if any

.....
Signature of the 1st Reporting
Officer with date & Stamp

.....
Signature of the 2nd
Reporting Officer with
date & Stamp

.....
Signature of the 3rd Reporting
Officer, if any, with date &
Stamp

Countersigned

Registrar/Vice-Chancellor

*Applicable in the case of Class ‘A’ Officer only.

** ‘Average’ and ‘Below Average’ will be treated as an ‘adverse’ even if the report does not contain any other adverse entry, and these will be conveyed to the officials concerned as adverse remarks.

APPENDIX-II

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND
CONDUCT OF CLASS 'D' OFFICIALS FOR THE YEAR**

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. Scale of Pay
 4. Actual Pay
 5. Whether Literate
 6. Industry
 7. Punctuality and Regularity
 8. Reputation for Honesty
 9. Capacity for Work
 10. Quickness in performing
the duty assigned
 11. Obedience
 12. Capacity for working with others
 13. Defects, if any, pointed out
(i) Orally
 - (ii) In writing
 14. Fitness for Promotion
 15. General Remarks, if any
 16. Signature and date of Reporting
Officer with Designation

Countersigned

REGISTRAR

(Remarks of advisory nature should not be mentioned in the Annual Confidential Report. However, 'Average' and 'Below Average' will be treated as an 'adverse' even if the report does not contain any other adverse entry and these will be conveyed to the official concerned as adverse remarks).

**THE RULES FOR FORWARDING OF APPLICATIONS OF
EMPLOYEES FOR OUTSIDE JOBS ETC.**

1. (i) A confirmed employee will be permitted to apply for an outside job or for a scholarship, fellowship, *etc.*, but not more than three applications for outside jobs and three applications for scholarships, fellowships, *etc.*, will be forwarded during a Calendar year. However, with the permission of the Vice-Chancellor any number of applications for an outside job can be forwarded.
- (ii) There will be no restriction on persons who are working only on Ad hoc/Leave arrangements, provided they are not holding any permanent lower post in the University.

All applications to be forwarded by the University must reach the Establishment Branch, complete in all respects including copies of certificates, testimonials, at least ten days before the closing date. There will be no objection to an application being sent as an Advance Copy, provided this fact is mentioned in the application through proper channel, which must be submitted to the University simultaneously with the submission of the Advance Copy.

2. If a confirmed employee whose application for an outside job has been forwarded by the University is selected for it, he will be granted such leave as may be admissible to him under the rules and also permitted to retain his lien for the period of such leave or he will be asked to resign as per rules. The Vice-Chancellor will decide each case on its merit.

3. An employee, not covered in Clause (1) above, shall not apply for an outside job or for a scholarship, fellowship, *etc.*, unless he resigns his post in this University after giving the requisite notice or salary in lieu thereof.

Provided that the Vice-Chancellor may, in view of the special circumstances of a case, relax the provisions of this Clause and allow the forwarding of additional applications for scholarship/fellowship, *etc.*

4. If it comes to the notice of the University that any employee has sent any application in violation of these rules, he will be liable to disciplinary action which may lead to his dismissal from University service.

**THE GRANT OF PERMISSION TO NON-TEACHING STAFF
FOR APPEARING IN THE EXAMINATIONS**

All the employees of the University will be divided into the following four categories :-

- (a) (i) Rs.6500/- or above (Haryana Govt. Grades).
- (ii) Rs.8000/- or above (U.G.C. Grades).
- (iii) Any other member of Administrative/Teaching Staff/ recognized as officer of Class – ‘A’ by the Executive Council.
- (b) Persons appointed in the pay scales of Rs.5000-7850 or above but the minimum of such scale being below Rs.6500/-.
- (c) Persons appointed in the pay scales of Rs.3050-4590 or above but the minimum of such scale being below Rs.5000/-.
- (d) Persons appointed in the pay scales of Rs.3050-4350 or below.

So far as the Library and Technical Staff is concerned, they will be treated as separate entities.

- (i) Whole time employees of the University who have put in at least two years continuous service shall be granted permission by the Vice-Chancellor to attend regular classes, outside his/her office hours of the Kurukshetra University, for any examination or to appear in an examination of the Kurukshetra University, or any other University, as a private candidate, if otherwise eligible, provided that such permission shall be allowed only if the Vice-Chancellor is satisfied that it would not interfere with the efficient discharge of the duties of the persons concerned.
- (ii) The number of employees within a category granted this permission shall not exceed the ratio of 20% or a fraction thereof of the total strength. In case the number of applicants exceeds the requisite percentage, the recommendation shall be based on seniority and merit.
- (iii) Applications for the grant of permission must reach the Registrar at least two months before the beginning of the session in which admission is sought.
- (iv) Leave of the kind due for appearing in the examination shall be allowed by the Branch Officer concerned for the period he may deem fit, keeping in view the exigencies of work.
- (v) Over and above the normal quota of 20% fixed, the employees who wish to seek admission to the regular classes held in the evening for LL.B. and P.G. Diploma in Personnel Management and Labour Welfare shall be permitted to join these courses provided that the number of such employees does not exceed 20 for each course.
 - (a) The limit of 20% fixed for granting departmental permission to University employees to take examinations of this University or other Universities will not be applied in the case of those University employees who wish to seek admission to Diploma/Certificate Courses in French, German, Russian, Urdu, Music *etc.*, of this University for which classes are held in the evening.
- (vi) The employees who want to take permission to pursue regular courses on whole time basis will not be covered under these rules. They will be allowed permission only if they take leave for the entire duration of the course and will not be allowed to resume duties during this period unless they discontinue the course.
- (vii) No person shall be permitted to take examination a second time unless there is a gap of one year.

Provided that no gap is required to seek admission in the Diplomas/Certificates including Diploma in Personnel Management and Labour Welfare Courses of this University for which classes are held in the evening.

- (viii) The employees who fail to appear after getting permission, will not be given second opportunity unless there is a gap of one year, except with the permission of the Vice-Chancellor as a special case.
- (ix) If an employee fails in an examination consecutively for two years, he will not be given permission for appearing in the same examination unless there is break of one year, provided this is not his last chance.
- (x) The employees who are granted permission under these rules for a continuous course/class such as B.A.(Three Years) M.A.(Two Years), LL.B. *etc.* are not required to apply afresh for the said course/class, till its completion, provided they do not fail in an examination consecutively for two years, or the permission is withdrawn by the competent authority or the employee himself gives up the course.
- (xi) An employee, not covered under the above rules, shall not appear in any examination or take up any course unless he resigns his post in this University or gets leave as per University Rules. If it comes to the notice of the University that any employee has appeared in any examination or has taken up a course without getting prior permission of the University in violation of these rules he/she shall be liable to disciplinary action. Provided that the Vice-Chancellor may grant permission to an employee of the University to appear in an examination in relaxation of these rules in view of the special circumstances of a case such as:
 - (a) to permit an employee to avail of the last chance if the chances to pass an examination or to improve the division are limited, and who is not eligible for permission under the above rules.
 - (b) to permit an employee to complete a continuous course on his/her having passed a part of the said course before joining the University service.

**THE GRANT OF PERMISSION TO TEACHERS
FOR APPEARING IN THE EXAMINATIONS**

1. Whole time teachers of the University who have put in at least two years service may be granted permission by the Vice-Chancellor to attend regular classes of the Kurukshetra University for any examination or to appear at an examination of the Kurukshetra University or any other University, as a private candidate, if otherwise eligible, provided that such permission shall be allowed only if the Vice-Chancellor on the recommendation of the Chairperson of the Department is satisfied that it would not interfere with the efficient discharge of the duties of the teachers concerned.

However, the condition of two years service will not apply in the case of a teacher applying for permission for the Ph.D.

Provide further that even the teachers who have not put in two years service may also be granted permission to appear in the Central/State services examination.

2. No whole time teacher shall be allowed to join as a regular student for a whole time course leading to a degree, except a Ph.D. Degree, unless he proceeds on long leave for the duration of the course.

3. Application for the grant of permission under these regulations must reach the Registrar at least two months before the beginning of the session in which admission is sought.

4. Leave shall be granted only for examination days.

THE LEAVE REGULATIONS, 1963

Scope

1. These Regulations shall apply to all University employees, whether employed in permanent, temporary or contract service, except in the case of an Officer for whose appointment and condition of service some special provision and/or terms and conditions of service have been specifically laid down.

Definitions

2. (a) 'Service' means the whole period of continuous service, including periods spent on leave other than extra-ordinary leave.
- (b) 'Active service' means the time spent :
- (i) on duty;
 - (ii) on subsidiary leave;
 - (iii) on recognized vacation or leave with pay and allowances, Study Leave of any kind, etc., provided that the employee is not absent or on extra-ordinary leave during the period.
- (c) 'Competent authority' means the authority empowered by the Executive Council to grant leave.
- (d) 'Day' means a calendar day.
- (e) 'Family' means a University employee's wife or husband, as the case may be, legitimate children and step-children, residing with and wholly dependent upon him/her. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon him/her. Not more than one wife is included in a family for the purpose of this rule.

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

- (f) 'Holiday' means a holiday prescribed or notified, as such by the competent authority. This term does not include 'Local holidays' which may be granted at the discretion of the Vice-Chancellor.

'Competent Medical Authority' means the Medical Officer of the Kurukshetra University or a Government Doctor of a Gazetted Rank or such other authority as may be approved by the Vice-Chancellor on the merit of each case. Provided that in the case of employees belonging to rural areas, where there is no Government/ Municipal Dispensary or M.B.B.S. Doctor, certificate from a Registered Medical Practitioner shall be accepted.

'Vacation Department' is a department or part of a department to which regular vacations are allowed during which the University employees serving in that department are permitted to be absent.

'Pay' means the monthly pay drawn on the day before the leave commences.

'Half-pay' means half of the pay drawn on the day before the leave commences.

'Officer' means an officer of the Kurukshetra University belonging to one or the other of the three classes mentioned below :

Class 'A' Persons appointed in the pay scales the minimum of which is :

- (i) Rs.6500/- or above (Haryana Govt. grades).
- (ii) Rs.8000/- or above (UGC Grades).
- (iii) Any other member of Administrative/teaching staff/ recognised as Officer of Class 'A' by the Executive Council.

Class 'B' Persons appointed in the pay scales of Rs.5000-7850 or above but the minimum of such scale being below Rs.6500/-.

Class 'C' Persons appointed in the pay scales of Rs.3050-4590 or above but the minimum of such scale being below Rs.5000/-.

Class 'D' Persons appointed in the pay scales of Rs.3050-4350 or below.

Claim for Leave

3. Leave cannot be claimed as a matter of right. When the exigencies of service so require, a discretion to refuse or revoke leave of any description is reserved to the competent authority.

Compensatory leave (in lieu of vacation)

4.(a) Teachers will not be given any benefit of Earned Leave/Compensatory Leave for performing duties during vacations except the following :

The Chairpersons of the University Teaching Departments/ Principals of Colleges maintained by the University/Dean Academic Affairs/Deans of Faculties/Dean of Colleges/Director, Institute of Sanskrit & Indological Studies/Director, Women Studies Research Centre/Director, Academic Staff College/Director, Institute of Law/Director, University Institute of Engineering Technology be granted earned leave in lieu of work done by them during vacation viz. Summer, Winter and Autumn on Govt. pattern as under who have not availed full vacation :

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

The teachers of University Teaching Departments/maintained Colleges who are not covered under Clause-4(a) above and are detained during vacations for University work, other than the University examination work, with the written sanction of the Vice-Chancellor, may also be given the benefit of Earned Leave proportionately.

(b) All non-teaching employees working in the various University Teaching Departments and/or University maintained Colleges will be treated as non-vacation staff and will be entitled to earned leave as per Clause-5 of the Leave Regulations 1963.

4-A. An official not above the rank of an Assistant when summoned under written orders of the Registrar/Head of the Department to attend the office on a Sunday or any other Public Holiday, for a period not less than half day, except when he has to come on his own to clear arrears, shall be entitled to compensatory leave to the extent of work done by him.

Earned Leave

5.1 The Earned Leave admissible to an Officer of non-vacation/ vacation department, in employ whether of Ministerial or Class 'D' establishment will be 1/11th part of the period spent on duty and can be granted by the competent authority.

5.2. The Earned Leave admissible to the teachers of the University Teaching Departments and the two maintained colleges on the campus will be ten days on full pay in respect of each completed year of service.

In calculating 'earned leave' the actual number of days of duty performed should first be counted and then multiplied by 1/11th and the product expressed in days (and fraction, of a day). 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.

Note : The provision under Clause 5.2 will be effective from 9-4-1987. Half-pay leave at the credit of a teacher will be shown separately in the leave account with effect from the said date and may be granted as half-pay leave/ Commuted leave on the same terms and conditions as applicable prior to 9-4-1987.

Half-pay Leave

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

Commutated Leave

7. Commuted leave on full pay not exceeding half the amount of "half-pay leave" may be granted on medical certificate or for the purposes of improvement of qualifications to an employee in permanent employment subject to the following conditions :-

- (a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (b) When commuted leave is granted, twice the amount of such leave shall be debited to the half-pay leave account.

Maternity Leave

8. (i) Maternity leave may be granted by the competent authority 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 leave of any other kind, but any leave, applied for, in continuation of maternity leave may be granted by the competent authority only if the application is supported by a medical certificate.
- (iv) Such leave shall not be admissible to an employee beyond two living children. However leave of kind due shall be allowed in such cases.

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.

- (v) A woman employee eligible for maternity benefits and whose services have been hired on contract basis in a lawfully authorized manner, shall be entitled to 'fully paid maternity leave' up to a maximum of three months or till the currency of the subsisting contract, whichever is earlier.

Further, the eligible woman employee in the said category shall also be entitled to maternity leave on 'without pay basis' up to a further period of maximum three months or till the currency of the subsisting contract whichever is earlier.

This benefit shall be admissible only up to the delivery of second living child.

Leave for Anti-Rabic Treatment

9. Leave for anti-rabic treatment may be granted by competent authority for a maximum period of one month, on production of a certificate from the Medical or Public Health Officer. The employee will be considered on duty and, as such, will draw his actual pay and not leave allowance (any leave necessary in excess of this period shall be treated as leave of the kind due).

Quarantine Leave

10. If an employee or any member of his family, living with him, is suffering from any infectious disease such, as small-pox, Cholera, Plague, *etc.*, quarantine leave may be granted by the competent authority to the employee up to a limit of one month on production of a certificate from the University Medical Officer or Municipal Medical Officer of Health or the Civil Surgeon of the District.

A University employee, on quarantine leave, is not treated as absent from duty, and his pay and allowance are not intermitted.

Leave 'Not Due'

11. Leave 'Not Due' may be granted to permanent employees only on production of medical certificate on half pay or for the purposes of improvement of qualifications on half-pay by the competent authority up to a limit of 6 months.

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

When an employee returns from leave which was 'not due' and which was debited against his leave account, no leave will become due to him until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due.

Extra-ordinary Leave

12 (i) An employee may be granted extra ordinary leave when no other leave is admissible to him and he applies in writing for grant of extra ordinary leave.

(ii) Extra-ordinary leave shall always be without pay and allowances. Extra-ordinary leave shall not count for grant of increment except in the following cases :

- (a) Leave allowed on the basis of medical certificate.
- (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to cause beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employees has no other leave to his credit.
- (c) Leave taken for pursuing higher studies.
- (d) Leave granted to a permanent teacher to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for improving technical and/or academic expertise.

(iii) Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where leave is taken on medical certificate.

(iv) The total period of absence from duty on account of extra-ordinary leave and the period spent on deputation shall in no case exceed five years in the full working life of the individual.

Academic Leave

13. A whole-time teacher of the University with in the meeting of Kurukshetra University Act & Statutes, 1986, shall be eligible for 10 days leave for academic work in a Calendar year.

Provided that if a teacher is allowed to accept Visiting Fellowship under the U.G.C. Scheme in any other university in the country, he may be allowed Academic Leave up to two weeks.

Provided further that under special circumstances, the Vice-Chancellor or the Registrar, as the case may be, may at his discretion, grant up to 10 days more, Academic Leave in excess of 10 days as admissible above.

Note : Academic work will include working on the Committees appointed by the Government and Universities, lecturing and examination work and Public Service Commission work and such other work as may be approved of by the Vice-Chancellor as work of the academic nature.

Vacations, Holidays, or Sundays intervening between or affixed with, the Academic Leave shall not count. Academic Leave for half-days shall not be admissible.

Study Leave

14-A.(i) Study Leave may be granted to a permanent whole time teacher (other than a Professor of a University) with not less than two years continuous service, to persue a special line of study or research directly related to his work in the University Organisation and methods of education giving full plan of work.

(ii) Study Leave shall be granted on the recommendation of the Advisory Committee, but leave shall not be granted for more than two years, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

The period of Study Leave shall, in no case, exceed three years.

(iii) Study Leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of Study Leave.

(iv) Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

(v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the Course of study unless the previous approval of the Executive Council to treat the period of shortfall as Extra Ordinary leave has been obtained.

(vi) The teacher granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave as are applicable to teachers granted fellowships under the

The Academic leave admissible to a person joining/leaving the University service during a Calendar year will be as under :-

	<i>Academic leave admissible</i>
1. On Joining during the first quarter or leaving during the fourth quarter.	Full
2. On joining during the second quarter or leaving during the third quarter.	3/4 th
3. On joining during the third quarter or leaving during the second quarter.	Half
4. On joining during the fourth quarter or leaving during the first quarter.	1/4 th

(Approved by the Executive Council vide Resolution No.5 of 7-3-1977).

Faculty Improvement Programme of the University Grants Commission except the living expenses/allowances of Rs.250/- p.m. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the teachers of study leave shall be reduced subject to the provisions of Sub-clause (vii) and (viii) below.

- (vii) The amount of scholarship/fellow-ship or other financial assistance that a teacher granted study leave has been awarded, will not preclude his being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.

Provided that in the case of award of Commonwealth Fellowship, the teacher concerned shall be allowed study leave on full pay.

The following guidelines may apply while determining the admissibility of pay and allowance where financial assistance is received by a teacher is :

- (a) \$20,000 or above per annum-leave shall be granted without pay;
 (b) 10,000 and above but less than \$20,000 per annum-leave on half-pay; and
 (c) less than \$10,000 per annum-leave with full pay.
- (viii) If teacher, who is granted study leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the study leave salary payable in each case.

Note: It shall be the duty of the teacher granted study leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of study leave from any person or Institution whatsoever.

- (ix) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When study leave is taken in continuation of vacation the period of study leave shall be deemed to began to run on the expiry of the vacation.

However, Study Leave may be combined with Extra-Ordinary Leave for the period beyond three years if this is required for completing any course of study in abroad subject to maximum period of five years. The limit of period of three years as provided in Clause (ii) will not be applicable in such case.

- (x) The period of Study Leave shall be treated as Active Service for the purposes of promotion under CAS and retirement benefits provided that the teacher rejoins the University on the expiry of his Study Leave and renders service for the period for which the Bond has been executed.
- (xi) Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction.
- (xii) Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave. A teacher availing of study leave, shall undertake that he shall serve the University continuously for double the period of study leave subject to a maximum of three years from the date of his resuming duty after expiry of the study leave.
- (xiii) A teacher
- (a) who is unable to complete his studies within the period of study leave granted to him, or
 (b) who fails to rejoin the service of the University on the expiry of his study leave, or
 (c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or

- (d) who within the said period is dismissed or removed from the service by the University. shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study.

Provided that if a teacher had served in the University for a period of not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

Explanation :

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

- (e) Notwithstanding the above, the Executive Council may order that nothing in these rules shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.
- (xiv)(a) After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than double the period of study leave sanctioned to him on full, half or no pay subject to a maximum period of three years.
- (b) In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him of half pay or no pay and give security of immovable property to the satisfaction of the University or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University.
- Where the two sureties or the one surety, as the case may be, provided by the teacher are those who are permanent teachers of the Institution to which the teacher belongs, the University may in its discretion waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank. The Surety clause shall form part of the study leave Bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure the obligations of the bond.
- (xv) The teacher shall submit to the Registrar six monthly reports of progress in his studies from his supervisor or Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the time specified, the payment of salary may be deferred till the receipt of such report.

Sabbatical Leave

14-B. A permanent whole-time University Professor or a Reader or a Lecturer desiring to prosecute higher studies, may, if he has rendered active service as a teacher in the University for not less than five years, be granted by the Executive Council Sabbatical Leave for six months on full pay and further six months on half-pay with permission to prefix and/or suffix vacations provided :

- (i) he is in a position to serve the University for at least three years after return from leave;
- (ii) the period of such leave is spent on study or research or another pursuit solely for the object or increasing the teacher's professional efficiency and usefulness to the University;

- (iii) he shall execute a bond that after the expiry of such leave he shall return to the service of University and serve thereafter for three years (or for proportionate period in case the period of Sabbatical leave is less than one year) failing which he shall refund to the University the leave salary received by him alongwith the usual interest. This condition can be fulfilled during the next period of 5 years after the first return of the beneficiary.
- (iv) Sabbatical Leave shall not be granted to a teacher again until after the expiry of six years from the date of his last return from previous leave including study leave (without pay) or extra-ordinary leave (without pay).
- (v) Sabbatical Leave may be prefixed to Study Leave (without pay) or Extra-Ordinary Leave (without pay) provided that the total period including Sabbatical Leave does not exceed two years. In that case, the period of bond to serve the University shall be three times the period of Sabbatical Leave plus twice the period of Study Leave, failing which the teacher shall refund to the University, the leave salary received by him alongwith the usual interest, plus Rs.3000/-.

- Note:*
- (1) The programme to be followed during Sabbatical leave shall be submitted to the University for approval alongwith the application for grant of leave.
 - (2) A person on Sabbatical leave may be allowed to accept a Fellowship or a Research Scholarship or any other remunerative appointment in an institution of advanced studies.
 - (3) On return from leave he shall report to the University the nature of studies, research or other work undertaken during the period of leave.
 - (4) Only one teacher from a Department shall be granted Sabbatical Leave at a time keeping in view merits of the case.
 - (5) The normal budget provision of a Department shall not be allowed to be exceeded on account of grant of Sabbatical leave.
 - (6) For the grant of Sabbatical leave, the term 'Pay' will include the allowances such as D.A. Ad hoc relief, etc., on the pay last drawn by the teacher before proceeding on leave.

Return from Leave

- 15. (a) A University employee on leave may not return to duty before the expiry of the period of leave granted to him/her unless he/she is permitted to do so by the authority which granted him/her leave.
- (b) A University employee, who has taken leave on medical certificate may not return to duty until he/she has produced a Medical certificate of fitness from the competent Medical Authority on whose certificate the leave was allowed or from the Resident Medical Officer of this University.

Continuous absence from duty

- 16. (i) No University servant shall be granted leave of any kind for a continuous period exceeding 3 years. Provided that, in exceptional cases, the leave may be extended so that the total period does not exceed five years.
- (ii) When a University employee does not resume duty after remaining on leave for a continuous period of five years or where a University employee after the expiry of his/her leave remains absent from duty, otherwise than on deputation or on account of suspension for any period which together with the period of leave granted to him/her exceeds five years, he/she shall be deemed to have resigned and shall, accordingly, cease to be in University service.

Leave due at the time of retirement

17. (A) The University employees retiring on superannuation on or after 1st Feb., 1978 will be paid cash equivalent of leave salary in respect of the period of earned leave/ privilege leave on full pay at their credit at the time of retirement, on the following conditions :

- (i) The payment of cash equivalent of leave salary shall be limited to a maximum of 180 days earned leave/privilege leave, in the case of employees who retired between 1.2.1978 to 30.6.1986, 240 days in case of employees who retired between 1.7.1986 to 30.6.1997 and 300 days in case of employees retiring on superannuation on or after 1.7.97.
- (ii) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lumpsum as a one time settlement.
- (iii) Cash payment under this order will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No Compensatory allowance and/or house rent allowance shall be payable.
- (iv) The authority competent to grant leave shall, *suo moto*, issue order granting cash equivalent of earned leave at credit on the date of retirement.

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

(C) The University employees, who are granted extension of service after attaining the age of retirement shall also be benefited by these rules.

(D) This benefit will also be admissible to persons appointed after superannuation for a fixed term or on temporary basis.

(E) The benefit of leave encashment will also be admissible to the dependents of those employees who expire before retirement subject to the limit of 300 days if there is unavailed earned leave at their credit.

(F) The benefit will also be admissible to such University employees who are retired compulsorily/ premature on the basis of review of record or as a measure of punishment or seek retirement on voluntary basis.

(G) This benefit will be admissible in the case of termination by notice or by payment of salary in lieu of notice, or otherwise in accordance with the terms and conditions of appointment.

(H) This benefit will also be admissible to the employees who resign or quit service, to the extent of half of earned leave at their credit, subject to a maximum of 150 days.

General

18. (i) A leave account shall be maintained by the Head of the Institution or the office concerned in the case of every employee of the University.

- (ii) Sabbatical, Study, Half Pay or Commuted Leave, taken in India, shall be reckoned from the date on which the officer relinquishes charge of his office to the date on which he resumes charge of his post.
- (iii) Study leave without pay, Half Pay or Commuted Leave, taken out of India, shall be reckoned from the date of embarkation at the port of departure from India to the date of disembarkation at the port of arrival on return to India, in case the journey is performed by sea; and from the date of arrival, on return, to an air-port in India, in case the journey is performed by air, with the previous sanction of the competent authority.
- (iv) The monthly allowance to be granted to an officer, while on subsidiary leave, shall be equal to half of his monthly salary.

- (v) If the officer overstays his leave, he shall forfeit all his salary during the time of his remaining so absent, and if he overstays his leave for more than one week, his office shall be liable to be declared vacant.
- (vi) A University employee, on leave, may not take up any service, or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.
- (vii) An employee, granted leave on account of ill health, although the leave is not technically on medical certificate, may be required to produce a medical certificate of fitness before returning to duty.
- (viii) An employee, who is dismissed or removed from service, if re-instated, is entitled to count his former service for leave. Leave shall not be granted to an employee whom a competent authority has decided to dismiss or remove from service.
- (ix) An employee, retained in service after the date of his compulsory retirement, is entitled to earn leave according to these rules.
- (x) A list of officers, to whom powers have been delegated to grant leave, other than casual leave, under these rules, is given in the *Annexure*.

18-A. (i) An employee nominated by the competent authority to perform journey in connection with the affairs of the University and paid T.A./D.A. out of funds of the U.G.C., C.S.I.R. maintained by the University or Colleges recognised by the University (only for attending the meetings of the Selection Committees as Vice-Chancellor's nominee or subject expert for which the T.A./D.A. is paid by the College concerned) shall be treated on duty.

(ii) Duty leave may also be granted to an employee irrespective of the source from which the T.A./D.A. is paid for :

- (a) attending conferences, congresses, symposia and seminars on behalf of the University.
- (b) delivering lectures in institutions and Universities at the invitation of such Institutions or Universities received by this University and accepted by the Vice-Chancellor.
- (c) working in another Indian or foreign University; any other agency, Institutions or organisation when so deputed by the University or for performing any other duty for the University.
- (d) working on delegation or Committee appointed by the Govt. of India/State Government, Haryana/Public Service Commission and the University Grants Commission, provided the teacher does not get any remuneration/honorarium for attending the work of these agencies.
provided further that the duty leave will be admissible alongwith the remuneration/honorarium only if the concerned agency asks for the same to the University.
- (e) visiting foreign countries under Cultural Exchange & Bilateral Exchange Programme, Indo-US Fellowship, Indo-US Change of Scientist Programmes, Common-wealth exchange Programme *etc.*, sponsored by the University Grants Commission. Duty leave may be granted in such cases for the duration of Programme including time required for Travelling notwithstanding the provisions contained in Clause (iii) (a) below.
- (f) attending such short term courses as the Executive Council may approve as useful for the University.

(iii) (a) Duty leave may be allowed upto 20 days in a year. The Vice-Chancellor may extend it by 10 days. However, in exceptional cases, duty leave can be extended beyond the limit of 30 days by the Executive Council if there exists sufficient justification for the same.

(b) Duty leave may be combined with earned leave, half pay leave or extra-ordinary leave.

B. A University employee may be allowed by the Executive Council to serve any other University, educational institution, department/organisation of the State or Central Government and the period of

such service shall be treated as period spent on deputation. The terms and conditions for deputation shall be as determined by the Executive Council.

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

D. The University employees who meet with accident while on duty will be granted 'Special Disability Leave' as per the rules of the Haryana Government, mutatis mutandis, together with its amendments from time to time.

E. Disabled ex-servicemen called for Resurvey Medical Board will be treated on duty for hospitalisation period.

Child Care Leave :

- (i) CCL (Child Care Leave) will be granted for a maximum period of 2 years (i.e. 730 days) during the entire service to a confirmed woman employee for taking care of her two eldest surviving children below the age of 18 years only.

Note : The women employee on probation will not be entitled for Child Care Leave.

- (ii) CCL will not be debited against the leave account but will be admissible when the concerned woman employee has no Earned Leave at her credit. The leave account of CCL shall be maintained on the prescribed proforma and kept in Service Book of the concerned female employee.
- (iii) The leave salary as admissible while on Earned Leave will also be admissible during the period of CCL upto 730 days.
- (iv) The nature of CCL will be like the Earned Leave, therefore, Saturdays, Sundays, Gazetted holidays etc. falling during the period of leave would also be counted for CCL, as in case of Earned Leave.
- (v) It may be availed of in more than one spell.
- (vi) CCL may also be allowed to woman employee for the third year as 'Leave not due' (without production of medical certificate) or it may be combined with leave of the kind due and admissible provided no Earned Leave should be in her credit at that time and leave salary during the third year will be the same as admissible while on 'Leave not due' or leave of the kind due, as the case may be.
- (vii) No CCL will be admissible for third or next child irrespective of his age.
- (viii) It will be sanctioned by the Vice-Chancellor in the case of Class 'A' Officer and Registrar in the case of Class 'B', 'C' & 'D'.

ANNEXURE

**DELEGATION OF POWERS TO GRANT LEAVE OF VARIOUS KINDS UNDER
THE KURUKSHETRA UNIVERSITY LEAVE RULES**

<i>Sr No.</i>	<i>Kind of Leave</i>	<i>Competent Authority</i>	<i>Extent</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
1.	Study Leave		
	(i) Study Leave (with pay)/Study Leave (without pay)/Sabbatical Leave.	Vice-Chancellor	Full
2.	Leave of any other kind to the Heads of the Departments/Offices, Registrar/Professors/ Principals of University College and College of Education.		
	Extra-Ordinary Leave (without pay)/Half-pay Leave/Commutated Leave/Maternity Leave/ Quarantine Leave/ Leave for Anti-Rabic treatment/Leave 'not due'/Academic Leave/ Earned Leave.	Vice-Chancellor	Full
3.	Leave of any other kind to the Class 'A' Officers viz. Superintendents and above the level of Superintendents, other than Heads of Departments/Offices, Registrar/Professors/ Principals of University College and College of Education.		
	Extra-ordinary Leave (without pay)/Half-pay Leave/Commutated Leave/Maternity Leave/ Quarantine Leave/Leave for Anti-Rabic treatment/Leave not due/Earned Leave.	Registrar	Full
		Provided that Half pay leave/Commutated Leave/ Earned Leave upto 30 days be sanctioned by the officer controlling the Establishment Branch in respect of the officials up to the level of Superintendent or in identical pay scale. However, where the leave is to be refused the matter is to be referred to the Registrar.	
	(i) Vice-Chancellor's Discretionary Academic Leave, Academic Leave only if combined with Vice-Chancellor's discretionary Academic Leave.	Registrar	Full
	(ii) Academic Leave (10 days)	Chairperson of the Department/Principals University College/ College of Education	
4.	Leave of any other kind to the Officials whose scale of pay carries a minimum basic salary below the pay scale of Lecturer.		
	(i) Vice-Chancellor's Discretionary Academic Leave only if combined with Vice-Chancellor's Discretionary Academic Leave.	Registrar	Full

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
(ii)	Extra-Ordinary leave (without pay)/Half pay leave/Commuted Leave/Maternity Leave/Quarantine Leave/Leave for Anti-Rabic treatment/Leave not due.	Officer controlling the Establishment Branch	Full
(iii)	Academic Leave (10 days)	Chairperson of the Department/Principals University College/College of Education	Full
(iv)	Earned Leave	Head of the Department/Office/Branch Officer	Full

THE CASUAL LEAVE REGULATIONS, 1963

Casual leave may be granted to University employees by the authorities specified in *Appendix-I* in accordance with the regulations detailed below :

1. Casual leave cannot be claimed as a matter of right but can be granted at the discretion of the sanctioning authority.

2. Normally 15 days Casual leave to Male employees and 20 days to Female employees in a year may be granted but on special grounds, the Vice-Chancellor or the Registrar, as the case may be, may, at his discretion sanction Casual leave up to 5 days more.

The University employees undergoing vasectomy operations may be granted special Casual leave for 6 days over and above their normal quota on production of Medical Certificate from a Government Medical Officer.

Provided further that 7 days Special Casual leave may be granted to employees whose wives undergo tubectomy operation during the period of the said operation over and above the normal entitlement on production of Medical Certificate from Government Medical Officer.

3. Casual leave cannot be combined with any other leave. It can be combined with public holidays; provided the total period, including the holidays, at any one time, does not exceed 10 days.

4. Holidays or Sundays intervening between spells of Casual leave are not counted towards the Casual leave. But in reckoning the period of 10 days, mentioned in rule 3, one Sunday either at the beginning or end of the leave, may be excluded but other holidays included.

5. Short leave of up to two hours duration will be counted as one-third casual leave; from two hours to three hours as one-half casual leave; and above three hours as one casual leave.

Provided that the above rule shall apply to non-teaching employees only, except those working in the University Health Centre.

6. Dean/Principal/Chairperson of Department concerned and the Registrar shall maintain proper account of the Casual leave taken during a Calendar year by each individual official of his Department/Office.

The Casual leave admissible to a person Joining/leaving the University Service during a Calendar year will be as under :

Casual Leave admissible

- | | |
|--|-------------------|
| 1. On joining during the first quarter or leaving during the fourth quarter. | Full |
| 2. On joining during the second quarter or leaving during the third quarter. | 3/4 th |
| 3. On joining during the third quarter or leaving during the second quarter. | Half |
| 4. On joining during the fourth quarter or leaving during the first quarter. | 1/4 th |

(Approved vide Executive Council Resolution No.5 of 7-3-1977)

RULES FOR HOUSE BUILDING LOAN TO THE STAFF OF KURUKSHETRA UNIVERSITY

1. Short Title

These rules may be called 'Kurukshetra University House Building refundable loan rules to the staff, 1987'. These rules lay down the terms and conditions for grant of interest bearing refundable advances to the employees of Kurukshetra University for construction of houses.

2. Funds

All advances shall be granted subject to availability of funds for the purpose in the approved Budget Estimates of the University. Funds will be earmarked on 'First-cum-First Served' basis for which applications will be invited after giving sufficient time. Those who apply once but are not granted this loan in a particular year need not apply again.

Admissibility for the grant of House Building Loan will be determined only once, i.e., when the first instalment of the loan is sanctioned to the concerned employee and thereafter no benefit will be given on subsequent increase in pay.

3. Entitlement

Subject to the monetary limits as prescribed in the University Budget for each category of employees, i.e. Class-A, B, C and D, the permanent employees of the University will be eligible for sanction of advance, as under :-

(i) *For Construction of a House*

34 months basic pay plus Dearness Pay plus special pay subject to a maximum of Rs.7.50 lac or cost of the built up house allotted by Govt. agencies/private source or any other registered societies, whichever is less, recoverable in 150 monthly instalments.

(ii) *Repair of House*

7 months basic pay plus Dearness Pay plus special pay subject to a maximum of Rs.1.00 lac recoverable in 96 monthly instalments.

(iii) *For Extension of a House*

8 months basic pay plus Dearness Pay plus special pay subject to a maximum of Rs.1.80 lac recoverable in 96 monthly instalments.

The maximum of House Building Advance including repair of house and extension of house will be limited to Rs.10.00 lac.

(iv) *For the Purchase of Plot*

60% of the total admissibility of House Building Advance.

In case of those employees whose pay scales have not been revised, all allowances granted upto 608 points consumer price index would be treated as part of Pay for calculating the admissibility of House Building Advance.

- Note :*
1. In case of University employees whose service falls short of the period of instalments mentioned above, the amount of monthly instalments would be so increased as to liquidate the entire amount with interest before the retirement of the employee.
 2. The amount of instalments shall be fixed in whole rupee, except in the case of last instalment.
 3. Recovery of advance will start from 13th issue of pay after the drawal of the first instalment of the advance and shall continue irrespective of the fact that the employee has proceeded on leave or has been put under suspension.
 4. An employee should have a clear title to the plot in his favour (a documentary proof is required). In case the employee has purchased the plot from Haryana Urban Development Authority or Improvement Trust etc. he will have to produce conveyance deed of the plot in his favour. The employee seeking loan will have to produce attested copy of approved building plan.

Provided further that in case an employee is not in a position to furnish the approved Building Plan alongwith the application, he will have to do so within two months of the sanction of the loan failing which he will forfeit his claim for the loan and the person next in the seniority list will be considered for the loan.

However, funds against sanctioned loan will not be released till the submission of the approved Building Plan.

5. Interest on the amount advanced shall be recoverable in monthly instalments. The number of instalments for recovery of interest will be arrived at by dividing the amount of total interest by the amount in an instalment for the re-payment of the principal. The recovery of interest will start from the month following that in which the re-payment of principal has been completed.
6. The budget allocation meant for this purpose will be divided equally in all the four categories mentioned above.
7. Category-wise inter-se-seniority of employees shall be framed for the purpose of grant of advances by the Establishment Branch. The loan may be granted on the basis of seniority so framed.
8. Inter-se-seniority for the purpose of grant of loan shall be determined with reference to date of continuous appointment in the University on regular basis.
9. Advance for extension of existing house within the State of Haryana including Chandigarh may also be allowed as per clause-3 (iii). Such employee will be required to submit an estimate towards the cost of construction of the remaining part of the building and original plan alongwith their application as the loan will be determined on the basis of estimated cost.
10. The house building advance may be allowed to both husband and wife, if they are University employees and are eligible for the same under the rules on the subject individually and severally on a jointly owned plot/house or a separate plot/house as per their admissibility. In that event it has to be ensured that the amount has been spent and the plot and the structure thereon have been jointly or individually mortgaged by the University employees.
11. An advance for the extension/repair of existing living accommodation to the employees who have not obtained any house building advance from the University earlier under these rules may be allowed after the expiry of 5 years from the date of purchase of house or possession thereof whichever is later. In the case of employees, who have taken a house building loan earlier under these rules from the University, loan for extension/repair be allowed only after 10 years of the start of drawal of loan.

4. General Conditions

- (i) This advance may be sanctioned by the Registrar or by any other officer authorised by him to an employee of the University who desires to build house for occupation by himself within the State of Haryana including Chandigarh or if he is retiring within 10 years at any place in India where he intends to settle down.
- (ii) The advance will be paid in four instalments as follows :
 1. After obtaining the amount of 20% (less than 40%) utilization certificate indicating that the material has been purchased for the construction of house shall be submitted.
 2. After obtaining the amount of next 20% (balance of 40%) utilization certificate indicating that the house has been completed upto plinth level, shall be submitted.

3. Third instalment equal to 30% of the advance will be admissible when the house is to be completed upto the roof level.
After obtaining the third instalment, utilization certificate indicating that the roof has been laid, shall be submitted.
 4. Fourth instalment equal to 30% viz. balance after the roof has been completed.
After obtaining the 4th instalment, utilization certificate to the effect that the house has been completed shall be submitted.
- (iii) Satisfactory evidence should be produced to show that the amount of instalment has been actually utilised for the purpose for which it was drawn before the next instalment is paid. The unspent amount shall be forth-with refunded to the University.
 - (iv) The sanctioning authority shall satisfy that :
 - (a) The amount of advance applied for has not been over-estimated.
 - (b) that the applicant has clear title to the land on which the house is proposed to be built. For this purpose, he should see the original title deed in possession of the employees.
 - (c) that the plan is duly sanctioned by the Municipal Committee concerned in case of Cities and by an approved Draftsman in case of Villages.
 - (v) The office will calculate the estimated cost of construction on the basis of cost intimated by the Executive Engineer which will be intimated every year.
 - (vi) The applicant will have to submit an affidavit on a stamped non-judicial paper that he or any dependent member of his family does not own a house at the place he wants to construct a house with this loan.
 - (vii) Not more than one advance shall be made for the same house and no employees shall be allowed a second advance while any portion of the previous advance with interest accrued thereon is outstanding against him.
 - (viii)
 - (a) The second house building advance will be granted only if the first House Building Advance was taken 10 years back by the applicant.
 - (b) No portion of previous loan and interest accrued thereon is outstanding against him and NDC to this effect has been issued to be competent authority.
 - (c) The sale proceeds of the House Built/Acquired through first House Building Loan taken from University will not be taken into consideration.
 - (d) The second loan will be granted equal to employees' present admissibility (34 months basic pay +DP+NP+SP subject to a maximum of Rs. 7.50 Lacs or cost of House whichever is less) minus (-) amount of first HBL taken by him.
 - (e) The rate of interest on advance for second loan shall be as fixed by the State Govt. from time to time.
 - (ix) Application for advance must be made through the applicant's departmental superior who will record his opinion as to the necessity for the assistance solicited. The applicant must certify that the sum is to be spent on the building only and pledge himself that should there be any surplus funds after the house is completed, it will at once be refunded to the University. He should also certify that he is unable to build a house without the advance.
 - (x) Simple interest will be levied on these advances at the rate fixed by Haryana Government from time to time. The interest would be calculated on balance outstanding on the last day of each month.

Provided further that the rate of interest on house building advance to University employees who volunteer for sterilization would be half per cent less than the normal rate of interest, subject to fulfilling such conditions as may be laid down by the Govt. from time to time.

- (xi) The advance shall not be sanctioned, if there is break of any of the canons of financial propriety.
- (xii) An advance may be made to a University employee in exceptional circumstances for the purchase of a house; the employee will be required to deposit with the University satisfactory evidence of a clear title to the house.
- (xiii) An advance may also be given for the purpose of repaying a private loan taken by a University employee especially for the purchase of a house subject to fulfillment of other relevant conditions provided :-
 - (i) that the applicant has through his private loan acquired on unencumbered title to the house purchased, and
 - (ii) that the original loan for the purchase of the house was taken not more than eighteen months before the date of receipt of application for an advance to discharge the private loan.

5. Mortgage Bond and Agreement Bond

- (i) The employees drawing house building advance shall be required to execute a mortgage and agreement bond in the form given at Appendix-I & II.

Expenditure incurred by the employees on mortgage (Stamp duty & registration charges) will be reimbursed by the University.

- (ii) In case an employee, who is eligible to raise loan under this Scheme, intends to raise loan under some other housing Scheme, the first mortgage will be required to be executed in favour of the University.

Provided further that an employee may be allowed to execute 2nd mortgage only if he takes loan for repayment of balance amount of loan (together with interest thereon) raised by him from some housing society/Bank subject to a maximum of loan admissible to an employee under a particular category on production of a certificate from the said society/Bank with regard to the amount remaining payable at the time of submission of his application for loan with the University which will be recovered in 180 instalments from the 1st issue of the pay after grant of loan if an employee gets maximum amount of loan admissible to him. In case less amount of advance is taken, the number of instalments will be proportionately reduced.

- (iii) The mortgage will be released on liquidation of the full amount with interest due in the form given at Appendix-III.
- (iv) The mortgage bond and agreement bond shall be kept in safe custody in the University office after careful scrutiny of all such bonds that they are in proper legal form and have been regularly executed.

6. Default

- (i) The University shall be free to adjust the recoveries due from the University share of C.P.F. lying at the credit of employee or any other sums due to him, such as gratuity, pay or other arrears etc.

- (ii) The legal expenses in recovering the amount in default will be recovered from the defaulter.
- (iii) In case an employee seeks premature retirement or resign from service, he shall deposit in lump sum to the University, the balance amount of loan alongwith up to date interest before making application for premature retirement or resignation.
- (iv) Where the loan has been utilised for a purpose other than the purpose for which it is granted, the penal interest, as fixed by the State Govt. from time to time, over and above normal rate of interest shall be charged from the date of drawal of the loan till the principal has been recovered and such an employee shall be debarred from all kinds of loan from the University in future.

7. Interpretation of Rules

Rules of Haryana Government will be applicable in respect of the provisions not contained in the aforesaid rules.

Powers to interpret these rules shall vest in the Vice-Chancellor.

APPENDIX-I
FORM OF MORTGAGE FOR HOUSE BUILDING ADVANCE

This indenture made the.....day oftwo thousand and.....betweenof.....an employee..... (hereinafter referred to as the mortgage which term shall where the context so admits include his heirs, executors, administrators and assigns) of the one part and the Vice-Chancellor, Kurukshetra University, Kurukshetra (hereinafter referred to as the mortgage which term shall where the context so admits include his successor and assigns) of the other part.

Where as mortgagor is absolutely seized and possessed for an advance of the sum of Rs. for the purpose of enabling him to defray the expenses of as a suitable residence for his own use.

And whereas under the provisions contained in the K.U.K. House Building Advance Rules, 1987 (hereinafter referred to as the said Rules which expression shall where the context so admits include any amendment thereof or addition thereto for the time being in force) the mortgagee has agreed to advance to the mortgagor the said sum of Rs. (payable as follows that is to say the sum of Rs on or before the execution of these presents and the balance (unless and until the power of sale applicable hereto shall have become exerciseable) by equal instalments payable monthly the first of such instalments to be payable on the day of.....

Now this indenture witnesseth that in pursuance of the said agreement and in consideration of the sum of Rs..... paid on or before the execution of these presents to the mortgagor by the mortgagee (the receipt whereof the mortgagor doth hereby acknowledge) for the purpose of enabling the mortgagor to defray the herein before cited expenses the mortgagor hereby covenants with the mortgagee to repay to the mortgagee the said sum of Rs..... (and such further sum as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf) and interest thereon

calculated according to the said rules on the day of next and if the loan shall not be repaid on that date will pay interest in accordance with the said rules. And this indenture also witnesseth that for the consideration aforesaid the mortgagor of doth hereby convey transfer and assure unto the mortgagee all that piece of land situate in the District of registration district of sub-registration district of containing..... more or less now in the occupation of the mortgagor and bounded on the north by..... on the south by on the east by..... and on the west by..... together with the dwelling house and the out offices, stables, cook-rooms and out-building now erected or hereafter to be executed on the said piece of land together with all rights easements and appurtenances to be the said hereditaments or any of them belonging to hold the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to the use of the mortgage absolutely subject to the proviso for redemption hereinafter contained provided always that if and as soon as the said advance of Rs (and of such further sums as may have been paid as aforesaid) made upon the security of these presents shall have been repaid and interest thereon calculated according to the said rules by the deduction of monthly instalments of the salary of the mortgagor as in the said rules mentioned or by any other means whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor re-convey, re-transfer or re-assure the said hereditaments unto and to the use of mortgagor or as he may direct and it is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the

service before the said sum of Rs. (and any further sum as may have been paid as aforesaid) and interest thereon calculated according to the said rules shall have been fully paid off then and in any such cases it shall be lawful for the mortgagor to sell the said hereditaments or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts and assurances for effectuating any such sale as the mortgagor shall think fit and it is hereby declared that the receipt of the mortgagor for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom and it is hereby declared that the mortgagee shall hold the moneys to arise from any sale in pursuance of the aforesaid power upon trust in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time-being owing on the security of these presents and then to pay the surplus (if any) to the mortgagor and it is hereby agreed and declared that the said rules shall be deemed and taken to be part of these presents.

The mortgagor hereby covenants with the mortgagee that he the mortgagor will during the continuance of this security observe and perform all the provisions and conditions of the said rules on his part to be observed and performed in respect of these presents and the said hereditament.

In witness whereof the mortgagor, hath hereunto set his hand the day and year first above written.

Signed by the said (Mortgagor) in the presence of Occupation

1st witness 2nd witness

Address : Address :

Occupation

(The deed should be registered)

Note :- There must be two witnesses to be mortgagor

APPENDIX-II
AGREEMENT FORM

An agreement to be executed by University employee at the time of or before drawing advance for the construction of house for adjustment of the balance advance outstanding at the time of retirement against the death-cum-retirement gratuity, University share of C.P.F. pay or other arrears, etc.

An agreement made on day of two thousand and.....between.....of..... (hereinafter called the borrower, which expression shall include his legal representative and assigns) of the one part and the Vice-Chancellor of K.U.K. (hereinafter called Vice-Chancellor which expression shall include his successors and assigns) of the other part, whereas the Borrower has agreed to erect a house thereon the piece of land situated in State.....in the registration district of.....in Tehsil.....Thana..... containing..... more or less and bounded on the north byand on the south by.....on the east byand on the west by.....(hereinafter referred to the said land) for the sum of Rs.....and whereas the borrower has, under amended from time to time, applied to the Vice-Chancellor for a loan of Rs.....rules hereinafter referred to as the said rules which expression shall include any amendment thereof for the time being in force, that the last instalment of loan together with the interest accrued thereon will be recovered from the gratuity C.P.F. or other arrears payable to him at the time of retirement or to the members of his family after his death under clause.....of the University Calendar. For this purpose, the University employees concerned shall execute an agreement to this effect and modify the nomination, if any, made by him for payment of gratuity C.P.F. or other arrears etc. after his death in such a way so as to provide therein that the unpaid amount of loan/advance out of the University funds together with interest thereon shall be the first charge recoverable by the University from the gratuity payable to him after retirement or to his family after his death.

Now it is hereby agreed between the parties herein that in consideration of the said order, the borrower, having modified the nomination of any, made by him in the manner provided above, hereby authorise the Vice-Chancellor to extinguish the last instalment of loan together with the interest accrued thereon from the gratuity payable to the borrower or to his family or his legal heirs.

In witness thereof the borrower has hereunto set his hand the day and year first, before write on.

Signed by the said borrower in the presence of witness

1. Witness
2. Witness

APPENDIX-III
RE-CONVEYANCE FOR HOUSE BUILDING ADVANCE

This indenture made the.....day of.....20.....between the Vice-Chancellor, Kurukshetra University, Kurukshetra (hereinafter called the V.C.) of the one part anda employee of K.U.K. (hereinafter called the mortgage of the other part is supplemental to as Indenture of mortgage, dated the..... day of20..... and made between the mortgagor of the.....in Book.....Volume.....pages..... to.....as No.for..... (hereinafter called the Principal Indenture) whereas all moneys due and owing on the security of the Principal Indenture have been fully paid the satisfied and the Vice-Chancellor has accordingly at the request of the mortgagor agreed to execute such re-conveyance of the mortgaged premises in the within written Indenture comprised as is hereinafter contained. Now this Indenture witnesseth that in pursuance of the said agreement and in consideration of the premises the Vice-Chancellor doth hereby grant assign and reconvey unto the mortgagor his heirs, executors, administrators and assigns all that the piece of land situate in the..... containing.....more or less bounded on the north by on the south by..... on the east by on the west by..... together with the dwelling house and out-offices, stables, cook-rooms and out buildings thereon and all and singular other than premises in the Principal Indenture comprised or expressed to be thereby assured or which means nor are by any means vested in the Vice-Chancellor subject to redemption under or by virtue of the Principal Indenture with their rights as month and appurtenances as in the Principal Indenture expressed and all the estates right title interest property claim demand whatsoever of the Vice-Chancellor into out of or upon the same premises by virtue of the Principal Indenture to have and to held the premises hereinbefore expressed to be hereby granted assigned and reconveyed unto and to the use of the mortgagor his heirs, executors, administrators and assigns for ever freed and discharged from all moneys intended to be secured by the Principal Indenture and from all actions suits accounts, claims and demand for or in respect of the said moneys or any part thereof or, for or in respect of the Principal Indenture or of anything relating to be premises and the Vice-Chancellor hereby covenants with the mortgagor his heirs, executors, administrators and assigns that the Vice-Chancellor has not done or knowingly suffered or been party or privy to anything whereby the said premises or a part

thereof are, is or can be impeached, encumbered or affected in title estate or otherwise howsoever in witness whereof the parties have hereunto set their hands and seal the day and year first above written.

Singed sealed, and delivered byfor and on behalf of the Vice-Chancellor of K.U.K. in the presence of

WRITING OFF OF LOSSES REGULATIONS, 1963**Short Title & Commencement**

1. (i) These Regulations may be called “The Kurukshetra University Writing Off of Losses Regulations, 1963”.

(ii) These Regulations shall come into force from date of their approval by the competent authority.

Definition

2. In these Regulations unless the context otherwise requires :—

“Competent authority” means the authority specified in Rules 3, 4 and 5 *ibid* for purposes of these Rules.

3. Losses up to Rs.1000/- in respect of their own Offices shall be written off by the Branch Officer including Manager, Printing & Publications, Director, Youth & Cultural Affairs, Director, Sports etc.

4. Losses up to Rs.5000/- shall be written off by the Chairpersons/Principals/Dean of Colleges/ Director, Distance Education/Controller of Examinations/ University Librarian, in respect of their own Department/Office.

5. Losses upto Rs.10000/- shall be written off by the Registrar/Finance Officer.

6. All losses above Rs.10000/- shall be written off by the Vice-Chancellor.

The losses above Rs.1000/- will be written off on the recommendations of the following Committee to be arranged by the concerned Chairperson/Branch Officer at his own level :—

(i) Head of Teaching Department/Non-teaching of concerned office.

(ii) XEN/SDO to be nominated by XEN or any other officer authorised by the Registrar.

(iii) Head, Computer Centre (in case of Computer items).

(iv) Assistant Registrar (Accounts)/Superintendent (Accounts) to be nominated by the Finance Officer.

In addition to above, the nominee of Dean, Faculty of Arts & Languages will also be associated in the write off committee in case of old books of Printing & Publication Department.

THE TEACHERS' WELFARE FUND

1. The Fund shall be called the "Kurukshehra University Teachers' Welfare Fund".
2. The Fund shall comprise of :
 - (i) Rs. 10000/- per annum to be contributed by the University.
 - (ii) any other amount which may be contributed specifically to this fund from any source.
3. The objects of the Fund shall be :-
 - (a) to provide Holiday Home(s) in Hill Station(s);
 - (b) to provide financial aid to children of University/College Teachers on premature death.

Note :- The minimum ad hoc relief to be paid to the family of the deceased in the event of death of a teacher of a College affiliated with this University shall be Rs.10000/-.

The deduction made from the examination remuneration of teachers of the affiliated Colleges will be spent exclusively on the welfare of the teachers of the affiliated Colleges.

4. The Fund shall be maintained under a separate head by the University and will be operated upon by the Vice-Chancellor. He may, if deemed necessary, constitute a Committee to advise him in the matter.

THE VICE-CHANCELLOR'S DISCRETIONARY FUND

1. The Fund shall be called the "Kurukshestra University Vice-Chancellor's Discretionary Fund".
2. The Fund shall comprise of the allocations made annually by the Kurukshestra University out of its funds.
3. The Vice-Chancellor at his discretion may sanction expenditure out of this Fund for the benefit of Students and Employees of the University.

THE VICE-CHANCELLOR'S FUND RULES, 1965

1. Short Title and Commencement

- (i) These rules may be called "The Kurukshetra University Vice-Chancellor's Fund Rules, 1965."
(ii) These rules shall be deemed to have come into force from the eighteenth day of September, 1965.

2. Definitions

In these rules, unless the context otherwise requires :

- (1) 'Fund' means the Kurukshetra University Vice-Chancellor's Fund, 1965.
- (2) 'Subscriber' means a person who voluntarily pays and includes an employee who authorises his employer to pay, on his behalf, from out of his earned salary into the 'Fund'.
- (3) 'Cash' includes Legal Tender Coin, Currency and Bank Notes, Cheques payable on demand, Reserve Bank Government Drafts, Demand Drafts and Revenue stamps and also a 'Purse'.
- (4) 'Committee' means the Committee appointed for administering the 'Fund'.
- (5) 'Chairman' means the Chairman of the Committee.
- (6) 'Secretary' means the Honorary Secretary of the Committee.
- (7) 'Drawing and Disbursing Officer' means the 'Secretary' or any other officer who may be empowered to draw and disburse money from the 'Fund'.
- (8) 'Competent Authority' means the Committee or such other authority to whom powers in this behalf may be delegated.
- (9) 'Year' means 'Academic year' of the University.
- (10) 'Auditor' means the Joint Director (Audit) deputed by the Director Local Audit, Department Haryana, for auditing the University Accounts.

3. Incorporation

The Vice-Chancellor of the University, who is the ex-officio Chairman of the Committee, and the first members of the Committee, whose names are set-forth in the schedule below, and all persons who may hereafter become or be appointed as such, respectively, so long as they continue to hold such office or membership, shall be constituted into a 'body' known as, 'The Kurukshetra University Vice-Chancellor's Fund Committee' and shall have perpetual succession and a common seal.

SCHEDULE

(The First 'Committee')

- | | |
|--|---------------|
| 1. Dr. Bool Chand, M.A., Ph.D. (London),
Vice-Chancellor,
Kurukshetra University, Kurukshetra. ... | Chairman |
| 2. Dr. Tulsi Dass | } |
| 3. Choudhary Suraj Mal | |
| 4. Dr. P.S. Muhar | |
| 5. Shri K.L. Malhotra | |
| 6. Shri Purshottam Dutt Vashishtha | ... Members |
| 7. Shri Banarsi Dass | ... Secretary |

4. Fund

(1) The following shall constitute the 'fund' :-

Any contribution or grant, in cash, by a person or group of persons, institution, local body or Government in the form of bequest, donation or endowment.

Provided that, no benefaction shall be accepted, which, in the opinion of the Committee, involves conditions or obligations opposed to the spirit and objects of the Kurukshetra University.

(2) The 'Fund will be held in trust and shall be administered by a Committee of seven, who shall be-

- (i) The Vice-Chancellor, Ex-officio Chairman,
- (ii) Two representatives of the Executive Council,
- (iii) Two representatives of the Academic Council, and
- (iv) Two nominees of the Vice-Chancellor.
One of these members would work as Secretary of the Committee.
- (v) Proctor.
- (vi) Chief Warden.

5. Custody of the 'Fund'

The 'Fund' shall be kept separate from the other funds of the University, in a Bank or invested in securities authorised by the Indian Trust Act, 1882.

6. Periodical Review

The Committee shall conduct periodical reviews of the income and expenditure and will devise means for stepping up the resources and the 'fund'.

7. Annual Report

The Secretary shall prepare the Annual Report, on behalf of the Committee, for its submission to the Executive Council.

8. Duties and Powers of the Committee

The Committee shall take all steps, do all acts, and exercise all powers, for the promotion and proper utilization of the 'fund'.

9. Duties of the Secretary

It shall be the duty of the Secretary -

- (i) to be the custodian of the records, common seal and such other property belonging to the Committee, as the Vice-Chancellor shall commit to his charge;
- (ii) to conduct the official correspondence of the Committee;
- (iii) to issue all notices and convene meetings of the Committee; and
- (iv) to keep the minutes of all meetings.

10. Meetings

- (i) The Committee shall meet every two months and at such other time, when called by the Secretary, under the directions of the Vice-Chancellor, or as may be necessary, for the disposal of business.

- (ii) The Chairman, if present, and in his absence, a member elected by those present to perform the duties of the Chairman, shall preside over all meetings of the Committee.
- (iii) Four members shall form a quorum.
- (iv) All questions shall be decided by a majority of votes of the members present. The Chairman shall have a vote and in case of equality, he shall have a second or a casting vote.

11. Proceedings not invalidated by vacancies

No act or proceedings of the committee shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members.

12. Responsibility for Maintenance of Accounts

- (i) It will be the responsibility of the Secretary to see that all persons who receive or pay on behalf of the Committee, maintain and render proper accounts thereof in such manner that information in regard to all receipts and expenditure could be deduced therefrom, as required, from time to time. All accounts shall be kept so clean, the details so fully recorded and the initial record of payments made so clear, explicit and self-contained as may produce a convincing and satisfactory evidence of facts in a court of law.
- (ii) The Secretary shall render to the Committee and to the Executive Council accurately and promptly, such accounts and returns, exhibiting the position of those transactions in relation to the 'fund' as may be required of him, from time to time.
- (iii) All moneys received and expended on behalf of the Committee will be credited into and withdrawn from the 'fund', and
- (iv) No erasure shall be made in any Account book, Register, Form or Voucher, and if any correction has to be made, it shall be made neatly and attested by the Secretary.

13. Application of 'Fund'

The 'fund' shall be applicable to the matters enumerated below and incidentally connected therewith :-

- (1) the provision and maintenance of office;
- (2) salaries and allowances of the servants appointed and actual expenses incurred by the Vice-Chancellor or the members on journeys, performed in relation to the 'fund' and other business of the Committee;
- (3) stationery and printing charges for the office;
- (4) audit fee, if any;
- (5) for providing relief to deserving students of the University;
- (6) advertisement charges;
- (7) expenses of a public meeting, function or exhibition, arranged in relation to raising the 'fund';
- (8) contribution for becoming a member of any other body or society, having similar objects, with the 'fund'; and
- (9) any other extra-ordinary charges of like nature.

14. Grant of Receipts

A receipt in duplicate shall be made out by carbon process, with an indelible pencil. The original will be given to the person paying the subscription and duplicate carbon copy retained in the office as Office copy. The Secretary shall, however, satisfy himself that the amount so received has been properly entered in the 'Cash Book'. The receipt will be signed by the Secretary or by the person authorised by him to do so.

15. Receipt of Payment by Cheque

If the payment is received by a Cheque or Demand Draft, the Secretary shall cause an entry of the Cheque or Demand draft to be made in the Register of Cheques and drafts to be maintained in a prescribed 'form' for the purpose. No receipt shall be given until the Cheque or Demand draft has been encashed. The Cheques and the Demand drafts, may, however, be acknowledged and final receipt of the amount be issued only when the amount is brought to account in the 'Cash Book'. If the payment is received by Cheque, drawn on a Bank, it shall be endorsed by the person in whose favour it is drawn with the words, "Received payment by transfer-credit to the Vice-Chancellor's Fund", before it is sent to the bank where the fund is kept.

16. Receipt of Money by Money Order

When money is received by Money Order, entry of the amount so received shall forthwith be made in the "Cash Book" and initialled by the Secretary. A separate official receipt shall also be issued, therefor.

17. Withdrawals

All Cheques for withdrawals of money, shall be drawn and signed by the Secretary, after he has satisfied himself that the amounts entered therein are the same as are shown in the bills.

18. Register of Deposits

A register of deposits in cash received by the Committee shall be maintained in the prescribed form.

19. Audit

The accounts relating to the 'fund' shall be subject to audit annually by the Auditor.

THE STUDENTS' AID FUND

1. Name of the Fund

This fund shall be named as "Kurukshetra University Students' Aid Fund", hereinafter referred to as K.U.S.A.F.

2. Aims and Objects

The object of this Fund is to render financial assistance to poor students to meet their tuition or examination fees or to purchase books or to meet similar other expenses. Limited assistance may be given to the students to meet their hostel, mess, clothing or medical expenses, if their needs are considered genuine. No scholarship or stipend or reward or prize will be given from this Fund.

3. Fund

The following shall constitute the Fund :-

- (i) Subscription by the University students @ Rs.5/- per student per year or as prescribed by the Executive Council of the University from time to time.
- (ii) Voluntary contributions, by the students, ex-students, staff members of the University and its Colleges.
- (iii) Donations from other sources, permissible under the U.G.C. Rules.
- (iv) Matching contribution/grants from the U.G.C. as permissible under their Rules.

This aid will be paid in cash to the needy students of the University Teaching Departments and shall not normally exceed Rs.250/- per student per year, in lump sum, as the Committee may decide.

4. Management

The Fund shall be utilized on the recommendation of a Committee appointed by the Vice-Chancellor for the purpose.

The Registrar shall be responsible for the administration of the Fund.

5. Audit

The accounts of the K.U.S.A.F. will be audited by the Resident Audit Officer, deputed by the Examiner, Local Funds Accounts, Haryana.

KURUKSHETRA UNIVERSITY STUDENTS' UNION FUND RULES

1. The Kurukshetra University Students' Union Fund shall be utilized for the benefits of the students and for furtherance of the aims and objects of the Kurukshetra University Students' Union as defined in its Constitution.

In the event of non-election of Kurukshetra University Students' Union/non-existence of Students' Union, any expenditure out of the Union Fund shall be incurred in accordance with the Amalgamated Fund Rules.

2. (a) The rates for refreshment to be paid out of the Fund shall be as approved by the Dean Students' Welfare from time to time on the recommendation of the Financial Advisor, Kurukshetra University Students' Union. The refreshment will be served only in an approved meeting/function.
- (b) The rate for T.A./D.A. to be paid out of the Kurukshetra University Students' Union Fund shall be as follows :-
- (i) For President, KUSU
1. Bus/1st-Class Railway fare.
 2. For Local : Actual Tonga or Rickshaw or Auto Rickshaw or Bus fare.
Journey
 3. Daily : Rs.20/- per day. This rate will be increased by 50% for Hill Allowance Stations, Delhi, Bombay, Madras and Calcutta.
 4. Full Daily : For the days of departure and arrival at station.
Allowance
- (ii) For Office bearers/members of KUSU (other than President, KUSU)
- Journey : Bus/Ind Class Railway fare.
- Local Journey : Actual Tonga/Rickshaw or Bus fare.
- Daily Allowance : (a) Rs.10/- per head per day. This rate will be increased by 50% for Hill Stations, Delhi, Bombay, Madras and Calcutta.
- (b) Full daily allowance for the days of departure and arrival at station.
- (c) The travel by taxi may, keeping in view the exigency of the journey, be allowed by the Dean, Students' Welfare at University approved rates as a special case.

3. Delegation

The members of the delegation will be paid T.A./D.A. as per Clause 2(b) above. A delegation will consist of students as approved by the Financial Advisor of the Union. Payment of T.A./D.A. to the members of the delegation shall be admitted on production of pre-intimation and attendance certificate. A delegation will not be of more than 7 members.

4. Tours

- (i) The expenditure for Educational-cum-cultural tours, will be incurred from the Kurukshetra University Students' Union Fund with the prior approval of the competent authorities as defined in Clause 5 below.

- (ii) The University/contingent Incharge shall not be responsible in any manner, whatsoever, for any accident, illness, injury, or loss suffered/sustained by any student during the period of tour/journey.

An undertaking to this effect on a prescribed form duly countersigned by the Chairperson of the Department, shall be given by each student to be deposited with contingent Incharge before joining the tour in every case. The contingent Incharge shall forward the same through Financial Advisor to the Dean Students' Welfare office before the commencement of the tour.

- (iii) One teacher for 30 or less than 30 students will be allowed to accompany the tour. However, if the number of participants exceeds 30 an additional teacher will also be allowed to accompany the tour. If there is/are girl(s) going on the tour one lady teacher will be required to accompany the tour unless the contingent Incharge herself is a lady teacher.
- (iv) The contingent Incharge/official will be deputed to accompany the tour with the prior approval of the Financial advisor.
- (v) T.A./D.A. to the employee accompanying the tour will be paid as per University Rules.
- (vi) The selection of students for Educational-cum-cultural tours shall be finalised by a sub-Committee consisting of three members nominated by the Financial Advisor from amongst the members of Students' Council.

5. Financial Powers

- (a) (i) Financial Advisor : Upto Rs.2000/- for a single item
 (ii) Dean Students' Welfare : Upto Rs. 10,000/- for a single item
 (iii) Vice-Chancellor : Above Rs.10,000/-
 (iv) any other expenditure which is not covered in the rules and is in the interest/welfare of the Students' Union will be allowed by the Vice-Chancellor.

(b) The expenditure under various heads of the KUSU budget will be incurred by the office-bearers by unanimous decision with the prior approval of the competent authority. However, in absence of such unanimity, the funds allocated in the KUSU budget under various heads of expenditure including Hospitality, Delegations, Tours, shall, wherever practicable, be distributed and spent with the prior approval of the competent authority as follows :-

President	50%
Vice-President	15%
Secretary	25%
Joint Secretary	10%

6. Powers of writing off losses

- (i) Financial Advisor : Up to Rs.500/- for each item.
 (ii) Dean Students' Welfare : Up to Rs.1,000/- for each item.
 (iii) Vice-Chancellor : Above Rs.1,000/-for each item.

THE BUILDING COMMITTEE

1. The Building Committee shall consist of the following members :-
 - (i) Vice-Chancellor ... Chairman
 - (ii) Pro-Vice-Chancellor
 - (iii) Engineer-in-Chief ... P.W.D. (B & R), Haryana, or his nominee.
 - (iv) Engineer-in-Chief ... P.W.D. (Public Health), Haryana, or his nominee.
 - (v) Superintending ... P.W.D. (B & R), Electrical
Engineer Circle, Karnal, or his nominee.
 - (vi) Director, Research ... P.W.D. (B & R), Haryana
& Design
 - (vii) Chief Architect, Haryana, or his nominee.
 - (viii) Registrar, Kurukshetra University, Kurukshetra.
 - (ix) One Teacher member representing the Executive Council to be nominated by the Vice-Chancellor.
 - (x) Chief Warden.
 - (xi) Director, National Institute of Technology, Kurukshetra.
 - (xii) University Architect.
 - (xiii) Finance Officer.
 - (xiv) University Engineer.
2. The Building Committee shall :-
 - (i) Assist and advise the Executive Council in matters relating to construction;
 - (ii) Approve plans and estimates of all new construction works or additions or alterations;
 - (iii) Scrutinise and approve such tenders for allotment of works as are referred by the Vice-Chancellor;
 - (iv) Advise on items of works not covered by the tenders *i.e.*, extra items; and
 - (v) Advise on such other matters as may be referred by the Vice-Chancellor.

DEPRECIATION RESERVE FUND RULES

1. General

1.1 The Depreciation Reserve Fund Account shall be maintained by the University to cover the cost of replacement due to depreciation of apparatus, equipment, furniture, plant, machinery, vehicle, building etc. of the University.

1.2 The University shall earmark a sum of Rs.25.00 lac in its Annual Budget every year under the Head of Account 'Depreciation Reserve Fund' towards depreciation in respect of apparatus, equipment, furniture, plant, machinery, vehicle, building etc. increased every year by 20% keeping in view the increase in prices. The Depreciation Reserve Fund shall be made up of :

- (i) Transfer of funds provided in the annual sanctioned budget at the rates approved by the Executive Council;
- (ii) The sale proceeds of unserviceable/condemned articles;
- (iii) The amount of overhead charges the project grants received from various funding Agencies;
- (iv) Interest on investment of the fund.

2. Custody of Fund

- (i) The amount of the fund shall be kept in a separate/Revolving Account in the Bank.
- (ii) The surplus amount of the fund will be invested regularly in fixed deposits.

3. Utilisation of Fund

The fund may be utilised for the present under the following items:

- (i) Special repairs like replacement and/or renewal/ renovation of floors, roofs, electric and other installations which are not of the normal type including damage from fire or an act of nature as also repairs or replacement of furnishing/fixtures in a damaged building e.g. furniture, equipment, electric, sanitary installations etc.
- (ii) Replacement of old or worn out or damaged apparatus, equipment, furniture, plant, machinery, vehicle, building etc. the cost of which cannot be otherwise met from the normal budget allotment or any other head or from any other source.
- (iii) No expenditure out of this Head will be made for the first five years from the date of institution of this fund.
- (iv) Any other special purpose that may be determined by the Executive Council.

4. Sanction of Funds

- (i) Funds out of Depreciation Reserve Fund shall be sanctioned by the Vice-Chancellor.
- (ii) The amount out of Depreciation Reserve Fund Account may be released by the Vice-Chancellor on furnishing of information/fulfilment of the following by the Chairperson/Branch Officer :
 - (a) Date of purchase of the items condemned as unserviceable/obsolete.
 - (b) Original cost (as per stock/property register) and the current price on the replacement thereof.
 - (c) Survey Report.
 - (d) Recommendations of the Write Off Committee.
 - (e) Decision (if any) of the competent body for writing off the unserviceable items be enclosed.
 - (f) Mode of disposal of condemned articles.
- (iii) The purchase for the replacement of the items condemned/unserviceable/obsolete shall be made as per University rules.
- (iv) The account of this fund will be in the purview of Audit.

THE TEACHERS' CLUB CONSTITUTION

Name

There shall be a Club called "Kurukshetra University Teachers' Club" (hereinafter called the Club) with its venue at the premises provided by the University for the purpose.

Aims and Objects

The aims and objectives of the Club shall be—

- (1) to promote fraternity among the teachers;
- (2) to promote social and cultural activities of the members;
- (3) to provide the members and their wives/husbands opportunities for recreation and other social activities so as to utilize leisure hours in a healthy way;
- (4) any other activities conducive to the fulfilment of the above objectives.

Patron

The Vice-Chancellor, Kurukshetra University shall be the Patron of the Club.

Membership

The membership of the Club shall be of five kinds, namely:—

(a) Ordinary Members :

All the teachers appointed by the Kurukshetra University and the teachers deputed to this University shall *ipso facto* be Ordinary Members of the Club. These members shall form the General Body of the Club, and shall have voting right.

(b) Associate Members :

Research Assistants, Research Fellows, Research Scholars, Officers of the Kurukshetra University of the rank of Superintendent and above, all teachers and officers of the rank of Superintendent and above of the National Institute of Technology, Kurukshetra and Sri Krishna Govt. Ayurvedic College, Kurukshetra shall be eligible to become Associate Members of the Club. Such Associate Members shall not have voting rights.

(c) Special Members :

Prominent Citizens of Kurukshetra District and all gazetted officers of Haryana/Central Government stationed at Kurukshetra may also be invited to become special members at the sole discretion of the Executive Committee.

(d) Temporary Members :

Temporary Members may be enrolled for a specified period on the surety of an Ordinary Member.

(e) Honorary Members :

- (i) All retired ordinary members of the Club.
- (ii) The Deputy Commissioner, Superintendent of Police and Session Judge of Kurukshetra District may be invited to become honorary members.

Subscription Payable

Subscriptions shall be as laid down by the General Body from time to time after a review of the Income and Expenditure Budget at every annual General Body Meeting with the approval of the Patron.

Powers and Functions

Patron

The Patron shall have the Powers :

- (i) to convene an Annual General Body Meeting or Extra-Ordinary General Body Meeting, when warranted.
- (ii) to advise the President to take effective steps as may be necessary to regulate the proper management of Club.

General Body

The General Body shall consist of all the Ordinary Members. It shall be the Supreme authority of the Club.

The General Body shall have the powers :

- (i) to make amendments in the constitution;
- (ii) to approve the bye-laws passed by the Executive Committee;
- (iii) to approve the Annual Budget;
- (iv) to acquire and dispose of property for the benefit of the Club; and
- (v) to pass the audited annual balance sheet.

Office Bearers

The following shall be honorary office bearers of the Club :

- (1) President (to be elected by the General Body)
- (2) Vice-President (to be nominated by the President)
- (3) Secretary —do—
- (4) Treasurer —do—
- (5) Assistant Secretary —do—

Executive Committee

The Executive Committee of the Club shall consist of all the office bearers and two other members nominated by the President.

FUNCTIONS OF THE EXECUTIVE COMMITTEE AND THE OFFICE BEARERS

Executive Committee

- (1) To frame suitable bye-laws within the frame-work of this Constitution in order to regulate the activities of the Club and to get the same approved by the General Body.
- (2) To ensure that the funds of the Club are raised and expanded in accordance with the Annual Budget approved by the General Body.
- (3) To raise funds, donations and/or grants in cash or kind for the benefit of the Club.
- (4) To appoint auditors for the Club accounts.
- (5) To submit to the General Body the Annual Reports, Annual Budget and Annual Balance Sheet.
- (6) To carry out such other functions as may be assigned to them by the General Body connected with the orderly management of the Club.

Office Bearers

President : He shall preside over all the meetings of the Executive Committee and the General Body of the Club. He shall have the power to incur an expenditure in anticipation of the approval of the Executive Committee upto Rs.500/- on individual items specified in the budget of the Club.

Vice-President : The Vice-President shall perform the duties of the President in the casual absence of the President (not exceeding 3 months at a time). In the event of vacation of the office of the President, the Vice-President shall call an emergent Extra Ordinary Meeting of General Body for the election of the President.

Secretary : The Secretary shall look after the work of the Club and maintain its office record. He shall call the meeting of the Executive Committee and the General Body of the Club on the advice of the President. He shall correspond on behalf of the Club. He shall prepare the annual Report of the Club, get it approved by the Executive Committee and submit the same to the General Body for acceptance.

Treasurer : The Treasurer shall maintain the accounts of the Club and shall prepare Annual Budget and Audited Balance Sheet for the Financial Year for submission to the Executive Committee for approval and sanction/passing.

Assistant Secretary : The Assistant Secretary shall perform the duties of the Secretary in the absence of the latter. He shall perform any other duties assigned to him by the President from time to time.

MEETINGS

General Body

The General Body shall assemble at least once every year. However, the Annual General Body Meeting will be held in August every year. A special meeting of the General Body may be called on a written requisition made to the President by at least twenty ordinary members of the Club or on a resolution adopted by the Executive Committee of the Club. A general notice to hold a meeting shall be issued 20 days in advance so that members are given the opportunity to forward any items they wish to be discussed at the Annual General Body Meeting. The notice of a meeting specifying the business to be transacted shall be issued seven days in advance. Emergent Extra-ordinary Meeting can, however, be convened at a notice of 24 hours.

Agenda for the Annual Meeting of the General Body

The Agenda shall include among other items the following :

- (i) Annual Report
- (ii) Annual Balance Sheet among with the Statement of Accounts of the previous year and the Budget for the following year.
- (iii) Other items forwarded by members 7 days in advance.

Quorum

One-Fifth of the total Ordinary Membership of the Club shall form the quorum.

Executive Committee

The Executive Committee shall meet at least once a month (except the Summer Vacations). A notice of at least three days shall be given. The agenda for the meeting shall be as approved by the President. However, the agenda for the July meeting of the Executive Committee shall include the Annual Report, Balance Sheet, the Statement of Accounts for the previous year and the Budget for the following year. Four members shall form the quorum.

Election

The General Body shall elect the President at its Annual General Body Meeting. The term of the office of the President shall be 2 years or till the next election, whichever is earlier.

Removal of the President

The President can be removed from office on a vote of no-confidence passed in Extra Ordinary or Annual General Body Meeting by two-third of the members voting, provided the two-third is not less than one-half of the total Ordinary membership. In the event of the President being removed by the General Body, it shall elect an ad hoc President of look after the activities of the Club till a President is elected at the next General Body Meeting.

Removal of a Member

A member found guilty of unbecoming behaviour may be suspended by the President and a report made to the General Body within a month (except vacation periods) for necessary action.

Removal of the Office Bearers and/or Nominated Members of the Executive Committee

The President is empowered to remove or substitute any or all of the above mentioned members.

Financial Year

The Financial Year of the Club shall be from August 1 every year.

Amendments to the Constitution

The Constitution may be amended at :

- (i) the Annual General Body Meeting, if the proposal are included in the agenda of the said meeting;
- (ii) a special meeting of the General Body provided that the proposed amendments are circulated by the Secretary as part of the Agenda of such a meeting; and the proposed amendments shall be included in the Constitution provided only that the members voting in favour of the amendment or amendments to amendments, if any, is not less than 30% of the total strength of Ordinary Membership of the Club at that time.

Dissolution

If for any reason the Club is proposed to be wound up, the net assets shall be disposed of in a manner to be decided by the General Body or, in absence of a resolution of the General Body, at the discretion of the Patron.

THE N.C.C. FUND RULES

1. There shall be an N.C.C. Fund for the students of the University Teaching Departments/Institutes including two maintained Colleges of the University on the Campus, offering N.C.C.
2. Every student admitted to a course/class in the University Teaching Departments/Institute including two maintained Colleges of the University on the Campus, will pay the N.C.C. Fee prescribed by the University from time to time.
3. This Fund shall be maintained by the Principal of the University College in respect of the students of the University College & University College of Education and by the Chief Warden in respect of the students of the Teaching Departments/Institutes..
4. This Fund shall be utilized for N.C.C. activities and the Principal/Chief Warden shall be competent to sanction all items of expenditure connected with N.C.C. activities, including celebration of N.C.C. Day and other occasions notified by N.C.C. Directorate when entertainment is offered to parents/guardians of the N.C.C. Cadets and guests. The Principal/Chief Warden will also be competent to sanction expenditure for awarding prizes and trophies to cadets who achieve distinction in various competitions and such travelling and other expenses as may be necessary for the cadets to take part in various competitions, courses, parades and Guards of Honour.
5. Expenses connected with purchase and equipment for storing N.C.C. articles and equipment will be sanctioned by the Principal/Chief Warden.
6. Any other items connected with N.C.C. activities not specified above, with the sanction of the Vice-Chancellor.

**THE AMALGAMATED FUND RULES FOR RECOGNISED COLLEGES
AND THE UNIVERSITY TEACHING DEPARTMENTS**

1. These rules will be called the Amalgamated Fund Rules for Constituent and Recognised Colleges and the University Teaching Departments of the Kurukshetra University.

2. The funds shall be operated upon by the Dean Students' Welfare of the University/ Principal of College concerned and utilised on the following objects :—

- (1) Purchase of sports material for various games.
- (2) Watering, levelling, cleaning, turfing and repairing of the play grounds, maintenance of swimming pool up to Rs.5000/- at a time.
- (3) Amenities for N.C.C. Cadets and such other expenditure on N.C.C. as may be approved by the Principal/Dean Students' Welfare.
- (4) General expenditure on and grants to Societies, Clubs, Associations, Committees etc., organised by the University Teaching Departments/ recognised Colleges.
- (5) Expenditure in connection with House examination which includes printing of question-papers, purchase of answer-books, stationery and other contingent expenditure connected therewith.
- (6) Printing of pamphlets, posters, brochures etc. including subsidy to the Magazine Fund, if necessary.
- (7) Expenditure in connection with trips to places of Historical, Geographical, Scientific or other educational interests or mountaineering trips or visits to important institutions and centres of industry within India.

Note :— The students shall be entitled to half of the concessional 2nd class. Rail fare and for stations not connected by Railway half of actual Bus fare. They may also be paid such other charges for conveyance and transport as may be allowed by the Principal/Dean Students' Welfare. One teacher for 30 students will be allowed to accompany the tour. In case of girl students one lady teacher will also be allowed irrespective of the number of girls students. In case there is no lady teacher in the department, a lady teacher from other department will be deputed by the Principal college concerned/Dean Students' Welfare. However, in case of study tour, where more than one teacher is considered necessary by the Chairperson of the Department/ Principal, the Dean Students' Welfare/Principal may allow more than one male teacher to accompany the tour. Journeys by Mail Trains/Bus between stations connected by Rail may be permitted by the Dean Students' Welfare/Principal in special circumstances. The University Employees accompanying such students shall be allowed usual travelling allowance according to the rules governing their service.

- (8) Expenditure including payment to the accompanist in connection with the functions relating to extra-curricular activities of the students like declamation, music, dramatic or paper-reading contests *etc.*, and payment of travelling allowance to the students and the teachers accompanying them to compete in such contests at outside places. The travelling allowance will be paid at the rates mentioned in para (13) below.
- (9) Expenditure as may be approved by the Dean Students' Welfare/Principal on tea and refreshment to students, players, competitors and guest invited to various college functions @ Rs.10/- per student and Rs.20/- per guest.

- (10) Conveyance, refreshment, mess and boarding charges of outside lecturers, prominent citizens, poets, artists and students visiting from outside as may be approved by the Principal/Dean Student's Welfare.
- (11) Travelling allowance at University rates to persons invited to Lecture at the College/Department or to preside over Sports/Social functions of the College/Department and also to the members of any committee, except inspection Committee appointed by the University.
- (12) Expenditure on pay and allowances of class III & IV Employees appointed for Sports, N.C.C., Cycle Shed, Common Room, Student Reading Room or for other purposes (i.e., loan etc. out of the Provident Fund Contribution).

- Note:* 1. Posts will be sanctioned by the Principal of the College concerned. Permanent appointment will be made with the approval of the H.E.C./Managing Body.
2. The employees will be entitled to Earned Leave and Casual Leave according to the Service Rules applicable to the regular employees.
3. The part-time employees (which term also includes Class III staff employed on keeping account of Amalgamated Fund), members of the staff deputed for some other work connected with the fund will be paid such remuneration as may be sanctioned by the Principal of the College.

Provided further that in the case of University Teaching Departments/ maintained Colleges purely temporary appointments, for very essential jobs, may be made for specific periods by the Dean Students' Welfare/Principal of the maintained Colleges with the permission of the Vice-Chancellor at rates approved by the D.C., or those by the Vice-Chancellor for posts for which there are no D.C. approved rates. Total expenditure on such appointments will in no case exceed 20% of the annual receipts under the Amalgamated fund of the preceding year.

- (13) Travelling allowance at the following rates to sports teams, members of the staff or servants accompanying the teams or students/members of the staff deputed for some other work connected with the fund.

Members of the staff will also include the President of the team or his representative, the Lecturer in Physical Education and some attendants according to need.

For Students

Railway Journey : Concessional 2nd Class Railway fare each way.

Road Journeys : Actual Tonga/Rickshaw or Bus fare.
for place not
connected by Rail

Diet Allowance : Rs.100/- per head per day and Refreshment be served @Rs.25/- per head per match. The rate of refreshment in individual events shall be Rs.15/- per bout/event. In addition to refreshment, D.A. may also be given to local players at par with players of out station colleges participating in inter collegiate tournaments.

For Staff Members

- (a) T.A./D.A. to Members of staff and attendants/ servants accompanying the teams/tours will be paid according to the Kurukshetra University Rules applicable to such employees of the University.

Note :- (i) Journeys between stations connected by rails may be permitted by mail train or bus with the prior sanction of the Principal/Dean Students' Welfare.

(ii) The teams or the students given meals by the hosts/colleges will not be given daily allowance.

- (14) When the teams are not entitled to D.A., refreshment @ Rs.10/- per head be served for friendly and other matches played on College/University grounds.

Number of players entitled to refreshment in the case of friendly and other matches of home team and the visiting team in following games will not exceed the number noted against each :-

Hockey, Football & Cricket.	32 for both team in each game.
Volley-ball, Basket-ball, Hand-ball, Kho-Kho, Kabaddi & Water Polo.	24 for both team in each game.
Wrestling, Athletics, Judo, Gymnastics, Swimming, Boxing, Weight-lifting, Relay Races, Cycling, Cross-country and Yoga.	Actual number of participants.
Badminton, Table Tennis, Tennis & Chess.	10 for both team in each game.

The visiting Cricket teams from outside may be entertained at the rate of Rs.10/- per head per meal and Rs.5/- per head for tea. However, in special cases additional expenditure may be incurred with prior sanction of the Principal/Dean Students' Welfare of the College/Department concerned.

- (15) Photographs/Videography of various Sports Clubs, Students' Association, Dramatic Club, Hostel Welfare Committee, Magazine Committee and other clubs or societies with important dignitaries and members of staff, at the discretion of the Principal/Dean Students' Welfare.
- (16) Expenditure in connection with the award of College Colours to distinguished players.
- (17) Purchase of Stock Registers, Cash Books, Stationery and expenditure on postage stamps, telegrams, telephones *etc.*, in connection with the fund.
- (18) Construction of Cycle stand, Open-air-theatre, Swimming pool, Badminton, Tennis courts, playgrounds, Canteen and Toilets.
- (19) Expenditure in connection with annual sports including entertainments of parents, guests and prize winners, social and youth welfare and other functions organised by the Colleges/Departments.
- (20) Expenses on medicines required for the use of the students while at outstations in connection with tournaments *etc.* While playing matches at station, the medicines not available in the Health Centre may be reimbursed to the players.
- (21) Purchase of furniture and soft furnishing for Common Rooms, radio sets, articles for indoor games and expenditure on their repairs and on petty contingencies. Purchase of musical instruments, amplifier, tape-recorder, photographic cameras, water coolers, photographic material and other performances and general welfare of the students and expenditure on their hire and repairs and on contingencies.
- (22) Uniforms or other equipment for members of various teams and establishment, at the discretion of Principal/Dean Students' Welfare with the proper record thereof.

Note :- The equipment issued to sports person will be returned at the end of the year to the Director of Physical Education who will maintain a register for the purpose.

- (23) Lump sum grants to poor deserving students for purchase of books and stationery, the grant in individual cases not to exceed Rs.1000/- in a year.
- (24) Expenditure on entertainment of students and staff of other Universities and institutions arranged for academic and social exchange.
- (25) Expenditure on books, periodicals, newspapers and the internet for the students'.
- (26) Any other object connected with the students' activities of Sports/educational character as may be approved by the Principal/Dean Students' Welfare.
- (27) Up to 20% of the income from the Amalgamated Fund may be spent :
 - (i) on construction of Pavilion, Stadium, Swimming Pool, Gymnasium, Open-air-theatre; Students' Centre; Class Rooms; CC Camera; and
 - (ii) on any other Project of direct benefit to the students in their extra-curricular and physical development activities with the permission of the Executive Council.
- (28) Expenditure in connection with Community Projects of Social Service activities approved by the Principal/Dean Students' Welfare.
- (29) Rent of Playgrounds.
- (30) Expenditure on Hobbies.
- (31) Expenditure in connection with refereeing of University Matches.
- (32) Payment of protest fee or affiliation fee, nomination fee, entry fee, late fee, fine or subscription for sports, youth welfare and other activities.
- (33) Expenses in connection with tuck shop (excluding Building).
- (34) Youth Welfare Activities.
- (35) Educational Melas, exhibitions, festival, (This should include only incidental expenses but not refreshment).
- (36) Purchase of crockery *etc.*, for serving refreshment to students and other college guests.
- (37) The expenditure on uniform to Class-IV employees on State Govt. pattern.
- (38) Such other expenditure not exceeding Rs.20,000/- on a single item of direct and indirect benefit to the students not included in the rules above, may be sanctioned by the Dean Students' Welfare/Principal of the College concerned in the case of students of University Teaching Departments/College. However, the expenditure exceeding Rs.20,000/- will be sanctioned by the Vice-Chancellor.

The Vice-Chancellor may in exceptional circumstances relax any of the provisions of these rules.

- (39) The post audit of the funds of recognised Colleges (other than Govt. Colleges), wherever found necessary shall be conducted by the Examiner, Local Fund Accounts, Haryana for which audit fee will be borne by the concerned Colleges out of Amalgamated Fund at the following rates :-
 - (i) Senior Auditor @ Rs.300/- per day.
 - (ii) Junior Auditor @ Rs.150/- per day.

(as per latest rules)

Note :- The above audit fee will be paid by the concerned College through Bank Draft in favour of the Registrar, K.U. Kurukshetra.

- (40) The payment of allowance of Rs.1,000/- p.m. to the Principals of affiliated/maintained Colleges as Sumptuary Allowance or expenditure incidental to the office of the Principal (i.e. Rs.250/- out of the Amalgamated Fund and Rs.750/- out of the Management fund.



THE MAGAZINE FUND RULES FOR THE CONSTITUENT/RECOGNISED COLLEGES, UNIVERSITY TEACHING DEPARTMENTS AND DIRECTORATE OF DISTANCE EDUCATION

1. These rules will be called the Magazine Fund Rules for the Constituent/Recognised Colleges, University Teaching Departments and Directorate of Distance Education of the Kurukshetra University.

2. There shall be a 'Magazine Fund' for the University Departments/Colleges/Directorate of Distance Education. The Magazine fee realized from the students for the purpose shall be credited to the Magazine Fund. The fund will be operated by the Dean, Faculty of Arts and Languages of the University/Principal of College Concerned/Director, Distance Education.

3. Every student of the University Department/College/ Directorate of Distance Education shall subscribe to this fund at the rate prescribed by the University from time to time.

4. A copy of the Magazine printed out of this fund will be supplied to each student. Copies shall also be sent in exchange to various colleges in the State and elsewhere and also distributed among such other persons as may be determined by the Dean, Faculty of Arts & Languages/Principal of the College concerned/Director, Distance Education.

5. The Magazine Fund shall be utilized on the following objects :

- (i) Purchase of stationery for preparing the manuscript of the Magazine.
- (ii) Publication cost such as cost of paper, printing, composing, binding and such other expenses, which are incidental to the editing, printing and publication of the magazine and necessary bulletins/brochures.
- (iii) Award of prizes to students in different languages to encourage them to write articles for the Magazine on competitive basis.
- (iv) Allowance for typing and other work done by part-time Clerk/Peon for the Magazine as sanctioned from time to time by the Dean, Faculty of Arts & Languages of the University/Principal of the College concerned/Director, Distance Education.
- (v) Payment of honorarium to the Chief Editor and Editors (both teachers and students) per academic year, at the following rates :-

(a) Chief Editor	Nil
(b) Teacher Editors (Hindi, English, Panjabi, Sanskrit, Sports, News Chronicle)	Nil
(c) Student Editors (Hindi, English, Punjabi, Sanskrit, Science)	Rs.500/- each per issue
(d) Three best contributors :	
1st Prize	Rs.500/- per issue
2nd Prize	Rs.300/- per issue
3rd Prize	Rs.200/- per issue
(e) Part-time Clerk	Rs.200/-per month
Part-time Peon	Rs.125/-per month

Note: 1. Editor must contribute one Write Up/Article each in the Magazine.

2. A separate Science Section will also form part of the Magazine.

- (vi) Any other expenditure that is deemed necessary for publication and distribution of the Magazine such as travelling expenses, postage, telegrams with prior sanction of the Dean, Faculty of Arts & Languages/Principal of the College concerned/Director, Distance Education.

THE MANAGEMENT DEVELOPMENT FUND

1. Short Title and Commencement

- (i) This Fund shall be called "The Kurukshetra University Management Development Fund" (hereinafter referred to as MDF for purposes of these Rules).
- (ii) These Rules shall be called Kurukshetra University Management Development Fund Rules (hereinafter referred to as MDF rules).
- (iii) These Rules shall be deemed to have come into force from the date to be decided by the Executive Council.

2. Definitions

In these rules, unless the context otherwise requires :

- (i) 'Fund' means the Kurukshetra University Management Development Fund, 1973.
- (ii) 'Rules' means the Kurukshetra University Management Development Fund Rules or MDF Rules.
- (iii) 'Subscriber' or 'Donor' means a person or an institution who/which voluntarily pays a donation from out of funds legally and legitimately belonging to him/her/it (as the case may be).
- (iv) 'Donation' includes Legal tender Coin, Currency and Bank notes, Demand Drafts, and also a Purse.
- (v) 'Committee' means the Committee appointed for administering the 'Fund'.
- (vi) 'Chairman' means the Chairman of the aforesaid Committee.
- (vii) 'Secretary' means the Secretary of the aforesaid Committee.
- (viii) 'Member' means a Member of the aforesaid Committee.
- (ix) 'Drawing and Disbursing Officer' means the person so designated and duly empowered to draw and disburse money from the fund and to issue receipts for the subscriptions/donations accrued to the Fund.
- (x) 'Competent Authority' means the Committee or such other authority to whom powers in this behalf may be delegated.
- (xi) 'Year' means Financial year as observed by the Government of India from time to time.
- (xii) 'Auditors' means Auditor of the University deputed by the Local Fund Accounts Departments, Haryana.

3. Incorporation

- (1) The Chairperson of the Department of Management, Kurukshetra University, shall be the ex-officio Chairman of the Committee.
- (2) There shall be 5 members of the Committee in addition to the Chairman. These members shall be selected and appointed in the following manner :-
 - (i) One member from amongst the teachers of the Kurukshetra University to be nominated by the Vice-Chancellor;
 - (ii) One member from amongst the alumni of the Department of Management of the Kurukshetra University, to be nominated by the Vice-Chancellor;

- (iii) One member from amongst the industrial undertakings of Haryana State to be nominated by the Vice-Chancellor;
- (iv) The Finance Officer, Kurukshetra University shall be the ex-officio Member of the Committee;
- (v) A Reader of the Department of Management to be nominated by the Chairperson of the Department shall be the Member-Secretary of the Committee;
- (vi) The members shall hold office for a period of two years; and
- (vii) In the event of any member leaving or resigning from the Committee, the Chairman shall have the right to appoint a new incumbent from amongst the categories stated above.

4. Duties and Powers of the Committee

The Committee shall take all steps, do all acts, and exercise all powers, for the promotion and proper utilization of the Fund.

The first members of the Committee, and all persons who may thereafter become or be appointed as such, so long as they continue to hold such office or membership shall be constituted into a body known as the Kurukshetra University Management Development Fund Committee, and shall have perpetual succession and a common seal.

5. Duties of the Secretary

It shall be the duty of the Secretary :

- (i) to be the custodian of the records, common seal and such other property belonging to the Committee, as the Chairman shall commit to his charge;
- (ii) to conduct the official correspondence of the Committee;
- (iii) to issue all notices and convene meetings of the Committee; and
- (iv) to keep the minutes of all meetings.

6. Meetings

- (i) The Committee shall meet as often as deemed necessary by the Chairman, however, it shall hold at least one meeting during an academic year.
- (ii) The Chairman, if present, and in his absence a member designated by him in advance to perform the duties of the Chairman, shall preside over all meetings of the Committee.
- (iii) Three members shall form a quorum.
- (iv) All questions shall be decided by a majority of votes of the members present. The Chairman shall have a vote and in case of equality, he shall have a second or a casting vote.

7. Proceedings not invalidated by vacancies

No act or proceedings of the Committee shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members.

8. Responsibility of Maintenance of Accounts

- (i) It shall be the responsibility of the Secretary to see that all persons who receive or pay on behalf of the Committee, maintain and render proper accounts thereof in such manner that information in regard to all receipts and expenditure

could be deduced therefrom, as required from time to time. All accounts shall be kept so clean, the details so fully recorded and the initial record of payments made so clear, explicit and self-contained as may produce a convincing and satisfactory evidence of facts in a court of law;

- (ii) The Secretary shall render to the Committee and to the Executive Council accurately and promptly, such accounts and returns exhibiting the position of those transactions in relation to the 'fund', as may be required to him, from time to time;
- (iii) All moneys received and expended on behalf of the Committee shall be credited into and withdrawn from the 'fund'; and
- (iv) No erasure shall be made in any Account Book, Register, Form or Voucher, and if any correction has to be made, it shall be made neatly and attested by the Secretary.

9. Issue of Receipts

A receipt in duplicate shall be made out by carbon process, with an indelible pencil. The original will be given to the person, paying the subscription and duplicate carbon-copy retained in the office as Office copy. The Secretary shall, however, satisfy himself that the amount so received has been properly entered in the 'Cash-Book'. The receipt shall be signed by the Secretary or by the person authorised by him to do so.

10. Receipt of Payment by Cheque

If the payment is received by a Cheque or Demand draft, the Secretary shall cause an entry of the Cheque or Demand draft to be made in the Registrar of Cheques and Drafts to be maintained in a prescribed form for the purpose. No receipt shall be given until the Cheque or Demand draft has been encashed. The Cheques and the Demand drafts, may, however, be acknowledged and final receipt of the amount be issued only, when the amount is brought to account in the 'Cash Book'. If the payment is received by a Cheque, drawn on a Bank, it shall be endorsed by the person in whose favour it is drawn, with the words, "Received Payment by Transfer-credit to the Fund" before it is sent to the Bank where the account of the fund is kept.

11. Withdrawals

All Cheques for withdrawals of money, shall be drawn and signed by the Secretary, after he has satisfied himself that the amounts entered therein are the same as are shown in the bills.

12. Register of Deposits

A register of deposits in cash received by the Committee shall be maintained in the prescribed form.

13. Audit

The accounts relating to the 'fund' shall be subject to audit annually, by the Auditor.

14. Fund

The following shall constitute the 'fund' :-

Any contribution or grant, in cash, by a person or group of persons, firm, company, institution, Local body or Government in the form of bequest, donation or endowment.

Provided that, no benefaction shall be accepted, which in the opinion of the Committee, involves conditions or obligations opposed to the spirit and objects of the Kurukshetra University.

15. Custody of the 'Fund'

The 'fund' shall be kept separate from the other funds of the University, in a Bank, or invested in securities authorised by the Indian Trust Act, 1882.

16. Periodical Review

The Committee shall conduct periodical reviews of the income and expenditure and shall devise means for stepping up the resources and the 'fund'.

17. Annual Report

The Secretary shall prepare the Annual Report, on behalf of the Committee, for its submission to the Executive Council.

18. Application of the Fund

The Fund shall be used for the activities and objects enumerated below and incidentally connected therewith :

- (1) the provision and maintenance of necessary secretarial services;
- (2) salaries and allowances of the employees working whole time or part-time for operating the Fund;
- (3) actual expenses incurred by the Committee members on any journey performed in the service of the Fund, and other business of the Committee;

Provided that no remuneration shall be given to any person for attending the meetings of the Committee;

- (4) stationary and printing Charges;
- (5) audit fee, if any;
- (6) for arranging lectures, seminars, symposia, executive development programmes, exhibitions, industrial tours; inviting guest faculty members, and for any other project deemed suitable by the Committee for promotion of management education in the state of Haryana;
- (7) advertisement and publicity regarding the Fund or its activities;
- (8) contribution or subscription for becoming a member of any other body or society, having similar objects as the Fund; and
- (9) any other charges of like nature including refreshment charges of the meetings, conferences, etc. sponsored or organised by the Department of management and printing of publicity material to promote Management education and placement of graduates of the Department of Management.

THE HOSTEL FUNDS RULES

1. Every Warden shall prepare in the month of April each year an Annual Estimate of income and expenditure under the various Heads during the next academic session and obtain approval of the Chief Warden and the Vice-Chancellor and then incur the expenditure as follows :-

<i>Head of Expenditure</i>	<i>Nature of Expenditure</i>	<i>Financial Powers</i>
Utensils and Furniture Fund	(a) Repair of furniture, utensils, fittings and fixtures <i>etc.</i>	(a) Warden up to Rs.1000/-, Chief Warden full powers.
	(b) Replacement of existing furniture, utensils, fittings and fixtures <i>etc.</i>	(b) Chief Warden full powers after the articles have been declared unserviceable by the Chief Warden and written off.
	(c) Annual subsidy to the Mess contractors for replacement of crockery, tinning of utensils <i>etc.</i>	(c) Not exceeding Rs.4/- per boarder subject to a maximum of Rs.800/- per annum on the total strength as on 31 st August of the year.
	(d) Purchase of furniture, crockery, utensils, fixtures and fittings	(d) Chief Warden full powers subject to availability of funds.
	(e) Expenditure regarding Advertisement and tenders in the newspapers.	(e) Warden up to Rs.1000/- and Chief Warden full powers.
	(f) Contingencies including postage, Flit, Phenyl, Vim and other articles for sanitation in the Hostels, replacement and purchase of Bulbs or Electric Tubes (other than students rooms), Table Cloths, Curtains, Heating and Cooling equipment, Locks and Flower Pots <i>etc.</i>	(f) Warden up to Rs.1000/- per item. Chief Warden full powers.
	(g) Horticulture articles, such as manure, D.D.T., Kassi, Khurpa, Talwar, Scissor, Grass-cutting Machine, Cutting Plas, Rubber Water Pipes, Baskets, Shower, Flower Plants <i>etc.</i> , for the use of Malis.	(g) Warden up to Rs.1000/- and Chief Warden full powers.
	(h) Dustbins	(h) Warden up to Rs.1000/- and Chief Warden full powers.
	(i) Looking glass, Soap, Towels, Rexin cloth <i>etc.</i>	(i) Warden up to Rs.1000/- and Chief Warden full powers.
	(j) Washing Charges of Sofa-covers, Curtains <i>etc.</i>	(j) Warden up to Rs.1000/- and Chief Warden full powers.
Establishment Fund	(a) Contingencies including postage; Flit, Phenyl, Vim and other articles for sanitation in the Hostels,	(a) Warden up to Rs.1000/- per item. Chief Warden full powers.

<i>Head of Expenditure</i>	<i>Nature of Expenditure</i>	<i>Financial Powers</i>
	replacement and purchase of Bulbs or Electric Tubes (other than students rooms), Table Cloths, Curtains, Heating and Cooling equipment, Locks and Flower Pots <i>etc.</i>	
	(b) Horticulture articles, such as manure, D.D.T., Kassi, Khurpa, Talwar, Scissor, Grass cutting Machine, Cutting Plas, Rubber Water Pipes, Baskets, Shower, Flower Plants <i>etc.</i> , for the use of Malis.	(b) Warden up to Rs.1000/- and Chief Warden full powers.
	(c) Dustbins	(c) Warden up to Rs.1000/- and Chief Warden full powers.
	(d) Looking glass, Soap, Towels, Rexin cloth <i>etc.</i>	(d) Warden up to Rs.1000/- and Chief Warden full powers.
	(e) Washing Charges of Sofa-covers, Curtains <i>etc.</i>	(e) Warden up to Rs.1000/- and Chief Warden full powers.
	(f) Telephones	(f) Warden up to Rs.1000/- and Chief Warden full powers.
Common room fund	(a) Newspapers and Magazines <i>etc.</i> (List to be approved by the Chief Warden).	(a) Warden full powers, according to requirements and subject to availability of funds.
	(b) Purchase & repair of Common Room soft furnishings including Paintings, Radio, T.V. Sets, Radio & T.V. appliances, deco-ration pieces <i>etc.</i>	(b) Warden up to Rs.1000/- per item. Chief Warden full powers.
	(c) Expenditure in connection with Academic, Social and Cultural functions including prizes and entertainment of participants.	(c) Chief Warden full powers.
	(d) Purchase of games material for outdoor and indoor games.	(d) Chief Warden.
	(e) Charges of Photographs of participants.	(e) Warden up to Rs.500/- and Chief Warden full powers.
	(f) Any other item of direct and indirect benefit to the students, and not covered under above points.	(f) Chief Warden
Special Fine and Delay Fine Fund	Any other expenditure for the benefit of the students whenever necessary in the Hostel.	Warden up to Rs.500/- and Chief Warden full powers.

2. The Chief Warden/Wardens shall maintain Current/ Saving Accounts with the State Bank of India into which all income realised on a day on account of Hostel Funds shall be credited in full. All payments will be made only through cheques and after getting these pre-audited by the RAE and/or

internally checked by the University Office. The Chief Warden/Wardens shall submit statement of accounts duly audited at the close of the year to the Vice-Chancellor.

The Wardens may also check the daily income and expenditure and sign the Cash Book. The balance would also be reconciled with bank reconciliation statement Bank Pass Book every month and certificate of verification will be recorded by the Warden every month.

3. Previous sanction of the Chief Warden/Vice-Chancellor shall be obtained whenever necessary.

4. Quotations/tenders shall be invited for all purchases exceeding Rs.500/-. The Warden shall prepare a comparative statement of the rates obtained and place the order of his/her requirements with the lowest tenderer. Where the lowest quotation/tender is not accepted, the sanction of the Chief Warden shall be obtained giving reasons for accepting the higher rates before the order is placed.

5. The Wardens shall keep a stock register of purchases made and shall watch the flow of expenditure in the register maintained for the purpose to avoid excess expenditure over the provision.

6. All types of durables/articles purchase either out of Hostel Funds or University Funds shall be write off by the Write Off Committee duly approved by the University.

7. Warden can impose or remit the fine up to Rs.50/- and the Chief Warden can impose or remit above Rs.50/-.

8. Chief Warden can sanction up to Rs.2,500/- for the expenditure of any item which is not included under the expenditure head.

Further the Chief Warden

(a) can sanction for the re-appropriation of funds from one head to another out of the approved budget of the hostel.

(b) can sanction expenditure beyond Rs.1,000/- but up to Rs.10,000/- of any item(s) which is not included under the expenditure head, in anticipation of the approval of the Vice-Chancellor.

9. The Warden of each Hostel can keep the imprest money of Rs.500/- out of Hostel Funds.

10. The Wardens of the Hostels shall deposit in the Chief Warden's Account the unspent balance left in the Establishment Fund of the Hostels at the close of the Academic year.

11. Expenditure on items not specifically mentioned in these rules can be incurred with the sanction of the Vice-Chancellor subject to Clause 8 and 8(b) above.

Provided further that in case balance under Common Room Fund of a hostel falls short of funds required for any expenditure incurred in connection with a Common Room specific funds may be transferred from the hostel Establishment Fund to Common Room Fund of that hostel by the Warden of the hostel concerned. If however, funds still fall short of requirement in any hostel in respect of any expenditure incurred in connection with a Common Room, specific funds may be transferred from the Chief Warden's Account to the hostel by the Chief Warden. Further allocation of funds/transfer of funds to the extent of Rs.10,000/- may be made by the Chief Warden out of the aforesaid Account to any hostel and not to seek funds for the purpose from the University. For expenditure or transfer exceeding Rs.10,000/- the approval of the Vice-Chancellor be obtained.

**RESEARCH, DEVELOPMENT AND PATENTS COUNCIL
KURUKSHETRA UNIVERSITY KURUKSHETRA**

1. Name of the Council

The name of the Council shall be Research, Development and Patents Council, Kurukshetra University (hereinafter called Research, Development and Patents Council).

2. Head Office

The Head Office of the Council shall be at Kurukshetra University, Kurukshetra (Haryana) India.

3. Aims and Objects

The Council shall be established to raise funds, donations contributions, grant-in-aid, etc. for the promotion of the Research and Development activities of Kurukshetra University, namely :

- (a) advancement of learning and education in all disciplines, in particular promoting and providing for research and development in Sciences, Engineering, Medical Sciences, Ayurvedic, Social Sciences, Arts and Languages, Commerce, Management, Law, Education and Indic Studies.
- (b) establish, maintain, run research center(s) and/or give grant-in-aid to such research center(s) established within the jurisdiction of Kurukshetra University for conducting study and research in the fields mentioned in clause 3 (a);
- (c) establish, maintain, and/or give grant-in-aid to individual Institutions, Departments, Centres for encouragement of research and development work in the fields mentioned in clause 3 (a) for the benefit of the society;
- (d) promote, give grant-in-aid and/or maintain Institutions, Departments, Centres for the promotion and diffusion of knowledge in the field mentioned in clause 3 (a) for the benefit of teachers and students of Kurukshetra University;
- (e) upgrade or facilitate laboratories and libraries in educational research Institutions, Departments and Centres of Kurukshetra University.
- (f) support teachers/senior functionaries visiting India and abroad to enhance and strengthen the research and academic development activities of Kurukshetra University.
- (g) promote and/or give grant-in-aid for publication of learned research work including research papers of seminar or conferences.
- (h) promote and/or give grant-in-aid for registration of patent.
- (i) give grant-in-aid for holding or attending conferences, seminars, workshop, symposium, etc. at the National and International level.
- (j) sanction research scholarship to students/ teachers including supply of books to researchers and such other assistance as may be useful to them in their research/studies in India and abroad;
- (k) institute awards of excellence for promoting research in the fields mentioned in clause 3 (a);
- (l) generate activities and research in service of mankind, including the protection of the environment, communal harmony and national integration, the uplift of the under privileged, women and handicapped;
- (m) promote and/or give grant-in-aid for any other purpose as the Research & Development Advisory Committee may decide from time to time;
- (n) undertake all acts, deeds and things connected with, incidental to, and germane to the aforesaid aims and objects.

4. Dean, Research & Development

- (1) There shall be a Dean, Research & Development who shall be the overall incharge of the Research, Development and Patents Council and shall manage its affairs.
- (2) The Dean, Research & Development shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the teachers of the University, who shall not be below the rank of Professor, on such terms and conditions as the Vice-Chancellor may recommend to the Executive Council.

Provided that the term of the Dean, Research and Development shall be two years, extendable by another one year, if deemed proper, by the Executive Council on the recommendation of the Vice-Chancellor.

- (3) The Dean, Research & Development shall discharge the duties and functions in furtherance of the aims and objects as listed in clause 3, and execute the decisions of the Research, Development and Patents Council Advisory Committee.
- (4) The Dean, Research & Development shall be incharge of day-to-day functioning of Radha Krishnan Foundation Fund.
- (5) The Dean, Research & Development shall operate Academic & Research Activities Fund.
- (6) The Dean, Research & Development shall discharge such other duties and functions as may be assigned to him by the Vice-Chancellor from time to time.

5. Research, Development and Patents Council Advisory Committee

- (1) There shall be an Advisory Committee consisting of the following :
 - (a) Vice-ChancellorChairperson
 - (b) Dean, Research & Development(Convener)
 - (c) Dean Academic Affairs
 - (d) All the Deans of the Faculties
 - (e) Honorary Members : Not more than two honorary members distinguished in education, research, industries, corporate sector, etc. to be nominated by the chairperson.
- (2) In the absence of the Chairperson, the Dean, Research & Development shall chair the meeting of Advisory Committee.
- (3) The Advisory Committee shall advise on the promotion of research and development activities of the University, particularly, in respect of the matters listed in clause 3.
- (4) The term of the Honorary members shall be two years, extendable by another one year by the Vice-Chancellor.

6. Meetings of the Advisory Committee

- (1) At least one meeting of the Advisory Committee shall be held during each academic year, which will be called Annual Meeting.
- (2) Other meetings of the Advisory Committee can be called by the Dean, Research & Development in consultation with the Vice-Chancellor.
- (3) At all the meetings of the Advisory Committee, two-fifths of the members shall constitute the quorum.
- (4) The vacancies, if any, in the Advisory Committee shall not invalidate any of the proceedings of the Committee.

7. Officer(s) and staff of the Council

- (1) The Vice-Chancellor may appoint, any officer(s) and supporting staff for smooth functioning of the Research, Development and Patents Council.
- (2) The Vice-Chancellor shall determine the terms and conditions for the appointment of such officer(s) and the staff.

8. Powers and Functions of the Advisory Committee

- (1) The Advisory Committee shall frame, the guidelines from time to time for the purpose of administering the Research, Development and Patents Council.
- (2) The Advisory Committee shall exercise overall supervision and superintendence of the Council and all the matters incidental thereto.
- (3) The Advisory Committee may take steps for raising donations and contributions, and mobilization of resources from individuals, organizations, business houses, philanthropists, alumni, etc. for Kurukshetra University Research & Development fund.
- (4) The Advisory Committee may accept any donations, contributions, etc. by Cheque/Bank Draft or movable or immovable property upon such terms, as it may deem fit.
- (5) The Advisory Committee may transfer the funds, received from any funding agency for the research project/scheme to the Research & Development fund.
- (6) The Advisory Committee may transfer any other available funds relating to research, development, academic activities, etc. of the University or as may be received from time to time to the Research & Development fund.
- (7) The Advisory Committee shall constitute Research & Development corpus fund.
- (8) The Advisory Committee shall, from and out of the income realized from the properties, assets and funds of the Research, Development and Patents Council and from grant-in-aid from the Government of India or the State Government and from any other source which it may get, spend such sum(s) of money as it deem proper towards the furtherance and achievements of the objectives of the Research, Development and Patents Council and maintenance of the properties of the Council.
- (9) The audited accounts of the Research, Development and Patents Council shall be adopted at the Annual meeting of the Advisory Committee.

9. Funds and Accounts

- (1) The assets, together with all donations and contributions, in any form made for the said purpose from time to time and the rents, profits and income thereof and the stocks, funds and properties representing the same shall be held in a separate Account namely, Kurukshetra University Research and Development Fund.
- (2) No part of the Research & Development Fund shall be spent for any purpose other than the objectives of the Council.
- (3) The Account shall be maintained in a nationalized bank situated on the Kurukshetra University Campus.
- (4) The bank account shall be operated by the Registrar of the University.

10. Amendment of the Constitution

- (1) A proposal for the amendment of the Constitution of the Research, Development and Patents Council shall require the affirmative vote of not less than two-thirds of the members present and voting of the Research, Development and Patents Council Advisory Committee.
- (2) Such a proposal shall be placed before the Executive Council of the University for its consideration and approval.

11. If there is any doubt about the interpretation of any clause or sub-clause of the Constitution and the bye-laws, the interpretation of the Chairperson of the Research, Development and Patents Council Advisory Committee shall be final and binding.

THE FINANCIAL POWERS OF HEADS OF DEPARTMENTS REGULATIONS

1. Heads of the Departments shall be competent to incur expenditure within the provision, included in the Budget Estimates and communicated to them as follows :-

- Any individual bill up to***
- | | |
|---|---|
| <p>I. Chairpersons of all the University Teaching Departments/Directors of Institutes (Teaching)/Dean Academic Affairs/Dean Students' Welfare/Dean of Colleges/Chief Warden/Proctor/Director, IS & IS/Director, Academic Staff College.</p> | <p>i) Rs.2,000/-
(without quotation)
ii) Rs.10,000/-
(on lowest quotation basis by inviting quotations)
iii) Railway Freight/ Octoroi charges and other Taxes (Amount of the bill received)</p> |
| <p>II. Deans</p> | <p>i) Rs.2,000/-
(without quotation)
ii) Rs.10,000/- (on lowest quotation basis by inviting quotations)</p> |
| <p>III. Librarian</p> <p>(i) Contingencies/Furniture/ Hot and Cold Weather Charges/ Repairs to University Moveable Property/ Stationery/ Postage/ Binding.</p> <p>(ii) Railway Freight/ Octoroi Charges and other Taxes.</p> <p>(iii) Photo-copying Material</p> | <p>(a) Rs.2,000/- (without quotation)
(b) Rs.10,000/- (on lowest quotation basis by inviting quotations)</p> <p>Amount of the bill received.
Full powers</p> |

The Librarian shall make purchases of books and periodicals for the University Library within the sanctioned Budget grant, on the recommendation of the Chairperson of Departments concerned and in accordance with allocations made by the Library Committee. For general books, the Librarian shall make purchases with the approval of the Vice-Chairman, Library Committee.

- Any individual bill up to***
- | | |
|---|--|
| <p>IV. Other Heads of the Depts. including Resident Medical Officer, Medical Officer, Estate Officer/Incharge, Land & Farming & Horticulture, Sanitary Officer, Chief Security Officer, Placement Officer, Principal, University Senior Sec. Model School, Director, Youth & Cultural Affairs, Director, Sports, Director, AIS Coaching Centre, Director, WSRC, Head, Computer Centre, Manager, Printing & Publications, Director, Public Relation, Secretary, KUSU.</p> | <p>(i) Rs.2,000/- (without quotation)
(ii) Rs.5,000/- (on lowest quotation basis)</p> |
| <p>V. Principals University College/College of Education</p> | <p>(i) Rs.2,000/- (without quotation)
(ii) Rs.10,000/- (one lowest quotation basis by inviting quotations)</p> |

- VI. Project Director/P.I./Executive Engineer
- (i) Rs.2,000/-
(without quotation)
 - (ii) Rs.10,000/- (one lowest quotation basis
by inviting quotations)

Stationery shall be supplied generally by the University office for which the Head of the Department shall send an indent to the University Store of General Branch. The supply will be made according to the requirements up to the extent budget provision exists. Heads of the Depts. would exercise their powers relating to the purchase of stationery only after obtaining a certificate of non-availability of stationery from the University Store of General Branch.

2. The Registrar/Finance Officer shall be competent to incur expenditure within the provision included in the budget estimates, pass bills and make payments relating thereto. He shall also make payment of bills duly passed and forwarded by Principals of Colleges, Chairpersons of Teaching Departments and other Officers in accordance with powers delegated to them.

The detail of financial powers to be exercised by the Registrar and Finance Officer, is as under :-

- | | | |
|------|--|---|
| (1) | Purchase on lowest quotation basis | Full Powers |
| (2) | Lower of two/higher quotation basis | Rs.50,000/- |
| (3) | Single quotation basis | Rs.50,000/- |
| (4) | Approved sources under clause 8 of financial powers | Full Powers |
| (5) | Constitution of Adhoc Purchase Committee | Rs.50,000/- |
| (6) | Writing off of losses in case of un-serviceable articles | Rs.10,000/- |
| (7) | Writing off of losses | Rs.10,000/- |
| (8) | Execution of work | Rs.50,000/- |
| (9) | Supply of material | Rs.50,000/-(However up to Rs.2.00 lac in case of purchases on DGS & D rates or Govt. Departments. Undertakings) |
| (10) | Refreshment in authorized meetings | Rs.2,000/- |
| (11) | Journey by Taxi | Full powers on approved rates against entitlement in respect of journey for attending meetings of the Executive Bodies of the other University and authorized meetings. |
| (12) | Drawal of Advances | Up to ten |
| (13) | Journeys out of Project Funds | Full powers except in the case of Head of Depts. and Professors who may be allowed by the Vice-Chancellor. |

Registrar will exercise full powers of journey by Taxi on approved rates against entitlement, drawal of Advances and journey out of project funds.

The following Officers will exercise these powers :-

(i)	Deputy Registrars	Rs.2,000/- (without quotation) Rs.5,000/-(on lowest quotation basis)
(ii)	Assistant Registrars/Sub-Divisional Officer	Up to Rs.2,000/- (without quotation)
(iii)	Secretary/OSD to Vice-Chancellor	Rs.2,000/- (without quotation) Rs.5,000/- (on lowest quotation basis by inviting quotations)

The Controller of Examinations will competent to sanction expenditure in connection with the conduct of Examinations.

The powers of passing/signing bills may also be exercised by the Superintendents of the Accounts Branch.

All Superintendents of the Accounts Branch are also empowered to pass bills for payments relating to fixed charges such as pay of staff and all kinds of allowances at the rate fixed by the competent authority and also other expenditure such as refund of examination fee, remuneration to examiners, Paper-Setters, Centre Superintendents, Scrutineers and

other persons employed for the University Examinations and other work on authorized rate and those bills will not require financial sanction of higher authority.

3. All payments upto Rs.1,000/- amount payable from the University funds, may ordinarily be paid from the permanent advance of the Heads of the Departments/Registrar. However, payment of higher amount shall be paid by Cheque.

4. Quotations shall be invited for all purchases exceeding Rs.2,000/- upto Rs.40,000/-. However, where, the quotations are not invited and purchase is proposed without quotations on bill basis or where it is proposed to make the purchase on single, lower of the two or higher quotation basis, the sanction of the competent authority will be required except in the case of purchases from approved sources under Clause-8. Provided that the Registrar/Finance Officer may exercise these powers up to Rs.50,000/- in case of purchases and up to Rs.2,000/- in case of refreshment served in authorized meeting. The Finance Officer and Officer-in-Charge, General Branch of the University are authorized to sanction expenditure on refreshment *etc.* up to Rs.2,000/- and Rs.500/- respectively. For purchases exceeding Rs.40,000/-except in the case of Teaching Departments/Colleges who will continue to invite quotations, tenders shall be invited by giving detailed specifications, terms and conditions. Provided further that purchase made by the Purchase Committee(s) or by any officer authorized by the Vice-Chancellor/ Registrar for the same will not be governed by the operation of this Clause. The Heads of Departments/ Registrar authorized to enter into contracts on behalf of the University with supplier firms in respect of purchases they are competent to make.

5. The Heads of Departments/Registrar shall keep a regular record of purchase made and shall watch the flow of expenditure over the budget provision.

6. The Heads of the Department/Offices shall be competent to refund securities, earnest money, various types of fees *etc.*, in accordance with the conditions, if any, governing them and also to refund moneys not due to the University.

7. Heads of Departments/Registrar shall not incur expenditure not provided in the Budget Estimates or, if provided, in excess thereof, without the previous sanction of the Executive Council, in case of

urgent necessity, Vice-Chancellor may sanction such expenditure and obtain the approval of the Executive Council subsequently.

8. The purchase from the following sources may be made at their fixed rates without the call of quotations with the due sanction of the amount of expenditure by the competent authority :

- (i) Co-operative Store, Kurukshetra
- (ii) Khadi Bhandar, Kurukshetra
- (iii) DCM Store, Kurukshetra
- (iv) Co-operative Marketing-cum-Processing Societies, Kurukshetra
- (v) Haryana Co-operative Supplies & Marketing Federation, Kurukshetra
- (vi) Firms on DGS & D Rate Contract
- (vii) Firms on Controller of Stores Rate Contract
- (viii) Govt. of India Departments/Govt. of Haryana and other States Department, Central/State Govt. Undertakings and Corporations
- (ix) Any other approved sources approved from time to time.

If the item to be purchased is not available at Kurukshetra then it may be purchased from the branches of these concerns at other nearby stations.

9. The Registrar/Finance Officer shall be competent to sanction temporary advances according to requirements subject to the following conditions :-

- (i) That an advance shall be drawn for immediate utilization of the same only after the administrative approval to incur the expenditure has been accorded by the competent authority. Provided that in case the advance drawn is not utilized within three days from the date of the drawal of the advance, it shall be refunded to the University account unless previously permitted by the competent authority to retain it beyond this period.
- (ii) That advance will be utilized only for the purpose for which it is drawn unless previously permitted by the competent authority.
- (iii) That the unspent amount of the advance drawn shall be refunded to the University account immediately after the transaction has been completed and in no case later than three days from the date of the last payment made.
- (iv) That the accounts of the advance drawn from the University shall be submitted for adjustment soon after the date of the last payment and got adjusted within one month from the date of drawal provided that advances drawn for the purpose of opening of letter of credit in the Bank or making advance payment for obtaining some material from a foreign country shall be got adjusted within one month from the date of receipt of such material by the University.
- (v) That ordinarily not more than ten temporary advances will be sanctioned until the advances already drawn are got adjusted. Provided that if the circumstances so justify, the Registrar may sanction additional temporary advance(s) over and above ten advances as a special case pending the finalization of the adjustment of the temporary advances already sanctioned. Provided further that this shall not apply to advances drawn out of Amalgamated Fund.

THE TRAVELLING ALLOWANCE REGULATIONS**PART-I**

Except as provided in Part-II, the payment of railway fare, daily allowance and mileage allowance to University employees shall be regulated according to rates prescribed by the Haryana Government. The present rates are as under :

1. (a) For the purpose of TA/DA etc. grading of the employees in various pay ranges shall be as under :-

Grade-I Employees drawing pay of Rs.16000/- and above per month.

Grade-II Employees drawing pay of Rs.10500/- and above but below Rs.16000/- per month.

Grade-III Employees drawing pay of Rs.8000/- and above but below Rs.10500/- per month.

Grade-IV Employees drawing pay of Rs.4000/- and above but below Rs.8000/- per month.

Grade-V Employees drawing pay below Rs.4000/- per month.

(b) Entitlement for travelling by Rail/Bus/Own Car/Scooter/ Motor Cycle etc. and for Local journeys :

<i>Sr. No.</i>	<i>Category of University Employees</i>	<i>By Rail</i>	<i>By Bus</i>	<i>By Own Car/ Scooter etc.</i>	<i>Local Journey</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>
1.	Officers of Grade-I & Heads of Deptt.	AC 1st	AC Bus	By Car	By Taxi or Own Car
2.	Officers of Grade-II	1st Class/2nd Class-II Tier-Sleeper/AC Chair	AC Bus	By Car (with permission of Competent authority for each journey)	By Taxi or Own Car
3.	Employees of Grade-III	1st Class/II AC-III Tier Sleeper/ AC Chair Car	Deluxe Bus	Scooter/Motor Cycle (with permission of competent authority for each journey)	By Auto Rickshaw
4.	Employees of Grade-IV	2nd Class Sleeper/II AC-III Tier Sleeper	Express Semi-Deluxe	No	By Auto Rickshaw
5.	Employees of Grade-V	2nd Class/2nd Sleeper	Ordinary Bus	No	By Auto Rickshaw/ Bus/Rickshaw

Note : 1. The actual cost of reservation and sleeper charges will be reimbursed in full.

2. Rate of road mileage in case of journey performed by own car will be Rs.6/- per k.m. and in case of journey by Scooter/Motor Cycle, it will be Rs.3/- per k.m.

3. Toll Tax paid by the persons performing journey by own Car/Taxi will be reimbursed.

4. The rate of mileage allowance for journey on foot and bicycle, on tour and transfer would be Rs.0.50 paise per k.m.

(c) Journey by Air :

Heads of the Departments and the Officers in the pay scale of Rs.18400-22400.

On authorisation by the Vice-Chancellor in case of other Officers/ Teachers.

(d) The daily allowance shall be paid at the following rates :

<i>Categories of employees</i>	<i>In Haryana</i>	<i>Outside Haryana (other than column 4)</i>	<i>Other towns above 10 lacs population</i>
1	2	3	4
Grade-I	160	210	260
Grade-II	130	170	210
Grade-III	105	130	170
Grade-IV	90	120	145
Grade-V	80	105	130

(e) Where an employee has to stay in accommodation run on commercial lines in Delhi, actual Hotel/Tourist Bungalow expenses shall be reimbursable maximum up to the following limits:-

Grade-I	Rs.1300
Grade-II	Rs.975
Grade-III	Rs.650
Grade-IV	Rs.400
Grade-V	Rs.260

(f) Revision of 'entitlement of class' for the University employee for Air Travel on official duty, as under :-

(a) Within India

Officers of and above the rank of Financial Commissioner	Executive class
Others	Economy (Tourist) Class/Standard

(b) Outside India

Officer in the scale of Chief Secretary	First Class
Officers in the rank of Financial Commissioners & officers in the pay scale of 22400-24500.	Business Class
Others	Economy class

Note : (i) Where an employee while on tour has to stay in a hotel/tourist bungalow run on commercial line at a place outside Haryana, half daily allowance may be allowed where hotel/tourist bungalow expenses are reimbursed as above.

(ii) Claims would be admissible on production of actual receipt/bills.

(iii) As per 1991 Census, the following towns are with a population of 10 lacs and above :-

1. Ahmedabad	13	Lucknow
2. Bangalore	14.	Ludhiana
3. Bhopal	15.	Madras
4. Calcutta	16.	Madurai
5. Coimbatore	17.	Nagpur
6. Delhi	18.	Patna
7. Greater Bombay	19.	Pune

8.	Hyderabad	20.	Surat
9.	Indore	21.	Vadodara
10.	Jaipur	22.	Vishakhapatnam
11.	Kanpur	23.	Varanasi
12.	Kochi		

2. (a) For local journeys performed on tour outside the state, actual expenditure as per entitlement will be reimburseable on the basis of certificate given by the University employee mentioning the places of local journeys and also Taxi/Auto Rickshaw number(s).

(b) For local journeys performed on tour within the State, employees, as per entitlement given in rule 1(b) above, will be paid mileage allowance @Rs.6 per k.m. for Taxi/Car and Rs.3/- per k.m. for other mode of conveyance for journeys between office/residence and Bus Stand/Railway Station/Airport at Headquarters and also at the duty station between Bus Stand/Railway Station/Airport and the place of duty/residence.

3. The Vice-Chancellor shall sanction the performance of Journeys in respect of the Heads of the Departments/Offices, Professors, Registrar, Controller of Examinations and Principals; the Registrar in respect of other Class 'A', 'B' & 'C' Employee working in Teaching/Non-Teaching Departments/Colleges/Branches; the Controller of Examinations shall, however, exercise this power in respect of Class 'B', 'C' & 'D' Employees working in his Branches and the Finance Officer in the case of Class 'D' Employees working in the University Offices/Branches. However in the case of Class 'B', 'C' & 'D' Employees working in the Teaching Departments/ Colleges/Institutes/other Offices, the Head of the Department/College/Institute/Office shall be the authority competent to sanction the performance of such journeys.

The Registrar in case of Class 'A', 'B', 'C' & 'D' Employees, may, when he considers it necessary, sanction payment of travelling allowance in advance, and the amount so paid shall be deducted from the relevant T.A. Bill.

PART-II

1. When travelling abroad, Vice-Chancellor should get T.A. and D.A. at the rates admissible to Grade-I Officers of the Government of India.

2. Members of the University Court, Executive Council, Academic Council, Finance Committee, Faculties, Board of Studies, Establishment Committee, Selection Committee for appointments when attending meeting of these authorities or Committees constituted by the Vice-Chancellor, may if they travel by own car be allowed to charge T.A. etc. by road, as at rates approved by the Vice-Chancellor from time to time provided the distance each way does not exceed 200 kms. which limit may be extended to cover any place within Haryana in the case of Members of Academic Council, Executive Council, Court and members of the Inspection Committees appointed to inspect the affiliated/new Colleges.

Provided further that the Vice-Chancellor may, in exceptional circumstances, extend the limit of 200 kms. each way in case of Experts on Selection Committees.

The Vice-Chancellor may, however, allow travel by Taxi (receipt to be attached).

3. Life members in recognised schools shall be considered as officers drawing pay of Rs.8000/- p.m.

4. The Judge of the Panjab and Haryana High Court shall be entitled to receive, for the journeys performed by him in connection with the affairs of the University, T.A. at the rates admissible to him as a High Court Judge or at the University rates, whichever he chooses.

5. (a) Examiners, belonging to States, other than Haryana, shall be entitled to draw T.A. at the rates as prescribed in Part-I of these Regulations or at the rates admissible to them in their own University or State, whichever are more favourable to them.

- (b) Travelling allowance of a person, who is not in receipt of any pay or of a person who has retired from service, shall be calculated on the basis of his declared income or the pay last drawn by him, as the case may be.
- (c) Military or N.C.C. officers, while performing journeys on University business shall be paid T.A. at Army rates, applicable to their ranks, provided they certify that the journey was performed in Uniforms.
- (d) Student-Members on the various University Bodies, shall be paid T.A. and D.A. as admissible to Grade-I Officers.

6. Persons invited to deliver extension lectures shall be paid normal T.A. according to University rates but without any halting allowance.

- 7. (a) If a person travels in another person's car, he will be entitled to Railway fare/Bus fare as per scales prescribed, D.A. as mentioned in Part-I, provided nobody else draws any T.A. in respect of that car in that trip.
- (b) In the case of travel by Govt./University Vehicle full daily allowance would be paid for each day or part

thereof spent away from the headquarters for absence of 24 hours or more. Where the total absence from the headquarters is less than 24 hours daily allowance would be paid at the following rates :-

- (i) Where absence from Headquarters is less than 6 hours ... No D.A.
- (ii) Where absence from Headquarters is for 6 hours or more but less than 12 hours ... Half D.A.
- (iii) Where absence is for 12 hours or more but less than 24 hours ... Full D.A.

Provided further that the Personal Assistant to the Vice-Chancellor when required to travel in staff car between stations connected by rail shall be allowed to draw travelling allowance as for a journey on tour, less one single fare by rail of the Class to which he is entitled.

- (c) If due to some emergent work, under orders of the Vice-Chancellor, a person is required to undertake journey which costs him more than the Railway fare/Bus fare of the Class to which he is entitled, he shall be paid the actual cost of the journey, local mileage and D.A. etc.

8. A person may be permitted to travel in full car between stations connected by rail or to perform journey by a longer route, by the Registrar in respect of the work connected with the conduct of Examinations and the Vice-Chancellor for other University work, only when it is absolutely necessary in University interest.

9. A delegate to an Educational Conference/Seminar *etc.* may be paid T.A./D.A. *etc.*, as per University rules as contained in Part-I of the T.A. Regulations. The Registration Fee (excluding Boarding & Loading) if any, may also be reimbursed on production of Actual Payee Receipt from the Host Institution. A Certificate by the Host Institution of having attended the Conference by the Delegate shall be sufficient for the purpose of payment.

10. The Examiners, Superintendents, other members of Supervisory Staff and members of the University Bodies, who are entitled to II Class Railway fare, when travelling on University duty, may perform the journey by passenger, express or mail train as it suits their convenience.

11. (i) Examiners in practical will be paid daily allowance only for one day previous to examinations for preparation work and also for any holiday or holidays intervening between the day of preparation and the day of the examination.

(ii) 'If the examination is completed in morning session, DA will not be allowed for next day. However, if the examination is completed in the evening session DA for next day may be allowed.'

12. No person, whose ordinary place of residence is the same as the place of University business or duty shall be entitled to travelling allowance or daily allowance if he comes from an out-station to attend University business or to place of duty at that place.

Exception Provided that if a person, residing in Delhi, performs the journeys on University business within the limits of Old Delhi and New Delhi Municipalities, he may draw actual cost of transport not exceeding the amount of the daily allowance to which he is entitled under the rules.

13. No person shall be entitled to charge travelling allowance from a place further than the one in which he ordinarily resides. The Vice-Chancellor may, however, relax this condition as a special case.

14. Bills not presented within 6 months from the date of journey shall lapse and shall not be entertained unless the period of 6 months is extended by the Vice-Chancellor for good cause shown.

15. A member of a University Body, who has to attend meetings on two or more consecutive days, may return to his Headquarters after completion of University business each day if the distance involved in the return journey does not exceed 50 miles or 80 kms.

16. Notwithstanding anything contained in these rules, the Vice-Chancellor may, in exceptional circumstances for reasons to be recorded, sanction, special rates *i.e.*, in excess of the schedule contained in Part-I.

In any individual case, actual conveyance expenses incurred at an out-station with the prior permission of the Vice-Chancellor shall be paid. The permission will be given if special circumstances exist.

17. T.A./D.A. shall be admissible at the rates admissible to Class I Officers of the Govt. of India in respect of those University functionaries, who may have to go abroad on University business.

18. Teachers and Staff performing journeys during vacation, from a place where they are spending the vacation to their Headquarters, in the interest of University work, shall be allowed T.A. as on tour but without any daily allowance for the days of halt at Headquarters.

Special Rules

1. No daily allowance shall be paid for a journey performed within a radius of 5 miles or 8 kilometers from the headquarters of the person concerned.

Provided that if any employee other than Class-D employee (who is receiving conveyance allowance) performs journey by road within 8 kilometres of Headquarters in connection with the University work, with the prior approval of the Authorities competent to sanction the journey, will be paid mileage allowance for the conveyance entitled to use, as per rates given in Regulation 2 of Part-I. In such cases expenditure may be charged to contingencies.

2. Except in the case of work connected with University Examinations, daily allowance may not be drawn for a continuous halt of more than 10 days at any one place unless the same is sanctioned by the

Vice-Chancellor in each case on the ground that the prolonged halts are necessary in the interest of the University work.

3. The rate of D.A. of a person, who spends part of a day in one locality and part of it in a place for which a different rate of D.A. prevails, shall be determined according to the place where he spends the night succeeding such day.

4. A University employee, summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case for which neither University nor State of Haryana is a party, shall not be entitled to any payment other than those admissible by the rules of the Court.

5. A University employee, summoned to give evidence of facts that have come to knowledge in the discharge of his duties in a case to which the State of Haryana is a party, shall be entitled to usual T.A. from the University and whatever he gets from the Court, he shall credit the same to the University.

6. A University employee, accompany to the students on educational excursions, will be entitled to usual T.A.

7. The class to which a retired person belongs on his re-employment, shall be determined with reference to the pay which he actually receives plus the amount of pension, if any, which he is permitted to draw in addition to pay.

8. The Chauffeur of a vehicle supplied at the expense of the University, when making a journey by road in the University vehicle in his charge, may draw daily allowance according to the proviso to Rules 7 (b) of Part-II of these Regulations.

9. (a) The T.A./D.A. on transfer and retirement will be regulated by the Rules of the Haryana Government.

(b) T.A./D.A. for the journey to his/her home town would also be admissible to the family of a deceased University employee on his/her death while in service.

10. Members of the University bodies like Executive Council, Court, Academic Council, Finance Committee and members/experts on Selection/Establishment Committees coming from outside will draw T.A./D.A. as admissible under the rules for attending the meeting of these bodies/Committees in addition to any hospitality extended by the University with the approval of the Vice-Chancellor.

Provided that each member/expert/Chancellor's nominee/representative of SC/ST, Women and Physically Handicapped coming from outside to work on the Selection Committee/Establishment Committee for appointment of various posts in the University will also be paid an honorarium of Rs.300/- for each meeting of the Selection Committee/ Establishment Committee.

11. The rates of T.A./D.A. would also be applicable to the employees governed by U.G.C. Grades and those who opt for pre-revised scale of pay. In their cases dearness allowance upto the Consumer Price Index of 1510 point will be treated as part of their pay for purpose of calculating the admissible travelling allowance and daily allowance. These rates would also be applicable to the members of All India Services who are serving in connection with the affairs of Haryana State.

**THE MEDICAL AID TO STUDENTS, STAFF AND OTHER RESIDENTS OF
THE UNIVERSITY CAMPUS REGULATIONS**

1. University Employees, residing the University Campus or outside it, will be given free medical treatment at the Kurukshetra University Dispensary which is under the charge of a whole time Resident Medical Officer. The term 'University Employees' includes employees of the University College and University College of Education.

2. The family members of the employees are also entitled to free medical treatment at the University Dispensary. The word 'family' means a wife of the University Employee and husband in the case of a female University Employee, who is residing with and wholly dependent on him/her, legitimate children, parents residing with and wholly dependent on him/her.

3. A University Employee, while on official duty at a station other than his headquarters, if falls ill, will be reimbursed actual expenses of medical treatment on the pattern of Haryana Government on production of the necessary bill.

4. When the Resident Medical Officer is called to attend at the residence of the University Employee or any other resident for consultation and/or treatment; no visiting fee will be charged from the employee or any other resident of the University.

5. Casual visitors coming to the University on official invitation will be provided available medical aid in case of need, without payment of any fee by treating them as guests. The officials working in different offices, other than University employees and their family members, shall not be given any medical facility in the University Health Centre as they can enjoy medical facilities in the Govt. Hospital in the vicinity of the University Campus.

6. No fee will be charged in respect of maternity cases of University employees or members of their families.

7. No fee will be changed for X-Ray, E.C.G., Screening, Physiotherapy Computerized E.C.G., EEG & Spirometry, Dental facilities, Ultra sound and Lab. facilities etc. from the University employees/students.

8. The facility of medical allowance and/or full reimbursement of expenditure on medical treatment will be allowed to the University Employees strictly on the pattern of Haryana Govt.

Provided further that if an employee while spending vacations/leave of any kind at a place other than Kurukshetra falls ill and gets treatment as an Indoor Patient in any Govt. Hospital or an Institute of repute like P.G.I., Chandigarh, All India Institute of Medical Sciences, New Delhi, Medical College, Hospital, Rohtak *etc.*, may also get reimbursement of medical expenses incurred on his/her own treatment and on the treatment of members of his/her family, to the extent he/she is entitled.

Provided further that the reimbursement of medical expenses will also be admissible when any employee or his/her dependent is admitted as an indoor patient without having the case referred from the Resident Medical Officer in emergency.

The Executive Council may, however, on appropriate recommendations, grant any financial help to the employees in relaxation of the rules, in hard and deserving cases of serious ailment.

**RULES FOR THE USE OF AMBULANCE OF THE
UNIVERSITY HEALTH CENTRE**

1. The Ambulance will be under the charge of the Resident Medical Officer or any other Medical Officer duly authorised by the Resident Medical Officer.

2. The ambulance may be used to take the doctors to the residence of the patients or the patients to the hospital strictly in the case of emergency, and on the specific permission of the Resident Medical Officer/Medical Officer. However, the indoor patients admitted in the Civil Hospital may be allowed the use of the Ambulance for being transported to outstations on the recommendation of the Medical Officer on duty at the Civil Hospital.

3. Charges for the use of ambulance will be as under :

(i) University employees (Self)	Rs. 2/- per km.
(ii) Family members/dependents of the University employees	Rs. 2/- per km.
(iii) Retired employees of the University	Rs. 5/- per km.
(iv) Bonafide/full time regular students of UTDs/University College/College of Edu./Senior Sec. Model School in case they are referred by the R.M.O./M.O. for medical treatment to approved Hospitals/Medical Institutes.	Free of charge

Ambulance will come back immediately after leaving the patient at the recommended destination and the total distance covered both ways should not exceed 500 km. in any case.

Ambulance charges for carrying dead bodies from hospitals to the University Campus/home town or from the University Campus to home town, will be as under :

(i) For employees (self) and students	}	Fee of charge
(ii) For dependents of the employees		

The University employees sustaining injury while on duty will however be allowed use of Ambulance free of charges.

4. When the Medical Officer is required to visit any University employees or his dependent, the Ambulance charges will be borne by the concerned employee.

5. Charges for the use of Ambulance will be deducted from the salary of the concerned employees for the month following that in which it has been used, by the Bill Section of the Accounts Branch on receipt of the information from the Resident Medical Officers.

6. The Driver will maintain a log-book giving full record of exact distance covered in each journey and obtain the signature of the user against the relevant entries.

7. Sick students will be provided Ambulance without any charges to bring them from hostel to the Campus Health Centre or the Referral Hospital and back on receipt of request from Warden/Chief Warden/Chairperson of the Department concerned or the Dean, Students' Welfare.

8. If the student is referred by the Resident Medical Officer or the Medical Officer of the Referral Hospital to Medical College, Rohtak, P.G.I., Chandigarh, All India Institute of Medical Sciences, Delhi or any other Nursing Home, the Ambulance will be allowed free of cost for up journey only, if the Resident Medical Officer is of the view that the patient should be transported in the Ambulance.

9. In case a sick student requests for Ambulance for going to his home/native place the Ambulance will be allowed on payment of charges @ Rs.2/- per km., if the Resident Medical Officer is of the view that the patient should be transported in the Ambulance.

THE ADVANCES FROM PROVIDENT FUND RULES, 1964

(Under Statute 30 (11) of the Kurukshetra University)

Short Title and Commencement :

1. These Rules may be called "The Kurukshetra University Advances from Provident Fund Rules, 1964".

Definitions :

2. In these rules :

(a) "Fund" means the Provident Fund as defined in Statute 30 (11) of the Kurukshetra University.

(b) "Family" means :

(i) in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow and children of a deceased son of the subscriber.

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these relate, unless the subscriber subsequently indicates, by express notifications, in writing to the Registrar that she shall continue to be so regarded.

(ii) in the case of a woman subscriber, the husband and children of a subscriber, and the widow or widows and children of a deceased son of a subscriber.

Provided that if a subscriber by notification in writing to the Registrar expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

(c) "Children" means legitimate children. An adopted child shall be considered to be a child when the Registrar is satisfied that under the personal law of the subscriber adoption is legally recognised as conferring the status of a natural child, but in this case only. When a person has given his child in adoption to another person and if, under the personal law of the adoptee, adoption is legally recognised as conferring the status of a natural child, such a child should, for the purposes of these rules, be considered as excluded from the family of the natural father.

(d) "Competent Authority" means the Registrar in the case of non-refundable advances and the Registrar/Finance Officer in case of refundable advance.

(e) "Leave" means any kind of leave recognised by the Kurukshetra University Leave Rules, 1963.

(f) "Year" means a financial year.

Advances from the Provident Fund :

3. (a) No withdrawal shall be made from the Provident Fund until a subscriber finally quits the service or dies.

Provided that if the pecuniary circumstances of a subscriber are such that indulgence is absolutely necessary, a temporary advance, not exceeding total amount subscribed by him/her alongwith the interest accrued on his subscription may be allowed at the discretion of the Registrar/Finance Officer.

- (b) The following may be recognised as legitimate purposes for grant of advances :-
- (i) To pay expenses incurred in connection with the prolonged illness of the subscriber or a member of his family dependent upon him.
 - (ii) To pay for the overseas passage only for reasons of health or education of the subscriber or a member of his family dependent on him.
 - (iii) To pay expenses for education outside India whether for an Academic, Technical, Professional or Vocational course.
 - (iv) To pay expenses for Medical, Engineering and other Technical or specialized courses in India beyond the High School stage.
Provided that the course of study is not less than two years' duration.
 - (v) (a) To pay expenses on subscriber's own marriage or the marriage of subscriber's daughter/son or dependent sister/brother.
(b) To pay expenses own a scale appropriate to the status of the subscriber for funerals or other ceremonies or persons wholly dependent upon him which by customary usage the subscriber has to incur.
 - (vi) To pay expenses for purchase of land or for repairs or construction/purchase of a house.
 - (vii) To pay insurance premiums.
 - (viii) To pay expenses for the purchase of Motor Car/Motor Cycle/Moped/Scooter.
 - (ix) In exceptional circumstance to meet any other expenses considered reasonable by the Vice-Chancellor.

4. Advance shall not be granted until at least 12 monthly instalments for the re-payment of the previous advance have been recovered and balance, if any, is paid in cash or by adjustment out of the subsequent advance. Provided that second advance shall not be granted till twelve full months have been completed from the date of the previous advance.

5. (i) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but, such number shall not be less than twelve unless the subscriber so elects, or 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 admit of the fixation of such instalments.

(ii) Recovery towards advances shall commence on the first occasion after the advance is made on which the subscriber draws salary, other than leave salary or subsistence allowance, for full month. While he is on leave or in receipt of subsistence allowance, recovery shall not be made except with the subscriber's consent.

(iii) The interest to be charged on the money so advanced shall be recovered at the rate at which interest is credited by the University to the subscribers.

(iv) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before payment is completed the whole or balance of the amount withdrawn shall forthwith be repaid by the subscriber to the Fund, or be recovered by deduction from the salary of the subscriber by instalments, or otherwise, as may be directed by the competent authority.

(v) Recoveries made under this rule shall be credited, as they are made to the account of the subscriber in the Fund.

FORM FOR NOMINATION FOR PAYMENT OF CLAIMS VIZ. P.F. DEATH-cum-RETIREMENT GRATUITY AND LEAVE ENCASHMENT IF ANY, IN THE EVENT OF DEATH

(For Subscriber)

I hereby declare that in the event of my death, amount due to me in respect of **P.F. Death-cum-Retirement gratuity and leave Encashment**, if any from the K.U.K. shall be paid/distributed among the persons mentioned below in the manner shown against each in Col. 4. The amount due to nominee who is minor at the time of my death should be paid to the person whose name appears in Col. 5. I further verify that the nominee(s) is/are the members of my family/not the member of my family as no one is alive.

Name & Address of the Nominee(s)	Relationship with the subscriber	Age of the nominee(s) with date of birth	Amount of share of the deposit payable	Name & Address of the person to whom share is to be paid on behalf of minor
1	2	3	4	5

Dated this day of 200 .

Signatures of two witnesses

.....
Signature of the subscriber

1. Signature

Name..... (in capital letters)

Name

Designation.....

Official Address.....

Department.....

2. Signature.....

P.F. A/c No.....

Name.....

Official Address.....

KURUKSHETRA UNIVERSITY EMPLOYEES' PENSION SCHEME/RULES

SECTION-I : SHORT TITLE AND COMMENCEMENT

1. (a) This scheme called the 'Kurukshetra University Employees' Pension Scheme 1997' formulated to afford the benefit of Pension in lieu of C.P.F. by creating a Corpus Fund by transferring the up-to-date contribution of C.P.F. made by the University alongwith interest accrued thereon in respect of employees who were in service on 1.4.1995 and have not attained the age of superannuation prescribed in these rules on this day and have also opted for the said scheme under these Rules.
- (b) It shall be deemed to have come into force with effect from 1st April, 1995.

2. DEFINITION

Unless there be anything repugnant in the subject or context, the terms in these rules carry the meaning as under :-

(i) Government

Government means the Government of the State of Haryana in the Department of Education.

(ii) University

University means the Kurukshetra University, Kurukshetra.

(iii) Executive Council

Executive Council means the Executive Council of Kurukshetra University, Kurukshetra.

(iv) Vice-Chancellor

Vice-Chancellor means the Vice-Chancellor of Kurukshetra University, Kurukshetra or any other person exercising the powers of Vice-Chancellor for the time being.

(v) Registrar

Registrar means the Registrar of Kurukshetra University, Kurukshetra or any other person exercising the powers of Registrar for the time being.

(vi) Emoluments

The term 'Emoluments' for these purposes shall mean Pay as defined in Rule 2.44 of Punjab C.S.R. Vol.-I, Part-I, as applicable to Haryana Govt. Employees.

(vii) Procedure to calculate Pension :

- (a) The pension shall be calculated on the pay last drawn by the University employee on the date of retirement.
- (b) If, on the date of retirement of service a University employee has been absent from duty on leave with leave salary and also on extraordinary leave which counts for pension or having been suspended, has been reinstated without forfeiture of service, his emoluments should be taken what they would have been had he not been absent from duty or suspended; provided always that, except as provided in note below, his pension must not be increased on account of increase in pay not actually drawn.

Note:- In the case of University employee who has been on Earned Leave till last date of his retirement and during this period he earns an increment which was not withheld during the currency of the Earned Leave such increment though not actually drawn, shall be included in the last pay drawn.

- (c) If a University employee retires while he is absent from duty or on leave without leave salary not counting for pension or was under suspension which does not count for pension, the pay drawn by him prior to the period of such absence, leave or suspension shall be taken as last pay drawn for calculation of pension.
- (d) Except as provided in sub-rules (b) and (c) above, only emoluments actually received can be included in the calculation. For example, when a University employee is allowed to count time retrospectively towards increase of pay, but does not receive retrospectively the intermediate periodical increments, these intermediate increments are not reckoned on the calculations.

(viii) Competent Authority

- (a) Executive Council of the University would be competent to adopt the Pension Rules for Kurukshetra University Employees as approved by the State Govt.
- (b) Competent authority means the authority competent to sanction Pension to the employees of University. Competent authority for the purpose of this scheme will be Vice-Chancellor of the University. He may further delegate his powers to sanction the Pensionary benefits to the persons not less than a rank of Registrar in the University.
- (c) Any change(s) in grant of pensionary benefits as made by the Haryana Govt. to its employees from time to time shall be made applicable to the University employees with the approval of the Vice-Chancellor.

(ix) Employee

Employee wherever referred to in this Scheme mean teaching & non-teaching employees of Kurukshetra University employed on regular basis as well as work charged/adhoc basis followed by regular appointment against sanctioned posts.

(x) Family

Family for the grant of Family Pension as contained in the rules includes the following relatives of the employees as laid down in Para 2 (ii) and notes thereunder of Family Pension Scheme, 1964 printed at Appendix-I of Punjab. C.S.R. Vol.-II applicable to Haryana Govt. Employees.

- (a) Wife, in the case of male employee.
- (b) Husband, in the case of female employee.
- (c) Minor sons.
- (d) Unmarried minor daughter.
- (e) In the case of unmarried daughter beyond twenty five years of age at par with widowed/ divorced daughters subject to other conditions being fulfilled. Grant of family pension to unmarried/widowed/divorced daughters shall be payable in order of their date of birth and younger of them will not be eligible for family pension unless the next above her has become ineligible for grant of family pension. Further, pension to unmarried/widowed/divorced daughters above the age of twenty five years shall be payable only after the other eligible children below the age of twenty five years have ceased to be eligible to receive family pension and that there is no disabled child to receive the family pension:

Provided that unmarried daughter including widowed/divorced daughter will become ineligible for pension from the date of her marriage/remarriage or when she starts earning livelihood.

(xi) Corpus Fund

Corpus fund means Pension Fund. It will be kept out of consolidated Provident Fund of the University. There shall be an established fund to be known as Pension Fund created by transferring the total up-to-date University contribution alongwith interest accrued thereon in respect of its employees governed by the Pension Scheme.

- Note :-** (a) Rate of Interest shall be that as is allowed on C.P.F. by the University from time to time.
- (b) University will continue to contribute the matching share of C.P.F. @ 10% of Basic pay of the member employees of this scheme towards the above fund onward the date of commencement of this scheme.

(xii) Superannuation Age

It is the particular age at which a University employee is required to retire as provided under clause - 14 in K.U. Cal. Vol. III, 2007 at page-281 governing the Terms & Conditions of Service of University employees.*

- (xiii)** Temporary service used in these rules shall mean the period spent on probation after the regular appointment against the sanctioned post.

3. EXTENT OF APPLICATION

This scheme shall apply to all employees who :

- (i) are appointed to the sanctioned aided posts on regular basis on or after 1.4.1995.
- (ii) were appointed to the sanctioned posts on regular basis before 1.4.1995 and continue to work as such after that, provided that the employees who were appointed to the sanctioned aided posts on regular basis before 1st April, 1995 and who have attained the age of superannuation as prescribed in these rules on or after that date shall have the right to opt for this scheme within a period of three months from the date of publication of this scheme.

This scheme shall not apply to :

- (a) an employee appointed on part time basis against sanctioned aided posts.
- (b) an employee, who had retired from the sanctioned post before 1st April, 1995 and an employee who had attained the age of superannuation as provided in these rules before the said date.
- (c) an employee who is governed by the Contributory Provident Fund.
- (d) an employee employed on a leave gap arrangement, on contract basis, apprenticeship etc. and the service for which no C.P.F. contribution has been made by the University.

4. QUALIFYING SERVICE

- (i) All service interrupted or continuous paid by the University and for which University share is contributed towards Pension fund shall be treated as qualifying service. The period of break shall be omitted while working out aggregate service.
- (ii) E.O.L. (Without Pay) counted towards increment under rule 4.9 (b) (ii) of Punjab C.S.R. Vol. I, Part-I will be counted towards service qualifying for pension, provided that University contributes its share towards pension fund for this period.
- (iii) Periods of suspension, dismissal, removal, compulsory retirement followed by re-instatement will count for pension to the extent permissible under the University rules.

* i.e. 60 years and Pensionary benefits will also be allowed upto the age of 60 years subject to maximum qualifying service of 33 years.

- (iv) Resignation from the University service or dismissal or removal from it for misconduct, insolvency, inefficiency, not due to age, or failure to pass prescribed examination will entail forfeiture of past service in terms of rules printed in University Calendar.
- (v) An interruption in the service of a University employee caused by wilful absence from duty and unauthorised absence without leave will as hitherto entail forfeiture of past service.
- (vi)
 - (a) The period spent on contract basis and also service paid from contingency or apprenticeship shall not count as qualifying service for Pension.
 - (b) The period spent on adhoc basis in this University shall be counted as qualifying service for Pension provided such services count for increment as per instructions given in the letter No. F.D. Hr. No.I/2 (11)-80-2 FRII dated 31-1-1984.
 - (c) The period spent on work charged basis in this University shall be counted as qualifying service for Pension provided :-
 - (i) the service rendered is against the sanctioned posts followed by regular employment;
 - (ii) there is no interruption in the two or more spells of service or the interruptions fall within condonable limits; and
 - (iii) such service is a whole time employment and not part time or portion of day.

Employees referred to in Clauses (b) & (c) above will have to deposit the amount equal to the total University Contribution alongwith upto interest thereof for the said period till the regularization of their service against sanctioned posts.
- (vii) The grant of benefit of past qualifying service towards Pension to the University employees coming from State Govt. or autonomous body (both under the Govt. of Haryana), Central Govt. or Central Autonomous Body, and vice-versa will be regulated as per provisions contained in office letters No.1/2(77)-87-2FR-II dated 22.8.1988 and No.1/2(4)-96-2FRII dated 7.1.2002 issued by the Govt. of Haryana, Finance Department, or any other instructions issued in this regard by the State Govt. from time to time and adopted by the University.
- (viii) The period spent on deputation under University rules shall count as qualifying service for the purpose of pension if the pension contribution for such period is deposited in corpus fund at the rates prescribed in Annexure 'C' referred to rule 10.10 of Punjab C.S.R. Vol. I, Part-I, applicable to Haryana Govt. employees and amendments from time to time.

5. CONDONATION OF INTERRUPTION

Interruption in service either between two spells of permanent, or temporary service or between a spell of temporary service and permanent service or vice-versa in the case of a University employee retiring on or after 1.4.1995 may be condoned, subject to the following conditions :

- (i) The interruption should have been caused by reasons beyond the control of University employee concerned.
- (ii) Service preceding the interruption should not be less than five years' duration. In cases where there are two or more interruptions, the total service, pensionary benefits in respect of which shall be lost if the interruptions are not condoned should not be less than five years.
- (iii) The interruption should not be of more than one year's duration. In cases where there are two or more interruptions, the total period of all interruptions to be condoned should not exceed one year.

6. OPTION

- (i) The existing employees of the University, who are appointed before 1.4.1995 and are continuing in service and have not attained the age of superannuation on this date; and

- (ii) The employees, who have since retired on attaining the age of superannuation or sought voluntary retirement under these rules or have died before attaining the age of superannuation during the period from the date of introduction of pension scheme i.e. 1.4.1995 to the date of notification of this scheme, they or their eligible spouse whatever the case may be, shall have the right to either opt :
- (a) to continue to be governed by the C.P.F. rules,
OR
- (b) to elect, to be governed by the Pension Scheme contained in these rules.
- (iii) Pension scheme shall be compulsory for employees appointed on regular basis against sanctioned posts on or after the date of notification of these Rules.
- (iv) Options in this regard shall be exercised by the eligible employees in the proforma at Annexure 'A' within three months from the date of notification of the Scheme, provided
- (a) In case of University employee who is on the date of such notification or as the case may be, date of such amendment is out of India, on leave or deputation, on foreign service, the said option shall be exercised by him/her in writing within three months of the date of his taking charge of his post.
- (b) Where a University employee is under suspension on the date of such notification, the option may be exercised by him/her within three months of the date of his return to his duty.
- (c) If the option in writing is not received within stipulated period, the University employee shall deemed to have elected to be governed by the existing C.P.F. rules.
- (v) Option once exercised shall be final and employees will not be allowed to change the option again.

Note :- In case of employees or spouse of the deceased employee who give option under para 5 (ii) of above rule will have to deposit the total University Contribution of C.P.F. plus interest received by them on their retirement alongwith interest, thereon from the month they received the final payment upto the date of deposit in case they have received the retirement benefits under the C.P.F. scheme. In the cases in which retirement benefits under the C.P.F. scheme have not been received by the employees/eligible spouse, their total University share alongwith interest accrued thereon shall be transferred in the corpus fund. If there is any shortfall due to drawl of University share by them as advance they will refund the amount alongwith interest in lumpsum or the same will be made good from their own share lying in the C.P.F. Account, if adequate amount exists there. The interest to be charged will be the same as allowed to employees on their P.F. accumulations.

SECTION-II : GENERAL PROVISION RELATING TO GRANT OF PENSION

1. BENEFITS OF SCHEME

The following retirement benefits shall be given under the scheme in accordance with the rules and provisions laid down in Punjab C.S.R. Vol. II applicable to Haryana Govt. Employees and amendments from time to time :

I. *Superannuation Pension*

It is granted to an employee entitled or required by rules regarding condition of service of University employees, who retires at a particular age as provided under clause-14 in K.U. Cal. Vol.-III, 2007 at page-281 governing the terms and conditions of services of University employees.

II. Invalid Pension

It is granted to an employee on his retirement, who by bodily or mental infirmity, is permanently incapacitated for service or for the particular branch of it, to which he/she belongs.

III. Compensation Pension

Compensation pension is granted to an employee, who is discharged from service owing to abolition of the post held by him, when it is not possible to appoint him to another post, and he is also not willing to accept lower post, if offered.

IV. Retiring Pension

It is granted to an employee, who is permitted to retire or is asked to retire in public interest after completing prescribed qualifying service or age in accordance with rule 3.26(d) & (e) of C.S.R. Vol.-I, Part-I.

V. Family Pension

Family pension shall be admissible to the legal spouse of those employees, who were in receipt of compensation, invalid, retiring or superannuation pension, after retirement or who die while in service after competing minimum period of one year continuous service holding permanent post on regular basis.

2. VOLUNTARY RETIREMENT

At any time a University employee who has completed 20 years of qualifying service may, by giving notice of not less than 3 months in writing to the appointing authority, retire from service in accordance with the rules and provisions contained in Rule 5.32 (B) (ii) of Punjab C.S.R. Vol. II.

3. ENTITLEMENT AND ELIGIBILITY

In the case of University employee retiring on or after the 1st April, 1995 in accordance with the provisions of these rules after completing qualifying service of not less than thirty-three years or more, the amount of superannuation, retiring, invalid and compassionate pensions shall be 50% of average emoluments as defined in rule 6.19(c) of Pb. C.S.R. Vol. II subject to a maximum upto 50% of the highest pay* per mensem. However, in the case of a University employee who at the time of retirement has rendered qualifying service or ten years or more but less than thirty-three years, the amount of pension shall be such proportion of the maximum admissible pension as the qualifying service rendered by him bears to the maximum qualifying service of thirty-three years, subject to a minimum of Rs.1275/- per mensem.

An employee is eligible for grant of Pension who completes minimum ten years of qualifying service at the time of retirement subject to other conditions laid down in rule 2.2 of Punjab C.S.R. Vol. II applicable to Haryana Govt. employees.

Though these rules do not contain the provision of Death-cum-retirement gratuity even then the employees, who opt for these rules and retire in accordance with the provisions of these rules before completing qualifying service of 10 years, the amount of service gratuity shall be paid in accordance with the table laid down in rule 6.16(1) of C.S.R. Vol. II.

4. QUANTUM OF PENSION

The emoluments as defined in rule 6.19 of Punjab C.S.R. Vol. II subject to minimum of Rs.1275/- per mensem and maximum ceiling at 50% of average emoluments*.

5. COMMUTATION OF PENSION

The entitlement of the employees to commutation of Pension will be as per the corresponding provisions of Punjab C.S.R. Vol. II applicable to Haryana Govt. employees as amended from time to time. Other conditions for commutation of pension will also apply as per rules *ibid*. The commutation

* Amended as per Govt. instruction No. 1/2/8/98-2 FR (Part-vii) dated 17-7-2000.

value of pension will be ascertained in accordance with table annexed referred to in rule 11.5 of C.S.R. Vol. II.

Notwithstanding anything contained in these rules, the commuted portion of superannuation/retirement pension shall be restored after 15 years or from the actual receipt of commuted value, whichever is later.**

6. FAMILY PENSION

In case of death of an employee or Pensioner the family pension shall be calculated at a uniform rate of 30% of basic pay in all cases instead of slab system and shall be subject to a minimum of Rs.1275/- per month and a maximum of 30% of the highest pay.

Note :- The minimum family pension will be Rs.1275/- and maximum upto 50% of highest pay.

1. 'Pay' for this purpose means the pay as defined in Rule 2.44 of Punjab C.S.R. Vol. I, Part-I, which the person was drawing on the date of his death while in service or immediately before his retirement. If on the date of his death while in service or immediately before his retirement, or person has been absent from duty on leave (including extra ordinary leave) or suspension, 'Pay', means the pay which he drew immediately before proceeding on such leave or suspension. It includes 'Dearness Pay'.
2. In respect of member employees of this scheme who die in harness, family pension will be admissible for a period of seven years from the date following the date of death or till the date on which the officer/deceased pensioner would have attained the age of 65 years, had he remained alive, whichever period is shorter, the pension payable will be at 50% of the pay last drawn, subject to a maximum of twice the pension admissible under para 1 above.

In case of any matter relating to Pension not covered under these rules, the provisions of Punjab C.S.R. Vol. II as amended from time to time and as applicable to Haryana Govt. employees shall apply mutatis mutandis to the employees of the University also.

7. GRATUITY

In the case of employees governed by these rules, they, in addition to pension shall be entitled to gratuity in accordance with rules/instructions applicable to Haryana Govt. employees. The provisions relating to Contributory Provident Fund and Gratuity as contained in University Statutes and the rules framed there under shall not be applicable.

Power to remove difficulties

If any difficulty arises in the implementation of the scheme or interpretation of any provision of these rules, the competent authority after seeking clarification from the Govt. in Finance Department will remove such difficulty.

**Amended as per Govt. Instructions No. 1/2/8/98-2 FR-II dated 4-3-2003.

FORM FOR OPTION RELATING TO PENSION SCHEME

(To be given by those, who wish to be governed under the Pension Scheme/Rules)

I employed as in the Department/Office of do hereby state that I have gone through the Rules and Regulations relating to Pension Scheme introduced in the University w.e.f. 1.4.1995 and opt to be governed under the Kurukshetra University, Kurukshetra Pension Scheme in terms of Notification No. Pen./F-10/59-258 dated 13.11.1997.

My Provident Fund Account Number is

(Signature of Employee)

Place :

Dated :

Countersigned

Chairman/Head of Office
(Seal of Office)

THE SUPPLY OF LIVERIES TO EMPLOYEES RULES, 1968

The following permanent employees of the University shall be entitled to uniforms as per scale laid down in the schedule annexed below :-

- (a) Drivers of University Staff Cars.
- (b) Class 'C' employees namely, Lineman, Cooks, Daftaries, Lab. Attendants, Lib. Attendants and Pump Drivers/Asstt. Pump-Drivers, etc.
- (c) All Class 'D' Employees.

Provided that uniforms may also be supplied to the following categories of employee, if they furnish a certificate from an Officer of not below the rank of Superintendent to the effect that the employee is not likely to leave service, and a surety from a permanent employee of not below the rank of an Assistant to the extent of the cost of the articles to which he is entitled :

- (i) Those who are not permanent, but are working against permanent posts, after completion of six months' service.
- (ii) Those who are not permanent but are working against temporary posts, after completion of one year's service security equal to one month's salary has been deducted in the office in cash or in the form of provident fund.

All employees who are provided with uniforms shall wear them while on duty, throughout the year failing which they will be liable to withdrawal of the uniform and/or disciplinary action.

In the event of his/her discharge or termination of his/her services, half the cost of the uniform may be recovered from him/her or deducted from his/her Provident Fund, if he/she has used the same for less than half the period for which the uniform is supplied. If it has been used more, no recovery or deduction shall be made.

Provided that such employees as proceed on leave preparatory to retirement or actually retire from service may be allowed to retain their uniform with them.

The Heads of the Departments/Principals of the Colleges/Institutes shall send their requisitions to the Registrar's Office alongwith the names of the employee(s) who is/are entitled to the grant of livery in the month of January for Summer Uniforms and July for Winter Uniforms.

The Summer Uniforms shall be supplied to the employees by the 15th March and the Winter Uniforms by the 15th October.

The name of the Kurukshetra University shall be embroidered in red cotton thread on the front pocket of the Coat or the Bush Coat as the case may be.

Provided that the embroidery in case of drivers shall be done in white Tilla.

SCHEDULE

<i>Category of Employees</i>	<i>Scale of Uniforms</i>	
	<i>Winter Uniforms</i>	<i>Summer Uniforms</i>
Class 'C' Employees		
Supervisor Watch & Ward	One set of Uniform after an interval of two-years (i) Bush Coat (ii) Pant (iii) Driver's Cap (P-cap)	One set of Uniform (Terrycot) every year (not exceeding Rs.175/- exclusive of stitching charges) : (i) Bush Shirt one (ii) Pant one

(iv) Shoes Brown

Category of Employees	Scale of Uniforms	
	Winter Uniforms	Summer Uniforms
Drivers	One Shirt and One Pant (woollen) upto a maximum cost of Rs.750/- (stitching charges extra) after every three years from the date of issue.	<ol style="list-style-type: none"> 1. Three Shirts and three pants (cotton) upto a maximum cost of Rs.1200/- after every two years from the date of issue. 2. One Pair of black shoe (Derby) with rubber sole upto a maximum cost of Rs.300/- every year.

Note :- One Peon or Jamadar or Daftari attached to the Vice-Chancellor's Office be allowed the Summer Uniform on the above pattern (Terrycot Uniform).

Tennis Marker	<p>Playing Kit consisting of :</p> <ol style="list-style-type: none"> 1. Tennis Shoes (every year) Approximate cost of Rs.33/-. 2. White Pant & Shirt One pair (after every two years) Approx. cost of Rs.75/- (including stitching charges). 3. Blazer — One (after every three years) Approx. cost of Rs.150/- (including stitching charges).
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Note :- The over and above cost of the playing kit will be borne by the Tennis Marker concerned.

Class 'D' Employees

Male	<p>One set of Winter Uniform as detailed below after every three years, not exceeding Rs.340/- (Rs.310/- for cloth and Rs.30/- for button and lining).</p> <p>However, in case of Sikh employees the cost of Uniform including cost of warm cloth, button, lining and two pugrees will be Rs.400/-</p> <ol style="list-style-type: none"> (a) Short buttoned up Coat (b) Pant (c) Caps/Turbans (in case of Sikh employees) 	<p>Two sets of uniform Terrycot consisting of :-</p> <ol style="list-style-type: none"> (a) Two Bush-shirts and two Pants of Terrycot after three years from the date of issue not exceeding Rs.350/- (Rs.175/- per Uniform excluding stitching charges). (b) One pair of black lined chappals with rubber sole (with Summer Uniform) not exceeding Rs.125/-. In addition to two sets of Summer Uniforms two sets of Blue Uniform consisting of :- <ol style="list-style-type: none"> (i) Two Pants (ii) Two Shirts (iii) One cap/turban in case of sikh employees will be issued to
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	<p>(d) One Woollen Jersey, Blue-black of Olive Green with 'Y' neck plain knitted not exceeding Rs.105/- per Jersey; and</p> <p>(e) One pair of warm socks costing not more than Rs.15/- per pair.</p> <p>(f) One pair of Black Boots (Durby) with rubber sole not exceeding Rs.140/-.</p>	<p>Cooks/Peons/Waitors/Utencil Cleaners working in the University Rest House and at the residence of the Vice-Chancellor. The cost of cloth and stitching charges will be as per Haryana Government approved rates.</p>
Female	<p>One set of Uniform after every three years (not exceeding Rs.340/-) consisting of :-</p> <p>(a) One Woollen Shirt and Salwar;</p> <p>(b) One Shawl;</p> <p>(c) One Woollen Jersey Blue Black or Olive Green with 'Y' neck plain knitted not exceeding Rs.105/- per Jersey; and</p> <p>(d) One pair of warm Socks costing not more than Rs.15/- per pair.</p> <p>(e) One Lady Belly with rubber sole not exceeding Rs.140/- per pair.</p>	<p>Two sets of Summer Uniforms after an interval of three years from the date of issue (not exceeding Rs.350/- excluding Stitching Charges) consisting of :-</p> <p>(a) Two Shirts;</p> <p>(b) Two Salwars;</p> <p>(c) Two dupattas and;</p> <p>(d) One pair of black lined chappal with rubber sole (with Uniform) not exceeding Rs.125/-.</p>
Overcoats	<p>One overcoat to the Chowkidars and such other employees who have to be on night duty, after an interval of three years.</p>	
Dangories	<p>Rs.500/- being the cost of two pants & two shirts after every two year to Technical Class-III employees working in University Press.</p> <p>Stitching charges shall be paid extra as determined from time to time as per Govt. instructions.</p>	
Rain Coats	<p>A Rain-Coat to Chowkidar only to be issued after an interval of five years. Unconfirmed Chowkidars working against regular posts, who have put in at least 6 months of service, will also be entitled to get the Rain-Coats, against surety not below the rank of an Assistant.</p>	
Chowkidars	<p>1. Cap (Baret) : After every three years.</p> <p>2. Laneyard (Dori) : After every three years.</p> <p>3. Danda (Stick) } 4. Badge } To be issued once 5. Belt } in the service time. 6. Whistle }</p>	

7. Torch (3 Cells). Torches may be issued to Supervisor Watch & Ward and he will manage their distribution. After getting these condemned by A.R.(G)/Officer-in-Charge Watch & Ward may get these replaced from the store.

Note : The above items will be in addition to the uniforms *etc.* already being issued to Chowkidars as per norms.

**THE KURUKSHETRA UNIVERSITY ALLOTMENT OF UNIVERSITY HOUSES
ON THE CAMPUS REGULATIONS**

Definitions

1. (a) 'Salary' for purposes of determining eligibility for a class of residence, shall mean basic salary of an employee.

(b) 'Emoluments' for purposes of recovery of rent, shall mean salary.

(c) 'Family' shall include only wife, husband, children, parents, brothers and sisters who are dependent upon and residing with an employee.

(d) 'Market Rent' shall mean the rent for a house of equivalent floor area obtaining in the best locality in the city to be assessed by a Committee constituted by the Vice-Chancellor from time to time at intervals not exceeding one year.

(e) 'Penal Rent' wherever occurs in these Rules shall mean five times the 'Market Rent'.

2. (a) For purposes of allotment of residential accommodation the University employees shall be divided into the following categories on the basis of their basic salary :-

<i>Category of House</i>	<i>Salary Blocks</i>	<i>Rent</i>
H & A	2550 & above	Rs.25/- p.m.
Old C/C(F) BC type	3050 & above	Rs.60/- p.m.
BTH	8000 & above	Rs.60/- p.m.
MTH	8000 & above	Rs.65/- p.m.
C-I (Improved-C)	5000 & above	Rs.100/- p.m.
D-Type (Old & New/ Teachers' Flat)	9100 & above	Rs.150/- p.m.
E-Type	12000 & above	Rs.200/- p.m.
F-Type (Old & New)	16400 & above	Rs.300/- p.m.

Note :- The seniority of the category whose grades are yet to be revised will be regulated as per old norms.

2. (b) The rates of rent, water & gardening charges of various categories of University houses are as under :-

<i>Categories of Houses</i>	<i>Rent</i>	<i>Water & Gardening Charges</i>
F-Type	Rs.550/- p.m.	Rs.50/- p.m.
E-Type	Rs.350/- p.m.	Rs.50/- p.m.
D-Type/TF	Rs.250/- p.m.	Rs.50/- p.m.
MTH-Type	Rs.100/- p.m.	Rs.20/- p.m.
BTH-Type	Rs.100/- p.m.	Rs.20/- p.m.
CI-Type (Improved-C)	Rs.170/- p.m.	Rs.25/- p.m.
C/CF/BC/Farm House	Rs.100/- p.m.	Rs.20/- p.m.
H & A	Rs.40/- p.m.	Rs.10/- p.m.
Single Room on Kirmach Road/Servant Quarter	Rs.25/- p.m.	Rs.10/- p.m.

3. (a) The allotment of houses will be made on the recommendations of the House Allotment Committee. The members of the Committee shall be appointed by the Vice-Chancellor for such period as may be decided by him. Save as provided under Rule 2 (a), allotment be made on the basis of a seniority list of all staff members (Teaching and Non-Teaching) which will be prepared for allotment of houses according to their date of joining and date of entitlement for a particular Type of House. Teachers and Officers now living in Teachers-Flat, Half-E, Half-D, M.T.H., B.T.H. or C-Type Houses will also be included in the seniority list. Spouses living with their husband, wives or persons living with their parents in 'D' Type or higher category of houses need not be included in the list. However, if the spouse or guardian ceases to be in the University service, the seniority of the persons will be from the date of his/her entitlement of a house.

Provided that where two or more persons have the same seniority, allotment will be made on the basis of one or more of the following factors :-

- (i) Total length of service in the University.
 - (ii) Higher Salary.
 - (iii) Any other factors as may be determined by the Vice-Chancellor.
- (b) In exceptional cases in the Academic and Administrative interest of the University, the Vice-Chancellor may allot a house without a reference to the House Allotment Committee. He may make change also in the allotment, made by him, subsequently if he desires such a change to be necessary in the interest of the University.
- (c) Rooms in the Hostels may be allotted by the Chief Warden to provide accommodation to University employees including those employed in the constituent Colleges and Institutions of the University, on payment of rent as under :-

1. Students' Room	Rs.10/- p.m.
2. Common Room	Rs.15/- p.m.
3. Tutors' Room	Rs.15/- p.m.

LADY LECTURERS :

- (d) Rooms/Seats in D-type houses shall be allotted to Lady Lecturers on payment of rent *etc.* as under :-

1. Rent for one full big room if allotted, as such	Rs.35/- p.m.
2. One seat in a big room or a small room	Rs.25/- p.m.
3. Water charges	Rs.4/- p.m.
4. Gardening charges	Re.1/- p.m.
5. Electricity charges	To be divided equally.

4. In cases, where it is not possible to offer a full house to an employee due to shortage of houses, two employees may be permitted to share a house provided that the arrangements shall be terminated as soon as a suitable house is available for allotment.

Rent in respect of single room seats in D-type, T-Flats & C-type accommodation

D-type House

One big room	Rs.35/- p.m.
One seat in big room	Rs.25/- p.m.

OR

Stair Case room

Teacher's Flat

One room	Rs.35/- p.m.
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C-type House

Big room	Rs.25/- p.m.
Small room with use of Kitchen	Rs.25/- p.m.
One room apartment at Kirmach Road	Rs.15/- p.m.

5. The allotment, once made, shall not, ordinarily be disturbed, except for the following reasons :—

- (a) The University employee, occupying University accommodation, retires, is transferred, or his services are terminated.
- (b) The University employee becomes entitled to a higher category of accommodation and when such accommodation is available.

A residence shall be deemed to have been allotted to an employee from the date he accepts the offer, in writing or from the 10th day after the date of issue of offer whichever is earlier. If his refusal to accept is not received in the University Office during this period he shall be deemed to have defaulted. In that case he will be liable to pay rent after 10 days of the issue of offer till such time when another allottee becomes liable to pay the rent of that house. Further, the persons refusing the allotment of houses shall be relegated in the priority list by a period of six months on temporary basis every time they refuse allotments.

6. An allotment shall be treated as cancelled, in the circumstances, mentioned below and may be cancelled by the Vice-Chancellor in the circumstances hereinafter specified.

- (a) When an allottee has ceased to be in the service of the University or one of its constituent Institutions or Colleges.
- (b) When an allottee has taken leave, other than Study Leave for a period exceeding twelve months.

Provided that an accommodation may be permitted to be retained in the following cases subject to the maximum period noted against each on payment of rent at which the employee was paying previously :

(i) Resignation and Termination of Service : One month

(ii) **Retirement from Service :**

An employee on retirement from service of the University may be allowed to retain the house on normal rent for a period of three months. In hard and exceptional circumstances the Vice-Chancellor may allow extension up to a period of another three months on normal rent of the house.

Further retention of house to the retiring employees can be allowed by the Vice-Chancellor at his discretion for another three months under special circumstances and on merit of each case subject to payment of ten times of the normal rent.

Provided that if the accommodation is not vacated on the expiry of the above specified period the employee concerned will be liable to pay a penal rent @ 5 times of the market rent.

- (iii) In case of death of an employee (In very special circumstances, the Vice-Chancellor may allow retention of house by the spouse/dependent ward(s) of the deceased employee upto a period of 2 years). : Six months
- (iv) Leave for any purpose (E.O.L.) : Normal period :
One Year on normal rent plus One Year on Market rent.

Provided that if the house is not vacated on the expiry of two years, the employee concerned will be liable to pay a penal rent @ 5 times of the market rent.

Provided further that an employee who proceeds on leave to join a post on regular basis elsewhere and takes his family alongwith him shall not be allowed to retain the University House during the period of his leave. However, on his return he will be allotted accommodation on the Campus on priority basis as early as possible. If such an employee fails to vacate the University House, his leave will be liable to cancellation. This will not apply to the employee on long leave on account of illness or invalidation.

Provided further that an employee who proceeds on deputation/foreign service shall not be allowed to retain the University House beyond a period of one year on normal rent. However, on his return he will be allotted house on the Campus on priority basis within three months. If such an employee fails to vacate the University house on the expiry of one year period he will be liable to pay penal rent @ 5 times of the Market Rent.

- (v) Study Leave : Teachers may be allowed to retain the house for the duration of study leave on payment of normal rent.

Provided further that member of the staff, who goes on leave, for a period exceeding 12 months, may be permitted by the Vice-Chancellor to retain the residence for the use of his/her wife/husband, children, parents, brothers or sisters residing with him/her and wholly dependent upon him/her.

Where an allottee has been asked by the Vice-Chancellor to vacate the house and he fails to do it, the Vice-Chancellor will be competent to levy market rent after one month of the date of the order asking the occupant to vacate the house. Every person, to whom accommodation has been allotted shall maintain the allotted premises in clean and sanitary conditions to the satisfaction of the University, Municipal and Health authorities.

The allottee shall be responsible for any damage beyond fair wear and tear of all fittings and fixtures, provided in the allotted premises, during the period for which the residence has been and remains allotted to him.

7. (1) The allottee shall not, without the permission in writing, of the University —
- (a) sublet or part with the possession, for or without consideration of rent, the whole or part of the allotted premises or any of the out-houses appertaining thereto.
 - (b) construct temporary or unauthorised structures in any part of the allotted premises.
 - (c) use the allotted premises or part thereof for purposes other than residential purpose. Under no circumstances, any commercial, undesirable, or illegal use of the premises shall be permissible.
 - (d) make unauthorised extensions from electric or water connections or tamper with them.
- (2) The allottee shall not use the premises allotted to him/her in a manner so as to be a source of annoyance or nuisance to the neighborhood.
- (3) The allottee (or his/her dependents living with him/her) shall not make wild allegations amounting to defamation, baseless criticism, and uncalled for observations regarding functioning of the University, its authorities, and/or officers. For any grievance, he/she will seek redressal through the channels provided in the University rules.

8. In the event of an allottee violating any of the above conditions, the Vice-Chancellor shall be competent to take necessary action against the allottee including levy of market rent, or ejection of the allottee in any manner the circumstances of the case may warrant.

9. Every allottee, shall, at all reasonable times, permit any Officer of the University or employees of the maintenance and Engineering or Medical Health Dept. to enter upon the allotted premises for inspection *etc.*

10. If any person, to whom a residence has been allotted, commits breach of any of these Rules or uses or permits the residence or premises, to be used for any purposes, which the Vice-Chancellor considers to be improper, the Vice-Chancellor may :

- (a) require him/her to vacate the premises; and
- (b) declare him/her ineligible for University accommodation for a period as may be specified in each case.

11. An allottee, shall on occupation or vacation of the residence, sign an inventory of fittings and/or furniture in the residence. Such an inventory shall be prepared by and signed by the University Engineer or an Officer of the University authorised by the Vice-Chancellor to do so.

Further, while giving/taking over possession of the houses, the Handing/taking over Certificate(s) will be signed by both the parties showing the date and time of the transaction so that the houses are allotted strictly according to seniority and in order of vacation.

12. The University will also charge suitable rent for electric fans and furniture supplied in the house at the following rates :

1.	Cot Niwar	Rs.2.00 p.m.
2.	Office Chair	Rs.1.50 p.m.
3.	Dining Table	Rs.6.00 p.m.
4.	Dining Chair	Rs.1.50 p.m.
5.	Easy Chair	Rs.1.50 p.m.
6.	Rack Small	Re.1.00 p.m.
7.	Rack Big	Rs.1.50 p.m.

8.	Table Small	Re.1.00 p.m.
9.	Centre Table (Ordinary)	Re.0.75 p.m.
10.	Electric Fan	Rs.2.80 p.m.
11.	Double Bed	Rs.4.00 p.m.
12.	Old Sofa Set	Rs.6.00 p.m.
13.	Dressing Table	Rs.2.00 p.m.

13. The Vice-Chancellor shall be the final authority for interpretation of these rules.

Provided that he may delegate any powers, vested in him, under these rules, to any officer subordinate to him subject to such conditions as he may deem fit to impose.

14. Rent, water, electricity, gardening charges *etc.* for rooms in the Teachers' Hostel shall be as under :-

Bachelor's Teachers' Hostel :

1. Rent @ Rs. 60/- p.m. per room or Rs.30/- per head if the room is shared by two persons, including furnitures.

The following items of furniture shall be supplied :-

Cot	One
Office Chair	One
Table small	One
Armless Chair	One
Teapoy	One
Cup-Board (Steel)	One

2. Water As per Clause 2 (b)
3. Fan Rs.2.80 p.m. per fan (to be charged for the whole year if the occupant continues to remain there throughout the year).
4. Electricity charges Each room shall be provided with a separate meter and everyone shall pay for the electricity, consumed. The balance consumption of electricity, on the main meter shall be shared equally by all the occupants of the entire hostel. Till such time the meters are provided, the total electricity consumption shall be equally shared by all the occupants.

All the allottees of the Teachers Hostel shall have to use the University furniture and the fans compulsorily and pay for the same. The gardens shall be maintained by the University itself without charging anything from the occupants of the Teachers' Hostel.

Married Teachers' Hostel :

Rent Rs.65/- p.m. per set.

15. The ratio between the allotments on seniority basis and 'Essential Services' would be 80% and 20% of the houses available for allotment. This ratio would be adhered to except under special circumstances.

16. No house shall be allotted to any employee who owns a house in his/her own name or in the name of his/her spouse or dependent children within the municipal limit or within a radius of 8 k.m. from the University whichever is higher.

17. (i) All such persons who are allotted accommodation on the basis of 'Essential Services' shall required to vacate the house as soon as they cease to hold the Office or post coming under the 'Essential Services'.

(ii) A person occupying a University house should not be given a higher category of house if he happens to enter the category of essential service temporarily.

18. Sharing of all categories of houses henceforth be progressively eliminated except under very special circumstances.

19. 80% of the category-wise houses will be allotted on seniority and 20% by the Vice-Chancellor at his discretion.

20. Name of the employee may be kept on top for allotment of accommodation who surrenders the house while proceeding on leave and may be allotted the accommodation on his/her resumption of duty on the Campus.



CONSTITUTION OF THE SPORTS COUNCIL

1. There shall be a Kurukshetra University Sports Council hereinafter referred to as “Sports Council” constituted as follows :-

- (a) The Registrar, Kurukshetra University
- (b) Dean Academic Affairs
- (c) Dean, Students’ Welfare
- (d) Dean of Colleges
- (e) Two nominees of the Vice-Chancellor (out of the two, one to be nominated for the Executive Board).
- (f) Chief Warden (Male & Female)
- (g) Controller(s) of Examinations
- (h) Finance officer

The method of election shall be by simple majority voting on Zonal basis as prescribed below :-

Zone	No. of Lecturers in Physical Education to be Elected		
	Men	Women	Total
Colleges of Panchkula, Ambala & Yamuna Nagar Districts	7	4	11
Colleges of Hisar, Sirsa & Fatehabad Districts	6	3	9
Colleges of Kurukshetra & Kaithal Districts	6	3	9
Colleges of Karnal, Panipat & Jind Districts	6	3	9

- (i) Chairperson, Department of Physical Education.
- (j) Duly approved Principals/Directors of all the affiliated/ maintained Colleges/Institutions for Men & Women.
- (k) Duly approved Lecturers in Physical Education of all the affiliated/maintained Colleges/Institutions for Men & Women. In case the number of Lecturer in Physical Education are more than one in a College/Institution then the Principal/Director will nominate one amongst them every year by rotation, according to seniority.

Note : (1) It is mandatory for all the Principal/Director of the Colleges/Institutions to forward the names of approved Principal/Director & Lecturer in Physical Education to the Secretary, Sports Council/ Presiding Officer of the election of KUSC to prepare the Electoral Roll.

- (2) The voters will have to produce identity of their eligibility during the election.
- (3) All voters shall be treated as on duty for participating in the election of the KUSC.
- (l) One Teacher of Physical Education Department, K.U.K. to be nominated by the Vice-Chancellor, every year, by rotation, according to seniority.
- (m) All regular University Coaches of Sports Department, K.U.K.
- (n) Assistant Director/Deputy Director Sports (Male), K.U.K. shall be ex-officio Assistant Secretary/Deputy Secretary and Member of the Sports Council.
- (o) Assistant Director/Deputy Director Sports (Female), K.U.K. shall be ex-officio Assistant Secretary/Deputy Secretary and Member of the Sports Council.
- (p) Director, Physical Education & Sports, K.U.K. who shall be ex-officio Secretary and Member of the Sports Council.

2. The aims and objects of the Sports Council shall be :-
- (a) to organise and regulate sports activities within the territorial jurisdiction of the University;
 - (b) to promote the best type of sportsmanship and team spirit among the alumni of the University;
 - (c) to conduct Annual Tournaments in various Sports Events for Men and Women students of all the Colleges recognised by the University, in accordance with the rules specially made in that behalf by the Council;
 - (d) to foster a University spirit among the Colleges and for that purpose, to organise and control Kurukshetra University Sports Clubs;
 - (e) to develop Inter-University fellowship by organising or taking part in Inter-University Contests, State Tournaments, and National Level Tournaments.

3. The functions and powers of the Sports Council shall be :-
- (a) to make rules for the organisation, conduct and control of the Kurukshetra University Sports Tournaments;
 - (b) to interpret and enforce its rules and to give decisions and rulings on any point not covered by those rules;
 - (c) to frame bye-laws consistent with its rules and to appoint sub-committee(s), if and when necessary, and fix their terms of reference;
 - (d) to elect, once a year, the President and Vice-President of Sports Council (both from amongst the Members of the Sports Council),

Provided that the President and the Vice-President, Sports Council shall be from Men and Women Colleges;

Provided further that in case the office of the President and/or Vice-President, Kurukshetra University Sports Council falls vacant, then the senior most (in total length of service) Member of the Executive Board shall act as President and the next senior most shall be the Vice-President, Kurukshetra University Sports Council for the remaining period.

- (e) to consider and pass the Annual Budget on the General Fixtures List proposed and recommended by the Executive Board;
- (f) to consider and adopt the Annual Reports and Audited Statements of Accounts of the Sports Council and the various University Sports Clubs; and
- (g) to take such other action as may be deemed necessary and proper for the furtherance or achievements of the aims and objects specified above.

4.1 Management Executive Board :- The affairs of the Sports Council shall be managed by an Executive Board consisting of :-

- (a) the President, Sports Council, who shall be ex-officio President of the Executive Board;
- (b) the Vice-President, Sports Council;
- (c) the Registrar, Kurukshetra University;
- (d) Dean, Students' Welfare
- (e) One nominee of the Vice-Chancellor (out of the two nominated in the Sports Council)
- (f) Chairperson, Department of Physical Education;
- (g) One Principal from professional Colleges (Technical/Educational/Medical etc.,) to be nominated by the Vice-Chancellor.
- (h) Four Principals/Directors and four Lecturers in Physical Education of the affiliated/maintained Colleges/Institutions to be nominated by the President, KUSC. from amongst the members of the Sports Council as per criteria given below :-

<i>Zone</i>	<i>Principal</i>	<i>Lecturer in Physical Edu.</i>
Panchkula, Ambala & Yamuna Nagar	1	1
Hisar, Sirsa & Fatehabad	1	1
Kurukshetra & Kaithal	1	1
Karnal, Panipat & Jind	1	1

Note: (1) There shall be at least two women (one Principal & one Lecturer in Physical Education) to be nominated on the Executive Board.

(2) Principals and Lecturers in Physical Education will be nominated on the Executive Board, keeping in view their contribution for the promotion of sports i.e. their College/Institution has won at least a third position in any team game in the Inter Collegiate Tournament (individual position will not be considered) or at least one player must have represented the Kurukshetra University in any Inter University Tournament, in the preceding year. The Secretary, Sports Council, will prepare list of such Colleges/Institutions.

- (i)* Principals of the Colleges having won First and Second positions in over all Inter Collegiate General Championship in the Men & Women sections in the preceding year.
- (j)* One University Coach to be nominated by the Vice-Chancellor, every year, by rotation according to seniority.
- (k)* Assistant Secretary/Deputy Secretary (Male) of Sports Council who shall be ex-officio Assistant Secretary/Deputy Secretary of the Executive Board.
- (l)* Assistant Secretary/Deputy Secretary (Female) of Sports Council who shall be ex-officio Assistant Secretary/Deputy Secretary of the Executive Board.
- (m)* The Secretary, Sports Council, who shall be ex-officio Secretary of the Executive Board.

Provided further that no two members of the Executive Board shall belong to the same College/Institution.

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

4.3 The quorum for a meeting of the Executive Board shall be Seven.

5. The functions and Powers of the Executive Board shall be :-

- (a)* to organise, conduct and control the Kurukshetra University Sports Tournaments, the various University Sports Clubs and all other sports activities in which the Sports Council participates, in accordance with the rules framed in that behalf by the Sports Council;
- (b)* to raise and spend funds of the Sports Council in accordance with the Budget Estimates sanctioned by the general body, to write off irrecoverable dues, items of stock and to condone delay in the submission of entries;
- (c)* to frame bye-laws to meet any emergency that may arise in the bonafide discharge of its duties, provided that such action is duly reported to the next general meeting of the Sports Council;

- (d) to consider and recommend, for adoption by the Annual General Meeting with its appropriate comments, the Annual Report of the Secretary on the year's activities, the Audited Statement of Accounts for the year, the Reports and Statements of Accounts of the various Sports Clubs, the Annual Budget Estimates and the General Fixtures List for the ensuing year; and
 - (e) to sanction expenditure where the amount exceeds Rs.15,000/- for an individual item, and to allow re-appropriation of funds from one budget head to another;
6. The duties and powers of the President shall be as follows :-
- (i) to preside over all meetings of the Sports Council and its Executive Board and to discharge such functions as may be assigned to him in that capacity by the Sports Council/Executive Board. In the case of equality of votes, the President shall have a casting vote;
 - (ii) to sanction expenditure upto Rs.15,000/- for an individual item; and
 - (iii) to take decisions to meet the situation in anticipation of the approval of the Executive Board but such decisions shall be placed before the next meeting of the Executive Board for confirmation.
 - (iv) to fill up any vacancy occurring among its nominated Members of the Executive Board or among the Members of any Club, in the course of the year, for the un expired term pertaining thereto;
7. The Vice-President shall function as President in the absence of the latter, and shall exercise the powers vested in him.
8. The Secretary shall –
- (a) carry on correspondence on behalf of the Sports Council and give effect to the resolutions of the Council as its Executive Officer;
 - (b) issue notices of meetings and record minutes of the same and be responsible for their maintenance;
 - (c) be responsible for the maintenance of other records and registers as well as the custody of all property of the Sports Council;
 - (d) carry out other duties which may be entrusted to him from time to time;
 - (e) have an imprest of Rs.5,000/- to meet petty expenditure and also have another imprest of Rs.5,000/- specially to meet petty expenses on Mini Bus (Station Wagon) of the Kurukshetra University Sports Council to be recouped from time to time;
 - (f) have the power to incur an expenditure upto Rs.10,000/- on an item at a time;
 - (g) be in-charge of the finances of the Sports Council;
 - (h) issue receipts for all sums received;
 - (i) make payments in accordance with the rules prescribed by the Sports Council;
 - (j) maintain accounts of the Sports Council funds and present a statement of accounts duly audited by the University Auditors; and
 - (k) to operate upon the accounts of the Sports Council and sign all cheques for all expenditure duly sanctioned and pre-audited.
 - (l) to take decisions to meet the emergent situation in anticipation of the approval of the President/Executive Board but such decisions shall be placed before the President and in the next meeting of the Executive Board for confirmation.
9. Subject to the approval of the Vice-Chancellor, the Assistant Secretary/Assistant Secretaries shall discharge such duties as may be assigned by the Secretary. The senior-most Assistant Secretary shall function as Secretary in the absence of the latter.

10.1 General Meetings :-

- (a) The Annual General Meeting of the Sports Council shall be convened once every year in the month of July/August or as soon thereafter as may be possible. The Secretary, KUSC shall determine the date, venue and time of the meeting. A notice of 15 days shall be given for the meeting.

The business at this meeting shall include –

- (i) election of President and Vice-President;
 - (ii) the adoption of the Annual Reports and the Audited Statements of Accounts of the Sports Council and the various University Sports Clubs, as presented by the Executive Board under Rule 5(e) above;
 - (iii) the Budget Estimates and the General Fixtures List for the ensuing year;
 - (iv) the amendment of rules or enactment of new rules or bye-laws; and
 - (v) the proposals or resolutions brought up before the meeting by any one of its members provided that a written notice of the same is given to the President or the Secretary by end of March, preceding the Annual General Meeting; all such proposals and resolutions shall be considered by the Executive Board in the first instance and placed on the Agenda of the Annual General Meeting with such recommendations as may be made by the Board.
- Provided that if no General Meeting is held as recommended in this clause, or if the Annual General Meeting fails to elect a new Executive Board, the Executive Board already in office shall continue to function until such time as the new Executive Board is duly elected.
- (b) The President may, at his discretion, call one more General Meeting of the Sports Council to transact the unfinished business of the Annual General Meeting or such other business as may be considered necessary in the course of the year.
- (c) Should at least one-third of the members of the Sports Council consider an extra-ordinary General Meeting of the Council necessary, they shall in a joint requisition inform the Executive Board intimating the specific purpose for which such meeting is deemed to be necessary. The Executive Board shall call a meeting of the Sports Council within twenty days of the receipt of such a requisition. Only the specific business for which the extra-ordinary meeting is called shall be considered at such a meeting.

10.2 The quorum for a General Meeting shall be Fifty.

10.3 All decisions shall be taken by a simple majority vote of the members present and, in the case of a tie, the Chairman shall have a casting vote.

11. The travelling and halting allowances for attendance at the General Meetings shall be borne by the Colleges concerned in the case of Principals/Members of their staff; by the University in the case of Chief Warden/Nominees of the Vice-Chancellor and the Registrar; and by the Sports Council in the case of Secretary and his staff.

12. The accounts of the Sports Council shall be pre-audited by the Resident Auditors in the Kurukshetra University and the report of the Secretary, together with the annual audit note of the Resident Auditors shall be submitted to the Executive Council of the Kurukshetra University after they have been considered and duly adopted at the Annual General Meeting of the Sports Council.

13. The Executive Council of the Kurukshetra University shall exercise general supervision and control over the Kurukshetra University Sports Council and shall decide constitutional changes that are considered necessary. The Vice-Chancellor will have the power to take decision where the constitution is silent or in case of an emergent situation.

14.1 The procedure for holding election of the President and Vice-President, Sports Council :-

- (a) The candidate seeking election for the post of President, Vice-President shall only be eligible if their College/ Institution has won at least a third position in any team game in the Inter Collegiate Tournament (individual position will not be considered) or at least one player must have represented the Kurukshetra University in any Inter University Tournament, in the preceding year. A list of such Colleges/Institutions will be prepared by the Secretary, Sports Council.
- (b) Nominee of the Vice-Chancellor in the Executive Board shall also act as Returning Officer and Secretary, Sports Council shall act as Presiding Officer for the election of KUSC.
- (c) All correspondence relating to the election will be made by the Presiding Officer (Secretary, Sports Council) in consultation with the Returning Officer.
- (d) The notice of the meeting of the Kurukshetra University Sports Council and the election of the KUSC shall also specify the dates for the following purposes :
 - (i) Last date for the receipt of names of the approved Principals/Directors and Lecturers in Physical Education on a prescribed proforma (to be sent by the office of the Secretary, Sports Council) for inclusion of names in the Preliminary Electoral Roll.
 - (ii) Last date of receipt of objections with the Returning Officer against entries in the Preliminary Electoral Roll.
 - (iii) The date for filling objections with the Registrar, Kurukshetra University, Kurukshetra against the decision of Returning Officer.
 - (iv) Date to finalise the final Electoral Roll and display on the notice Board of the Sports Department, K.U.K.
 - (v) Date of receiving the nominations (on a proforma to be sent by the Secretary, Sports Council/Returning Officer).

Note: The name of the Proposer and the Secunder must be in the Electoral Roll.

 - (vi) Date, time and venue of scrutiny of nomination papers and display of the list of the candidates (on the Notice Board of Sports Department, K.U.K), whose papers have been found valid.
 - (vii) The date for withdrawal of candidature.
 - (viii) The date of election. The election will be held after the completion of the Annual General Meeting of the Sports Council.

Note: The Annual General Meeting of the Sports Council can however be attended by the Principals/Directors, Lecturers in Physical Education who may not otherwise be eligible for being included in the Electoral Roll.
- (e) The nomination papers shall be scrutinized by the Returning Officer on the date prescribed for the purpose. A nomination paper shall be declared invalid
 - (i) if the entries in the nomination paper are not duly and correctly filled in;
 - (ii) if a proposer or seconder has signed nomination paper of more candidates than the number of vacancies as the proposer and seconder are not duly on the electoral roll.

- (iii) if the nomination paper is not signed by the candidate or by the proposer or by the seconder;
 - (iv) if the paper does not reach the Returning Officer/Presiding Officer (Secretary, Sports Council), by name, under a registered cover or is not delivered to him personally and a receipt obtained from him by the date and hours notified;
 - (v) if the candidate has ceased to hold the requisite eligibility by virtue of clause 14(i) of the constitution.
- (f) The procedure of issue of Ballot Papers :-
- (i) Each Ballot Paper shall bear the signature of the Returning/Presiding Officer;
 - (ii) Depositing the Ballot Paper in the Ballot Box.
- (g) The Returning Officer shall decide whether a Ballot Paper is valid or is invalid. The Ballot Paper shall be invalid :
- (i) if a cross mark 'x' has been put opposite the names of more candidates than the vacancies or if no cross mark 'x' has been put opposite the name of any candidate;
 - (ii) if the cross mark 'x' has been put in a way in which it is difficult to decide conclusively the candidate for which a vote has been cast;
 - (iii) if it bears any mark of identification or any writing other than the cross mark;
 - (iv) if it does not bear the signature of the Returning Officer.
- (h) The candidate or an Agent must be a voter authorised by him (candidate) shall be allowed to be present at the time of counting of Ballot Papers.

14.2 Objection, if any, to the decision of Returning Officer on the validity or otherwise of a Ballot Paper shall be made forthwith in writing i.e. when the Ballot Papers are counted.

14.3 Any objection pertaining to the polling shall be made to the Returning Officer in writing on the date and during the time of polling.

14.4 The objections under clause 14.2 and 14.3 shall be heard by a Committee appointed by the Vice-Chancellor. The Committee may summon *suo moto* and examine any person whose evidence appears to it to be material. At the conclusion of its proceedings the Committee shall make an order :

- (a) dismissing the election petition; or
- (b) declaring the election of all or any of the returned candidates to be void.

If the Committee is unanimous, its decision shall be final. If there is any difference of opinion amongst the members of the Committee, the matter shall be placed before the Vice-Chancellor whose decision shall be final.

15. After the votes have been duly counted, the name of the candidate securing the highest number of votes shall be declared by the Returning Officer as elected. In case more than one candidate obtains the highest number of votes, the matter shall be decided by lots.

CONSTITUTION OF THE NATIONAL SERVICE SCHEME COMMITTEE

I. Name and Composition

There shall be a "Kurukshetra University National Service Scheme Committee" hereinafter called K.U. N.S.S. Committee for regulating the National Service Scheme activities by the students, members of the staff in its constituent and affiliated colleges within the territorial jurisdiction of the University. It shall be constituted as follows:

1. Vice-Chancellor, Chairman (Ex-officio).
2. Dean Students' Welfare, Vice-Chairman (Ex-officio).
3. Registrar (Ex-officio) Member.
4. Higher Education Commissioner, Haryana, Chandigarh (Member).
5. Asstt. Programme Adviser, N.S.S. Zonal Centre, Chandigarh (Member).
6. State Liaison Officer, N.S.S. Office of Higher Education Commissioner, Haryana, Chandigarh (Member).
- 7-16 Zonal Conveners of all the Districts covered under the University (Presently 7 Number).
- 17-20 Four NSS Programme Officers to be co-opted in the K.U. N.S.S. Committee by the Vice-Chancellor/Chairman, K.U. N.S.S. Committee on the recommendations of the Programme Co-ordinator, N.S.S. (Member).
21. President, Kurukshetra University Students' Union (Ex-officio).
22. Programme Co-ordinator, N.S.S. (Ex-officio Member Secretary).

Note:— (The election of members at Sr. No 7-16 will be held in the meeting of the Principals of all the Colleges implementing N.S.S. in a district. The meeting would be convened by the Programme Co-ordinator, N.S.S.) The tenure of members at Serial No. 7-16 shall be two years.

II. Objectives

The objectives of the committee will be the same as that of the National Service Scheme which are as follows :—

- (a) Overall objective of the N.S.S. is educational; service to the community is the activity through which this objective is sought to be achieved. The more specific objectives of the National Service Scheme are to arouse the students' social conscience and to provide him/her with the opportunity :—
1. To work with and among people;
 2. To engage in creative constructive social action;
 3. To enhance his/her knowledge of himself/herself and the community through a confrontation with reality;
 4. To put his/her scholarship to practical use in mitigating at least some of the social problems; and
 5. To gain skills in programme development to enable him/her to get self-employed.

III. Programmes and Activities

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

- (a) *Projects in the Area of Education :*
 - (i) Helping younger students with studies;
 - (ii) Organising science clubs;
 - (iii) Organising a library and/or a book bank; and
 - (iv) Organising exhibitions, *etc.*
- (b) *Projects in the Area of Recreation :*
 - (i) Making, renovating, collecting and distributing toys, picture books *etc.* to small children in institutions, hospitals *etc.*;
 - (ii) Conducting play groups for children;
 - (iii) Organising competitions and contests;
 - (iv) Organising student shows as entertainment for institutionalised persons;
 - (v) Organising hobby clubs, crafts training, dramatic groups/clubs *etc.*; and
 - (vi) Organising celebrations on inter-community basis *etc. etc.*
- (c) *Projects in the Area of Health :*

In and outside hospitals; assisting patients in the hospitals, assistance in blood bank, drug bank and follow up of patients discharged from the hospitals.
- (d) *Campaign Projects :*
 - (i) Literacy campaign;
 - (ii) National integration campaign.
 - (iii) Cleanliness in slums and disease eradication campaign *etc. etc.*
- (e) *Camp Projects :*

Work camps (Road building, lake construction *etc.*) in which physical labour or *sramadan* is involved, week and camps, vacations camp *etc.*
- (f) Any other project or activity within or outside the University or College Campus, suggested by the Officer-in-charge and approved by the Committee.

IV. Duties and Powers of the Kurukshetra University N.S.S.C.

The duties and powers of the Kurukshetra University National Service Scheme Committee shall be :-

- (1) to make rules for the organisation, conduct and control of the N.S.S. activities in the light of Govt. Schemes, instructions and directions;
- (2) to interpret and enforce its rules and to give decisions and rulings on any point of these rules;

- (3) to frame bye-laws consistent with its rules and Govt. directives and to appoint sub-committee/committees;
- (4) to receive and spend/utilise Govt. (both Central and State Govts.) grants and necessary funds or help from the University for National Service Scheme activities and utilise the same according to rules and budget estimates;
- (5) to consider and pass its annual budget and the general programme in the light of Government grants and other resources;
- (6) to appoint whole-time or part-time staff and decide, enhance or reduce their pay and grades or remuneration/honorarium in the light of provisions made in the National Service Scheme by the Government;
- (7) to take decisions on any matter concerning N.S.S. which are not covered by the constitution or rules framed thereunder;
- (8) to raise and spend funds and to sanction re-appropriations of funds from one budget head to another;
- (9) to write off irrecoverable dues and items of stock *etc.* costing more than Rs.250/-;
- (10) to sanction all payments required to be paid for implementation of National Service Scheme programmes;
- (11) to allocate funds to the colleges and develop system of audit;
- (12) to fix quota of students for colleges;
- (13) to sponsor service projects on inter-collegiate basis;
- (14) to function as a liaison agency between the Ministry of Education, State Govt. and the Colleges; and
- (15) to co-ordinate N.S.S. Programme in the University.

V. Duties and Powers of the office bearers

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

(a) *Chairman :*

1. The Chairman shall preside over all the meetings of the Kurukshetra University National Service Scheme Committee.
2. He shall have the power to sanction as expenditure over Rs.1000/- at a time in case of an individual item and/or any amount subject to budget restrictions.
3. He shall have the power to make appointments, fixing salary/remuneration according to availability of funds in anticipation of the approval of the Kurukshetra University N.S.S. Committee.
4. He shall have the power to sanction all journeys concerning N.S.S. performed by the Programme Co-ordinator and members of the N.S.S. Community except the staff of the office of the Programme Co-ordinator.

Note :- In the absence of the Chairman/Vice-Chairman, the Registrar will preside over all the meetings.

(b) *Programme Co-ordinator/Secretary :*

1. He shall attend to all correspondence pertaining to the National Service Scheme and give effect to the resolutions of the Kurukshetra University N.S.S. Committee.
2. He shall issue agenda and notices of meetings with prior approval of the Chairman and record the minutes of the same and shall be responsible for their maintenance.

3. He shall be the over-all in-charge of all records and registers of N.S.S.
4. He shall be custodian of all property of Kurukshetra University National Service Scheme.
5. He shall have an imprest of Rs.500/- with him to be recouped from time to time. He is empowered to incur an expenditure of Rs.1000/- on any item at a time. He shall also be in-charge of all finances of the Kurukshetra University N.S.S. He shall maintain accounts and present the statement of accounts duly audited by the University auditors.
6. The Programme Co-ordinator shall approve the tour programme of his office staff.
7. The Programme Co-ordinator shall be responsible for the release of N.S.S. grants to the Colleges and shall also supervise and guide the implementation of the N.S.S. in the colleges.
8. He shall maintain and operate Bank Account of the Kurukshetra University N.S.S.

VI. Bank Account

The funds of the Kurukshetra University National Service Scheme shall be kept in a Saving Bank Account with the State Bank of India, Kurukshetra University in the name of the Programme Co-ordinator N.S.S.

VII. Audit

The accounts of the Kurukshetra University N.S.S. will be pre-audited by the University Resident Audit Officer. The R.A.O. shall also be responsible for the audit of the N.S.S. accounts of the colleges receiving N.S.S. grants from the Kurukshetra University National Service Scheme. The audited accounts shall also be placed for approval at the annual meetings.

VIII. General Meetings

- (a) Annual meetings of the K.U. N.S.S. Committee shall be held in the month of February or as soon as thereafter as may be possible every year. It shall be convened on the date and at a place and time to be determined by the Chairman. The Secretary shall give seven days notice which shall be despatched by post, Under Postal Certificate to all members or by hand, if local. The business transacted at this meeting shall include passing of the Budget Estimates and the general programme of N.S.S. activities for the ensuing year and amendment of old rules or enactment of new rules or bye-laws of the K.U. N.S.S. Committee.
- (b) The Chairman may at his discretion call the meeting of the K.U. N.S.S. Committee to transact the unfinished business as may be considered necessary in the course of the year. At least seven days notice shall be given to all the members regarding such meetings.
- (c) One-third of the members shall form a quorum at all meetings.
- (d) All decisions shall be taken by a simple majority vote and in the case of tie, the Chairman shall have a casting vote.
- (e) Voting by proxy shall not be permissible.
- (f) No individual member shall exercise more than one vote except the Chairman who shall have a casting vote as above.
- (g) No act or proceeding of this Committee shall be invalidated merely by reason of the existence of vacancies among its members.
- (h) The K.U. N.S.S. Committee shall be empowered to take decisions on call matters concerning N.S.S. which are not covered by the above Constitution and also to amend this Constitution if and when necessary.

COMMITTEE TO WRITE OFF UNSERVICEABLE SCIENTIFIC EQUIPMENTS/APPARATUSES ETC.

1. The following members will constitute the Committee to write off unserviceable scientific equipments/apparatuses *etc.*

- (i) Chairperson of the Department; (Convener)
- (ii) One of the Teachers of the Department concerned to be associated by the Chairperson;
- (iii) Dean of Faculty concerned or his nominee;
- (iv) Director, USIC or his nominee;
- (v) Officer-in-charge of the General Branch; and
- (vi) Assistant Registrar (Accounts).

2. The following members will constitute the Committee to dispose of written off scientific equipments/apparatuses through open auction :-

- (i) Chairperson of the Department; (Convener)
- (ii) Assistant Registrar (Accounts)/ Superintendent (Accounts).
- (iii) One person out of the members associated with the Committee to write off unserviceable articles.

3. The procedure to be adopted for writing off scientific equipments/apparatuses will be as under :-

- (i) The Chairperson of the concerned Department will prepare a list of those articles—scientific equipments/apparatuses which are considered to be unserviceable, indicating the following information in the list :-
 - (a) Particulars of the article of stores.
 - (b) Quantity.
 - (c) Date of purchase (approximate date or year if the exact date is not known).
 - (d) Purchase value.
 - (e) Present condition of the articles.
 - (f) Remarks.
- (ii) The Chairperson of the Department concerned shall thoroughly examine the list of articles keeping in view the purchase price, the possible wear and tear during the period the articles wear used and circumstances under which loss or damage was caused and satisfy himself that there is no article on the list, which can be economically put to use after repairs. A certificate to this effect shall be recorded on the list. Thereafter, the list of articles shall be submitted to the Committee, convened by him at his end, for examination and recommendations of the Committee. The Committee will examine and verify the condemned articles and record its findings whether or not the articles can be put to use after repairs or whether the same be disposed of through auction. Thereafter, the recommendation of the Committee to write off scientific articles shall be submitted to the competent authority for obtaining final orders for writing off/disposing of the articles as the case may be.
- (iii) The meeting of the Auction Committee will be convened by the Chairperson of the concerned Department for holding auction, including issue of auction notice inviting the interested firms. The sale proceeds obtained will be credited to the University funds.

RULES REGARDING PRESERVATION/DESTRUCTION OF OLD RECORD

<i>Description of Record</i>	<i>Period of Preservation</i>
EXAMINATIONS BRANCH	
1. Admission forms for various examinations	3 years
2. Result Sheets	Permanent
3. Award Lists	3 years
4. Re-evaluation Cases	3 years
5. Cut Lists	2 years
6. Application forms of which Certificates have been issued	
(i) Duplicate detail marks, Date of birth, Provisional merit certificates, Counterfoils and Degree in absentia.	2 years
(ii) Fee Registers	5 years
7. Office copies of various correspondence	2 years
8. Despatch record of Roll Nos., Detailed Marks Cards/Degrees	2 years
9. Receipt and Despatch Registers	2 years
10. Centre Statements (Supdt./Asstt.)	2 years
11. Result Gazettes of Post-graduate Examinations	Permanent with Certificate Section. All Gazettes of various examinations.
12. Ruling files of various Examinations	Permanent
CONDUCT BRANCH	
1. Appointment registers indicating the names of the Supdts./Dy. Supdts./ Supervisors Centre-wise	3 years
2. Supervisory rolls (indicating names) of the Supervisors and Deputy Supdts. Centre-wise	3 years
3. Acceptance forms (Supdts. and Dy. Supdts.)	2 years
4. List of Superintendents (5 copies)	Permanent
5. Correspondence Files	2 years
6. Main approvals/Substitute approvals of the Supdts. and Dy. Supdts.	2 years
7. Approvals of the Supervisor with T.A. and H.A.	3 years
8. Inspectors' approval lists (5 copies)	Permanent

<i>Description of Record</i>	<i>Period of Preservation</i>
Practicals	
1. Programme Chart	5 years
2. Examiners' Acceptances	3 years
3. Examiner's Lists	5 years
4. Other Correspondence <i>etc.</i>	2 years
5. Figure Register	2 years
UNFAIR MEANS CASES BRANCH	
1. U.M.C. Files	2 years after the period of disqualification
CONDUCT BRANCH (Ph.D. SECTION)	
1. Examination Reports	5 years
2. Proceedings of Research Degree Committee	5 years
3. Other Records (Correspondence files)	5 years
SECURITY BRANCH	
1. Examiner's Registers	6 years
2. Examiner's card, Registers for making entries regarding the examinership held in various years by an individual	Permanent
3. Acceptance Forms	3 years
4. Gap/Never lists	3 years
5. Proceedings of the Revising Committee	2 years
6. Paper-Setters Instructions	2 years
7. Confidential Reports	4 years
8. Disqualification Cases	Permanent
9. Correspondence/Office copies file	3 years
10. Registers containing names of Paper-setters	6 years
11. Files containing correspondence with Paper-setters/Examiners for theses (Separate files for each examination)	3 years
12. Corrected Lists of External/Internal and Single Examiners	5 years
13. Registers containing names of Examiners for theses	6 years
14. Entries regarding working of External/Internal/Single Examiners in various years.	Permanent

	<i>Description of Record</i>	<i>Period of Preservation</i>
15.	Register of despatch of Registration forms to the persons for sub-examinership	2 years
16.	Statement showing deposit of Registration forms by applicants	2 years
17.	Register regarding verification of Registration fee	5 years
18.	Record of despatch of material to the Examiners appointed every year for the various examinations	1 year
19.	Registration Registers of Examiners	Permanent
20.	Registration forms of persons registered every year as sub-examiners.	3 years
21.	Forms of persons declared not eligible and filed cases	3 years
22.	Office copies	2 years
23.	Circulars regarding change in address (Alphabetical)	1 year
24.	Registration Forms Receipt Register (Alphabetical)	2 years
25.	Register containing list of affiliated and associated Institutions	2 years
26.	Record file containing Executive Council's decisions, rulings, <i>etc.</i> relating to registration of Examiners	Permanent
27.	Disqualification Register regarding disqualification of Examiners	Permanent
28.	Files of individual disqualified persons	Permanent
29.	Payment Registers for Theory	5 years
30.	Office copies	2 years
31.	Paid bills	2 years
32.	Releasing slips	3 years
33.	Delay office copies files	3 years
34.	Important cases files including Executive Council's paras	Permanent
35.	Checking Assistants lists and original forms	3 years
36.	Registrar's approvals for one-way T.A. to Examiners	2 years
37.	Lists of Head-Examiners recommending issue of advance to them	2 years
38.	Registers regarding receipt of answer-books	3 years
39.	Counting Registers regarding receipt of answer-books	3 years
40.	Registers regarding despatch of answer-books	3 years
41.	Secrecy Workers' Register regarding work done by Secrecy Workers	3 years
42.	Receipt Register for stray answer-books	3 years

<i>Description of Record</i>	<i>Period of Preservation</i>
43. Register regarding special checkers for checking of answer-books	3 years
44. Supdts. Memos. regarding detail of answer-books sent by them	2 years
45. Groupings showing distribution of answer-books among sub-examiners	2 years
46. Centre Statements	2 years
47. All papers and correspondence relating to re-checking of answer-books.	1 year
48. Other correspondence relating to complaints <i>etc.</i>	1 year
49. Counterfoils of Secrecy answer-books	1 year
RE-EVALUATION BRANCH	
1. All papers and correspondence including complaints <i>etc.</i> , relating to re-evaluation of answer-books.	1 year
2. Record registers of re-evaluation of answer-books	4 years or till the post audit of fee <i>etc.</i> is completed whichever is later.
3. Cases which are pending for non-adjustment of fee account.	One year or till the fee is adjusted whichever is later.
4. Diary and Despatch Registers and related papers such as UPC lists, Postal Registration receipts, Peon Books <i>etc.</i>	2 years
5. Registers of Despatch of Answer-books to the examiners/re-evaluators.	3 years
6. Files regarding proposals and orders of the Vice-Chancellor for amendment in Re-evaluation rules and resolutions/decisions of the Academic Council/Executive Council thereof.	Permanent
7. Files relating to rulings, important cases/files of permanent nature, standing orders obtained from time to time.	Permanent
8. Lists of names and addresses of Re-evaluators & files containing approval of names of Re-evaluators.	3 years
9. File containing orders/correspondence regarding drawal of advances and adjustment thereof.	3 years or till the adjustment of advance whichever is later.
10. Re-evaluation cases/forms for various examinations, including awards lists of 'No Change' cases.	2 years or till the post audit of fee is completed whichever is later.

<i>Description of Record</i>	<i>Period of Preservation</i>
11. All relevant records, registers, answer-books <i>etc.</i> relating to Court cases or disputed cases.	3 years or one year after the case/dispute is finally decided by the respective Court/ appellate Courts/ authorities <i>etc.</i> whichever is later.
12. Re-evaluated/Re-checked answer-books.	One year after the re-evaluation case is finalised.
13. Marked answer-books	One year after the declaration of result.
14. Marked answer-books detained by various branches on requisition in any case.	3 years of the respective exams.
15. All relevant records relating to receipt and issue of answer-books.	3 years of the respective exams.

ACADEMIC BRANCH

1. Papers for various Elections	6 months
2. Rulings and Executive Council's decisions file	Permanent
3. E.C./Court's Cyclostyled Office copies/Disposal copies and printed Minutes (three copies)	Permanent
4. Executive Council/Court's Minutes (Original Manuscripts)	Permanent
5. Office copies of the disposal of Executive Council/Court's paragraphs and other routine letters.	2 years
6. Draft Executive Council/Court agendas and cyclostyled agendas	1 year
7. Sets of amended regulations as circulated to Fellows and approved by Government from time to time	5 years
8. University Calendars, Part-I, II & III (ten copies)	Permanent
9. Office copies of letters circulated to various Institutions/Branches of the Office regarding alterations/amendments in the regulations	3 years
10. Books	3 years after which it be transferred to Library.
11. Declaration forms pertaining to submission of books	3 years
12. Executive Council/Court decisions relating to syllabi and books	3 years
13. Circulars and notifications relating to Syllabi and Courses	3 years
14. Record of registration of publishers	3 years

<i>Description of Record</i>	<i>Period of Preservation</i>
15. Registers of members of University Bodies	5 years
16. Registers regarding books, publishers fixation of prices <i>etc.</i>	3 years
17. Proceedings of the Meeting of the Boards of Studies.	5 years
18. Proceedings of the Meetings of Faculties	5 years
19. Proceedings of the Academic Council	5 years
20. Joint Research Board Proceedings	Permanent
21. Research Degree Committee Proceedings	5 years
22. Equivalence Committee Proceedings	3 years
23. Election of University Bodies	3 years
24. Proceedings of prices board	3 years
25. Clarification of service and conduct Regulations :	
(i) Rulings	Permanent
(ii) Office copies	5 years
26. Various resolutions of the various Unions	3 years
27. Non-recognition Files of various examinations of other Universities	3 years
28. Recognition Files of various Universities	3 years
29. Calendars and Syllabi of other Universities <i>etc.</i>	3 years
30. Association Indian University of Proceeding/Standing Committee of A.I.U.	Permanent
31. Information for inclusion in Hand-Book of Association of Indian University	2 years
32. Information for Commonwealth Universities Year-book for the Association of Commonwealth Universities, London	2 years
33. Printed Syllabus and Prospectuses (5 copies)	Permanent
34. Rulings obtained from time to time	Permanent
35. Court cases	Permanent
36. Files pertaining to Foreign Teachers	3 years
37. Late admission of students	2 years
ACCOUNTS BRANCH	
1. All vouchers in support of expenditure	8 years
2. Used up Receipt Books	8 years

<i>Description of Record</i>	<i>Period of Preservation</i>
3. Details of Budget Estimates	5 years
4. Register of Contingent Expenditures	5 years
5. All accounts or documents relating to Trust, Donation and Subscriptions :	
(i) Record connected with claims to service and personal matters affecting persons in the service	} Permanent
(ii) Cash Books	
(iii) Income and Expenditures Registers	
(iv) Classified Register of Receipts and Expenditures	
(v) Standard measurement Books	
(vi) Calculations relating to particulars designs	
(vii) Provident Fund Ledger and Liability Register	
6. Applications for refund of securities and other fees for which no refund is made	2 years after a reply is sent
7. (a) Correspondence relating compliance of Audit Objections (except objections raised on fundamental nature)	2 years, after the withdrawal of the audit objection/ Requisition.
(b) Audit requisitions on important subjects	5 years
8. Bank Statements	5 years
9. Applications for grant of financial assistance out of poor Students' Aid Fund	3 years
10. Kucha classification record of Income/Expenditure	1 year after audit.
11. Demand and Collection Register of students dues (tuition fee <i>etc.</i>)	8 years from first admission, Provided these have been checked by audit.
12. Challan files of Income deposited with the bank by Mofussil Institutions	3 years
13. I.P.O. card receipts	8 years
14. Post Office M.O. Cut Lists	8 years
15. Demand Sheets of Private candidates	3 years
16. Demand and Collection Registers of College candidates	5 years
17. Bills Registers relating to payments to:-	
(i) Examiners remuneration contingencies <i>etc.</i>	} 4 years
(ii) Supervisors, Laboratory Staff of Examination Centre	
(iii) Superintendents, Examiners, Inspectors, Supervisors and other Officers'/Officials on account of T.A.	

<i>Description of Record</i>	<i>Period of Preservation</i>
18. Register of Advances	3 years
19. Wheat Loan Recovery Register	2 years
20. Insurance Premium Register of Employees	3 years
21. Income Tax Deduction Register	8 years
22. House Rent and Water Charges Recovery Register	3 years
23. C.T.D. Deduction Register	3 years
*To be destroyed after these have been checked by the Audit and the defaulters have been carried over in the demand and collection register of defaulters.	
24. Register containing record of Bank Drafts received (Maintained by Income Section)	3 years
25. Registrar's approval for one way T.A. to Examiners	2 years
26. Paid Bills	2 years
27. Office copies withdrawal of Provident Fund and advance from it	5 years
28. Revision of salary-scales of college teachers in the II and III five year plans	5 years
29. Miscellaneous Statistical Information supplied to U.G.C., Government of India, State Government and other organisations from time to time	3 years
30. Register regarding verification of Registration fee	5 years
REGISTRATION BRANCH	
1. Correspondence Files relating to award/payment of scholarships	3 years after the expiry of award of scholarship
2. Register regarding verification of Registration fee	5 years
3. Registration Return Record	7 years
4. Migration cases correspondence <i>etc.</i>	2 years
5. Migration Registers	Permanent
6. Change in name cases	2 years
7. Change in Date of Birth	2 years
8. Various Scholarships Schemes including UGC Scholarships	5 years
9. Admission and Withdrawal Register of Students	Permanent
REGISTRATION BRANCH (SCHOLARSHIP SECTION)	
1. Registers of various Scholarships, Schemes including State Govt; UGC; CSIR; Scholarships/Fellowships	7 years after the expiry of award of Scholarship/ fellowship.

<i>Description of Record</i>	<i>Period of Preservation</i>
2. Correspondence files Research Projects of various funding agencies and correspondence files of UGC & CSIR Research Associates.	2 years after the despatch of utilization Certificate and Final Report to the concerned funding agency.
3. Files of Ph.D. registration of the students of various teaching departments.	Upto 7 years from the date of their enrolment for Ph.D.
4. Department wise Ph.D. Enrolment Register	Permanent.
GENERAL BRANCH	
1. House rent and Water charges Recovery Register	3 years
2. Rent Register of shops/booths <i>etc.</i>	8 years
3. Tenders, Quotations and other papers relating to Stores	1 year after the completion of the contract
4. Printed papers relating to :- (a) Convocations (2 files)	Permanent
(b) Other correspondence relating to Convocation	2 years
5. Allotment of quarters	3 years
6. Allotment of Shops	Permanent
7. Quotations Files	3 years
8. Stock Account Book	5 years
CONSTRUCTION BRANCH	
1. Measurement books	15 years
2. Quotations files	3 years
COLLEGES BRANCH	
1. Correspondence with the Colleges and their Annual Reports	3 years
2. Affiliation of New Colleges	Permanent
3. Extension of Affiliation	Permanent
4. Association of Institutions	Permanent
5. Periodical Inspection Reports of Colleges	3 years
6. Files pertaining to Arbitration cases	8 years
7. Files pertaining to complaints of teachers/Principals of Non-Govt. Affiliated Colleges	8 years
8. Files and Circulars pertaining to Model Rules for Non-teaching Staff on Non-Govt. Affiliated Colleges	5 years

<i>Description of Record</i>	<i>Period of Preservation</i>
9. Revision of Salary Scales of Colleges teachers under fourth five year plan	5 years
10. (a) Individual Teacher's returns of all colleges (b) Registers of Colleges teachers	3 years Permanent
11. Annual qualifications returns	3 years
12. Files regarding Executive Council paras pertaining to qualifications/period <i>etc.</i>	Permanent
13. Files relating to collection of Information regarding changing of managements, teaching staff, income and expenditure <i>etc.</i>	3 years
14. Copies of Form B-I of the affiliated Colleges and University Teaching Departments including consolidation Registers and consolidated copies of Form B for Ministry of Education/U.G.C.	3 years
15. Register containing the List of Affiliated/Associated Institutions	2 years
16. Files pertaining to Endowment Fund of Non-Govt. Affiliated Colleges	Permanent

PUBLIC RELATIONS OFFICE

- | | |
|---|---------|
| 1. Material for University Annual Report from the Affiliated Colleges | 2 years |
|---|---------|

ESTABLISHMENT BRANCH

- | | |
|---|--|
| 1. Applications for various posts and copies of synopsis | 3 years |
| 2. Service Books | 5 years after death or retirement whichever is earlier. |
| 3. Personal files and Confidential Reports | 5 years after the death or retirement or resignation or termination. |
| 4. Departmental permission Files and Registers | 3 years |
| 5. Advertisement files | 3 years from the date of payment of the bills. |
| 6. Leave Register (Other than Casual leave) maintained by the Establishment Section | 3 years |
| 7. Office copies of General enquiries regarding qualifications, grades <i>etc.</i> | 3 years |

<i>Description of Record</i>	<i>Period of Preservation</i>
MISCELLANEOUS	
1. Casual Leave Applications of the Staff	After the close of the Calendar year
2. Casual Leave Account	5 years
3. Attendance Register of Students	3 years after the declaration of the result of the class concerned.
4. Leave Applications of students	After the Academic Session is over.
5. Orders and sanction of permanent nature, until revised	Permanent
6. Receipts and Despatch Registers	Permanent
7. Office copies of Routine Correspondence	2 years
8. Attendance Register of Staff	5 years
9. Correspondence/Office copies File	3 years
10. Outdoor and Indoor Dak Registers	2 years
11. Postal certificate record	1 year
12. Other records including Office copies of Correspondence	2 years
13. Office copies regarding general enquiries	2 years
14. Used up Receipt Books	8 years
DIRECTORATE OF DISTANCE EDUCATION	
1. Admission forms of various courses alongwith correspondence with the students, Files regarding Misc. Statistical information supplied to other Institutions, Organizations, Files regarding the Correspondence/Office copies of Establishment/General Work, Registers regarding payment of remuneration/honorarium to writers/Vetter's/Co-ordinators and other staff <i>etc.</i>	5 years
2. Files regarding the withdrawal and adjustment of Temporary Advance	5 years after adjustment of advance
3. Correspondence record relating to Audit objections/Audit requisition/A.G. Paras	5 years after withdrawal of audit objection/requisition

<i>Description of Record</i>	<i>Period of Preservation</i>
4. MSS of lessons	5 years or till the syllabus are revised whichever is later
5. Eligibility Register of students (Students Registration Registers), Ruling/Policy decisions files of various courses; Court Cases, Stock Register of Furniture Articles, Expenditures registers of various heads, Stock/Stationery registers (except consumable articles), Result Gazette received from Result Branch, Paper account registers alongwith files, File regarding Fixation of norms/rates for the Directorate of Distance Education, Registers regarding adjustment of Temporary Advance containing detailed timings of PCP periods taken by the various Resource persons duly audited by the Govt. Auditors, Despatch Record of Degrees.	Permanent
6. Office copies of PCP slips, Computer forms received with the particulars of the students alongwith admission forms, Sanction of amount for payment of Response Sheets to evaluators (after the checking by the Audit), Bills and payment of remuneration paid to teachers for evaluation of Response Sheets/Response Sheets record.	1 year
7. Despatch Record of Roll Nos./DMCs, Record regarding forwarding of examination forms to the Examinations Branch, Applications for grant of financial assistance out of R.K. Fund, General Correspondence/office copies files/other records including office copies of Correspondence, Outdoor and Indoor Dak Registers, UPC Lists, General Enquiry letters of students regarding admissions and office copies of replies, Despatch Registers of Study material sent to the Students, Despatch of study material record like Despatch list/registers for study material to the students by hand, Daily attendance of students during the PCP duly audited by the Govt. Auditor/Files regarding the Schedule and Correspondence of PCP.	2 years
8. Postal Registered Journals	10 years
9. Diary registers of admission forms, Files regarding general circulars received from the various quarters regarding model rules for teaching and non-teaching staff, bills for which payment have already been made (after the reconciliation and checking by the Audit), Staff Attendance Registers, Imprest Registers alongwith relevant papers, Challan Forms of income of Bank Drafts deposited by the Directorate in the Bank (provided the Accounts have been reconciled and checked by the Audit).	3 years
10. Demand & Collection Registers, Fee receipts vouchers received from Bank, income through Bank Drafts, Bank Statement, Used up Receipt Books.	8 years (provided the accounts have been reconciled and checked by the Audit).

<i>Description of Record</i>	<i>Period of Preservation</i>
11. Casual leave applications of the Staff/Casual Leave Registers	After the close of the Calendar Year
12. Stock Registers of lessons/books of Distance Education Store	8 years
PRINTING & PUBLICATIONS	
1. Old Stock Register (Consumables raw and finished material)	4 years provided that there is no pending payment/audit objection/Para or any other dispute.
2. Property Register	Permanent
3. P.O. files	4 years provide that there is no pending payment/audit objection/Para or any other dispute.
4. Bill Books	4 years provide that there is no pending payment/audit objection/Para or any other dispute.
5. Purchase (Tender etc.) and General Files	3 years provide that there is no pending payment/audit objection/Para or any other dispute.
6. Cash Books/D & C. Register	Permanent
7. Log Books of Generator	2 years provide that these have been audited and there is no pending payment/audit objection/Para and any other dispute.

Note:—The existing rules for preservation/destruction of other record/articles, which are identical to other Branches/Offices, will also be applicable in the case of Printing & Publications.

**RULES FOR CARRYING CONSULTANCY WORK BY
THE ACADEMIC STAFF OF THE TEACHING DEPARTMENTS**

1. The Academic/Technical Staff (henceforth to be called as staff) who are class 'A' Officers of the University may undertake consultancy, or provide technical services to industry and other organizations, utilizing, if necessary, the facilities of the University.
2. The service/consultancy provided may be of the following types:
 - (a) Institutional Consultancy
 - (b) Individual Consultancy
 - (c) Technical Services
- 2.1 Institutional consultancy relates to advice rendered to an industry/organisation, or work done for them, by a Department/Group/individual on behalf of the University. The Principal Consultant will be identified by the Vice-Chancellor, or a person or Council (Research, Development and Patents Council) authorized by him, under the supervision and control of the Dean, Research, Development and Patents Council.
- 2.2 Individual consultancy related to consultancy or work undertaken by an academic staff member in his individual capacity.
- 2.3 Technical services relate to providing of routine technical data/ information, analysis etc. and to fabrication of equipment etc. which does not require/interpretation of results or advice.
3. A request for consultancy services shall normally be received by the Vice-Chancellor or by the Dean, Research, Development and Patents Council on behalf of the University. It may, however, be received directly by a staff member and forwarded to the University, for its consideration.
4. Permission to undertake consultancy work up to one lac rupees may be given by the Dean, Research, Development and Patents Council on the recommendation of the Chairperson of the Department, or by any other person authorized to do so. Consultancy work of above one lac of rupees shall be approved by the Vice-Chancellor.
- 4.1 While approving of a consultancy proposal the following will be taken into consideration:
 - (a) The normal duty of the individual staff member and the interest of the Department do not suffer;
 - (b) An individual staff member does not undertake consultancy work for more than 60 days (60 days in a Calendar year including holidays);
 - (c) The total annual income of an individual from consultancy work shall not exceed his/her total emoluments for six months in the Calendar year.
5. While working out the cost of consultancy project the following be taken into consideration:
 - 5.1 Cost of consultants' time including intellectual fee.
 - 5.2 Cost of man days of the staff taking part in the project excluding the consultant(s).
 - 5.3 TA and DA (as per agreement with the client).
 - 5.4 Cost of inputs (like chemicals, raw material and other types of consumables) and equipments.
 - 5.5 Usage charges on equipment (including depreciation and utilities, inter-alia).
 - 5.6 Payments to outside consultants
 - 5.7 Cost of Stationary

5.8 Computer Charges

5.9 Miscellaneous

5.10 Administrative Charges (10% of 5.2 to 5.9).

6. The client shall pay 50% of the total project cost or, cost of the items 2 to 9 above, whichever is higher to the University Consultancy. All payments will be received by the University under a separate budget Head of 'Kurukshetra University Research and Development Fund', under the supervision and control of the Dean, Research, Development and Patents Council.
7. The Consultancy Service may be categorized into 3 classes:
 - 7.1 Advisory consultancy in which University facilities are not used.
 - 7.2 Service consultancy, in which University equipment is used, but consumables or other materials are not required.
 - 7.3 Service consultancy, in which University equipment is used and material and consumables are provided by the University.
8. Once the terms of consultancy have been approved, and contract signed, and advance received, it becomes the duty of the Principal consultant to ensure satisfactory progress and completion of the project in time. For this purpose he may make temporary appointments of full time or part time staff for a period up to six months, draw advances and make expenditure in accordance with the requirements as the project progresses. The Vice-Chancellor's approval will be required for appointment of staff for a period of more than six months.
9. The distribution of consultancy amounts received will be as under :
 - 9.1 In case of advisory consultancy (7.1 above) 50% of the amount received for (item 5.1); cost of consultant's time including intellectual fee) will paid to the consultant(s) and 50% will accrue to the Research, Development and Patents Council;
 - 9.2 Similarly in case of service consultancy (7.2 and 7.3 above) 50% of the amount received for (5.1 above will be paid to the consultant(s) involved and 50% will accrue to the Research, Development and Patents Council.
10. In all cases (7.1, 7.2 and 7.3 above), the apportioning of consultancy amounts will be as under:
 - 10.1 Out of the total share of the University, 10% will be paid to the University as administrative charges, 40% will be paid to the Research, Development and Patents Council established by the University and 50% will be available to the Department concerned, for the purchase of equipment and/or material, or for any academic activity and promotion of industry participation.
 - 10.2 The amount to be distributed to the staff will be as per recommendations of the Principal Consultant, as approved by the Vice-Chancellor, or any other person so authorized by him.
11. The University may undertake outside work requiring services of the technical staff of the University which is part of their normal duty on such terms and conditions as may be approved by the Vice-Chancellor.
12. All proposals concerning Consultancy Assignments, Directing the projects, patents, R & D products and technology transfers, etc. need the approval of the University before these are submitted to the granting agencies.
13. Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultants and the University) of a fixed percentage (to be decided by the Vice-Chancellor) will be paid to the University by the client.

14. On the completion of the consultancy project a copy of the synopsis of the work keeping in view of the confidentiality clause of the project and the audited statement of accounts will be submitted to the University/Research, Development and Patents Council for its records. Any un-utilised amount will be transferred to the Kurukshetra University Research and Development Fund'.
15. These guidelines shall also be applicable to the non-teaching employees of the University who may undertake such assignments subject to the condition that the work related to these assignments will not be undertaken during the office hours.
16. In case of any ambiguity the decision taken by the Vice-Chancellor will be final.



**CONSTITUTION OF KURUKSHETRA UNIVERSITY
CAMPUS FILM SOCIETY, KURUKSHETRA**

1. There shall be a Kurukshetra University Campus Film Society. The membership shall be open to students, staff (Teaching and Non-teaching) of the University; University maintained Colleges on the Campus and any such person deemed fit to be a member by the Chairman.

2. There shall be an Executive Committee. The management of the Film Society shall vest in the Executive Committee that will consist of the following :

(a) Vice-Chancellor	Chairman
(b) Pro-Vice-Chancellor	Vice-Chairman
(c) Dean Academic Affairs	Ex-officio member
(d) Dean, Students' Welfare	-do-
(e) Registrar	-do-
(f) Chief Warden	-do-
(g) Proctor	-do-
(h) One Chairperson of the Dept. of University Teaching Departments	(To be nominated by the Chairman, Film Society)
(i) Director, Distance Education	Ex-officio member
(j) Principal, University College, Kurukshetra	-do-
(k) Principal, University College of Education, Kurukshetra	-do-
(l) Financial Advisor, Students' Union	-do-
(m) President, Students' Union	-do-
(n) President, Teachers' Association	-do-
(o) President, Non-teaching Employees' Association	Ex-officio member
(p) Finance Officer	Ex-officio member
(q) Executive Engineer	-do-
(r) Public Relations Officer	-do-
(s) Director Youth & Cultural Affairs	(Ex-Officio Member Secretary)

Note :- In the absence of the Pro-Vice-Chancellor, The Dean, Students' Welfare will act as Vice-Chairman of the Campus Film Society.

Seven members shall constitute the quorum.

3. The aims and objects of the film society shall be :-

- (a) To advance education and culture through the medium of films.
- (b) To create and develop amongst students an appreciation of films for purposes of healthy entertainment.
- (c) To encourage in the film as an aesthetic art as a media of information and education, and development of personal personality.

- (d) To promote the study and appreciation of films by means of lectures, seminars, symposia, discussions and exhibitions and maintaining a Library of films and books.
- (e) For the realisation of the above objects, the Society may undertake any other activity in consonance with the above.

4. The membership subscription of the Society shall be fixed by the Executive Committee of the Film Society from time to time.

5. The admission to the film-shows shall be only through the membership cards for staff members, and for students through Identity cards bearing the stamp "FILM FEE PAID" with the signature of the Principal/Chairperson of Department issued to the members. Any members desiring to have additional seat in any show shall have to pay a fee of Rs.2/- per head per show which will be utilised as "Poor Students' Aid Fund" by the Film Society.

6. The official year of the Film Society shall be academic year of the University.

7. The Chairman or Vice-Chairman (in the absence of the Chairman) may call the meeting of the Executive Committee for which the notice shall be issued by the Secretary or Convener.

The Secretary shall convene at least one meeting of the Executive Committee in each Academic year to approve the Budget and Programmes of the Film Society.

8. The Secretary shall maintain and operate the Accounts of the Film Society through a Saving Bank Account with the State Bank of India, Kurukshetra University.

9. An annual report of the working of the society during the year shall be prepared by the Secretary and presented to the Executive Committee for its approval.

10. The accounts of the Film Society shall be annually audited by the Resident Audit Examiner, Local Funds Accounts, Haryana.

11. (a) The duties and powers of the Chairman shall be as follows :-

- (i) To sanction expenditure up to the amount of budget provision under the different Heads of expenditures and to approve re-appropriation of funds from one Head to another in anticipation of the approval of the Executive Committee.
- (ii) To write off losses.
- (iii) To approve the journey of the Secretary and others in connection with the work of Film Society.
- (iv) To decide any other matters not covered under the rules.
- (v) To sanction any amount out of the Funds of the Film Society for promotion of welfare activities of the students.

11. (b) The Secretary shall

- (i) correspond on behalf of the Film Society and give effect to the decisions of the Committee as its Executive Officer.
- (ii) issue notices of meetings and record minutes of the same and be responsible for their maintenance.
- (iii) be responsible for the maintenance of records and Registers as well as the custody of all property.
- (iv) shall operate an Imprest of Rs.200/- (Rupees two hundred only) to meet petty expenditure.

- (v) have power to incur an expenditure up to Rs.10000/- (rupees ten thousand only) on an item and to write off losses of articles costing up to Rs.200/-.
- (vi) be incharge of the finances of the Film Society.
- (vii) issue receipts for all sums received.
- (viii) incur expenditure as per approved budget.
- (ix) operate the accounts of Film Society and sign all cheques for expenditure incurred and duly sanctioned for payment.
- (x) sanction journey(s) of the staff working under him.
- (xi) have the power to allow refund of subscription received in case of rightful claims.
- (xii) have power to pass provisional payments till the budget is passed.
- (xiii) carry out other duties which may be entrusted to him by the Chairman.
- (xiv) not be paid any remuneration/allowance.

12. Film Selection Committee :- The Chairman shall constitute a Film Selection Committee every year which will select the films for screening during the year. Till the new list of film is approved by the new Film Selection Committee, the earlier Selection shall remain valid.

The Budget shall include the following Heads of Expenditure :

- (a) Hire Charges of films *etc.*
- (b) Remuneration/Honorarium to the Operators, Supervisor, Electrician, Gate-keepers, Booking-Clerk, Helper and other functionaries *etc.*
- (c) Payment to be made to the Booker.
- (d) Maintenance, Wear and Tear of materials *etc.*
- (e) Purchase of Films Reels, Records, Arc-Carbons, Cinemascope Lenses and Video-Sets Furnitures *etc.*
- (f) T.A./D.A. to the members of staff, Secretary and others will be paid according to the University Rules.
- (g) Poor Students' Aid Fund.
- (h) Contingencies, Purchase of stationery articles, Postages, Freight and Octroi Charges, Electricity Bill, Telephone Bills, Refreshment and other miscellaneous and unforeseen expenditure *etc.*
- (i) Any other expenditure required for the objects under Clause 3.

RULES FOR AWARD OF U.G.C. JUNIOR/SENIOR RESEARCH FELLOWSHIPS

The Rules for the award of U.G.C. Junior Research Fellowships/Senior Research Fellowships in Sciences and Humanities, including Social Sciences and utilization of Contingency Grant shall be the same as prescribed by the U.G.C. and amended from time to time.



**RULES AND GUIDELINES FOR SANSKRIT DEPARTMENT
ENDOWMENT FUND OBJECTIVES**

The sole purpose for creation of the Endowment Fund by the Department of Sanskrit, Pali and Prakrit is to organise lectures by eminent scholars in the field of Indology on the pattern of Endowment lectures in other Universities.

Rules :

The interest accruable on the Endowment Fund will be operated by the Chairperson, Sanskrit, Pali and Prakrit Department and be utilised in the manner given below :-

- (a) In each academic year the Staff Council of the Sanskrit Department will propose and approve the name(s) of eminent Scholar(s) to be invited for delivering the lecture/series of lectures on any topic in the field of Sanskritic Studies.
- (b) The Chairperson, Department of Sanskrit will forward these name/names of the Vice-Chancellor and obtain his consent.
- (c) The Chairperson, Department of Sanskrit shall invite the Guest lecturer and make all arrangements for lecture and the stay of the Guest Lecturer.
- (d) The guest lecturer shall be paid token honorarium of Rs.100/- per lecture. The lectures to be delivered would be type written and they will have to be submitted to the Chairperson after these are delivered. The right of publication of the lecture would lie with the University.
- (e) The University shall pay T.A. only as per University Rules either from the interest accrued on Endowment Fund or from the Institute of Indic Studies Honorarium & T.A. for Seminar Lecture Fund, whichever is available.

**UNIVERSITY TEACHING DEPARTMENTS
(KURUKSHETRA CAMPUS)/COLLEGE STUDENTS' UNION**

Note :- This Constitution shall also apply to the Colleges affiliated to/ maintained by the University. In case of Professional Colleges the word 'Class, will mean 'Section'.

**CHAPTER-I
PRELIMINARY**

1. Preface to the Constitution

- (a) This Constitution of the Students' Union is framed in keeping with the democratic spirit of our great Constitution and the parliamentary practices followed in our country.
- (b) The primary objective of the constitution of the Students' Union among other things, is :
 - (i) to develop creative thinking, democratic leadership, secular and socialistic outlook among the students;
 - (ii) to channelize their energy and enthusiasm into purposeful pursuits of learning the great democratic processes of the society in the country and her institutions; and
 - (iii) to make maximum use of their available time, resources and the facilities provided to them on the campus for the fuller development to their personality.
- (c) The students' union is an important organizational tool for creating harmonious and congenial academic atmosphere on the campus conducive to learning, acquisition of knowledge and proper execution of study, for the bright future of the students, their parents and teachers, their Alma Mater, their society and the country. It must inculcate in them a sense of discipline, duty and responsibility and must wean them away from the fissiporous tendencies and detractive steps that are detrimental to the peace and tranquility of the campus and their studies.
- (d) The Union should be instrumental in the development of a richer and integrated personality of the student who should be confident to face the challenges in life cheerfully and successfully and to enable him to carve out for himself a richer, fuller and happier life as a useful and responsible citizen and a great leader of the society in his own right.

2. Name, Title etc.

- (i) The Union shall be called, and shall hereinafter be referred to as 'Union'.
- (ii) The Union will represent the students of the University Teaching Departments (Kurukshetra Campus)/College, It will have a "Students' Council" and "Union Executive".

3. Aims and Objectives

- (i) To provide opportunity for training in democratic leadership, responsible citizenship, constructive thinking and inculcating in the students a sense of discipline, duty and responsibility, and preparing them to fit in with the democratic set-up of the country for greater attainments.
- (ii) To provide all possible facilities for the promotion of academic pursuits, academic attainments and academic honours among the students.
- (iii) To promote secular, democratic and socialistic outlook among the students.
- (iv) To promote the ideals of patriotism, liberalism and cosmopolitan outlook among the students; to instil in them the spirit of universal brotherhood, community work and community living and thinking, to fight against all social evils like casteism, communalism and parochialism.

- (v) To uphold the social, moral and cultural values of the society and the rich Indian heritage.
- (vi) To promote peace and harmony and to maintain right type of the academic atmosphere for the smooth functioning of the University in the interest of the students, teachers and the community.
- (vii) To make them conscious of the existence of poverty in our society, to encourage voluntary social work, and to organize adult education camps to fight illiteracy, ignorance and other evils.
- (viii) To promote social, cultural and educational activities for the intellectual development of the students and the growth of their personality at the University level.
- (ix) To create greater awareness among the students of the University of the events that are taking place around them, the evils of poverty and our national efforts to eradicate them and to catch up with the advanced countries of the world, especially in the field of technological and scientific progress.
- (x) To make them aware of their duties and responsibilities to themselves, to their parents, to the University, to the society and the State.
- (xi) To strengthen healthy and cordial relationship between the students and teachers of the University in keeping with the good old Indian tradition.

4. Activities

The activities of the Union shall consist of :

- (i) Debates, lectures, discussions, study circles, moot courts, model parliaments, essay competitions, *etc.*
- (ii) Cultural performances and contests.
- (iii) Indoor and outdoor games.
- (iv) Publication of magazine, bulletins and wall newspapers.
- (v) Tours to places of historical and educational importance.
- (vi) Social service and social relief activities.
- (vii) Organising and running Co-operatives.
- (viii) Such other activities as will further the realisation of the above aims and objectives.

CHAPTER-II

CHIEF PATRON/PATRON

5. Chief Patron/Patron

The Vice-Chancellor of the University or the Principal of the College shall be the Chief Patron of the respective Union and Dean Students' Welfare/a teacher appointed by the Principal will be Ex-officio Patron of the respective Union.

The powers of the Chief Patron/Patron shall be the following :

- (a) Whenever the Chief Patron/Patron attends any meeting of the Students' Council or the Union Executive, he shall preside over the meeting.
- (b) The Chief Patron/Patron shall order election of the Union and appoint a Returning officer to conduct the same.
- (c) The Chief Patron/Patron may appoint a Tribunal to settle disputes arising among members of the Union and thereafter pass such orders as he deems fit on the report of the Tribunal.

- (d) If the Chief Patron/Patron finds any violation of rules and regulations, he may take such steps as he deems fit and necessary to rectify the matters.
- (e) If the Chief Patron/Patron finds that the Union, on account of group rivalries or any other reason, has been unable to function he may supersede the Union and appoint a Committee of the students with the Dean Students' Welfare as the Chairman to carry on the functions of the Union for such period as may be deemed fit and necessary.
- (f) The Chief Patron shall be the final authority to interpret the Constitution of the Union and rules made thereunder.
- (g) The Patron shall exercise such powers as may be delegated to him by the Chief Patron.

CHAPTER-III MEMBERSHIP

6. Membership

- (i) Every regular student of the University Teaching Department (Kurukshetra Campus)/College as on role on the date immediately preceding the date of finalization of the list of the members of the Union to be notified by the University, shall be a member of the respective Students' Union. M.Phil./Ph.D. students, Employees students (including Campus Employees), students of evening classes and students of Certificate Courses shall not be members of the Students' Union.
- (ii) Those students of the University Teaching Departments (Kurukshetra Campus) who have not graduate shall not be eligible for membership of the Students' Union of the University Teaching Departments (Kurukshetra Campus).
- (iii) Membership Fee : There shall be a membership fee of Rs.5/- per annum payable at the time of admission. The amount so collected will constitute the fund of the respective Union.
- (iv) Termination of Membership : A student shall automatically cease to be a member when he is no longer on the rolls of the University Teaching Departments (Kurukshetra Campus)/ College.

CHAPTER-IV CONSTITUENT PARTS OF THE STUDENTS' UNION

7. Students' Council

The Students' Council of the Union shall consist of the following :

- (i) Chief Patron
- (ii) Patron (Dean Students' Welfare)
- (iii) Financial Adviser (Honorary Treasurer)
- (iv) All office-bearers of the Union Executive.
- (v) One student representative from each Department/class elected through secret ballot. If the number of the students in a Department/class is more than 200, then the additional representative will be elected for each unit of 200 students or part thereof in excess of 100.
Provided that if strength of students in a Department/Class is less than 20, it will not be eligible to send any representative.
- (vi) One top student from each department/class with highest percentage of marks in the preceding University Examination. In case two or more students are bracketed, the past academic performance shall be taken into account for nomination.

Note : In case of under representation of girl students, the Chief Patron/Patron shall have the right to nominate two girls on the students' council.

8. Eligibility of Contest/become Member in any Capacity

A student of University Teaching Department (Kurukshetra Campus)/College as on roll on the date immediately preceding the date of finalization of the list of the members of Union to be notified by the University, shall be eligible to be a member of the 'Students Council' if :

- (i) His name appears in the respective voter list;
- (ii) He is not more than 25 years of age on 1st August;
- (iii) He has not failed in the preceding examination;
- (iv) He has not failed more than twice in his total academic career after High School or equivalent examination;
- (v) He does not have a gap of more than 2 years after High School or equivalent examination;
- (vi) He is not involved in a criminal case or a case of moral turpitude or of gross indiscipline, gross misconduct or misbehaviour;
- (vii) He is not a defaulter in the payment of University/College dues;
- (viii) He has not been an office bearer of the Students' Council for two consecutive years.

Note : 1. A student will be guilty of gross misconduct if he/she:

- (a) is expelled from the University/College;
- (b) is convicted a non-bailable offence;
- (c) is found guilty of adopting unfair means in the University/College examinations;
- (d) has brought bad name to the University/College by his misconduct on or outside the campus as determined by the competent authority of the University;
- (e) destroys University/College property or motivates University/College books;
- (f) prevents any University/College official from performing his normal duties/carrying out his duties or assaults/intimidate any employee of the University/ College.

Note : 2. A student shall be deemed to have failed if :

- (a) he failed at the University/Board examination in the academic year preceding the election;
- (b) he fails in the University examination in one year and joins the another department in subsequent year;
- (c) he does not appear in the University/Board Examination.

Note : 3. Students who have been promoted to the next higher class in terms of University rules on having passes 50% of the papers, shall not be treated as fail.

9. Union Executive

The Union Executive shall consist of the following :

- (a) Chief Patron, Patron and Financial Advisor (Hony. Treasurer).
- (b) Office bearers to be elected by the members of the Students' Union from amongst themselves by a secret ballot by simple majority.
 - (i) President
 - (ii) Vice-President

- (iii) Secretary
- (iv) Joint Secretary
- (c) Ten members to be elected by the members of the Students' Council from amongst themselves by a secret ballot by simple majority, five each from the following two categories :
 - (i) Five by the elected members of the Students' Council.
 - (ii) Five by the Ex-officio/nominated members of the Students' Council.

Provided that at least one from each category shall be a member belonging to SC/ST and one from each category shall be a girl. However, if no elected member on the Students' Council is available from SC/ST including girl, the Chief Patron on the recommendations of the Patron shall nominate at least one from each category to the Students' Council.

10. Time Limit for Elections

Election of the Students' Council and the members of the Union Executive shall ordinarily be held in August/September on a date to be fixed by the Patron.

11. Financial Advisor (Hony. Treasurer)

The Union shall have a Financial Advisor (Hony. Treasurer) to be appointed by the Chief Patron from amongst the members of the teaching staff. Each payment out of the Union Fund shall be approved by the Financial Advisor (Hony. Treasurer).

CHAPTER-V

12. Vote of No Confidence

- (a) At least twenty-five per cent members of the Students' Council may move a resolution of no-confidence against the office bearers and members of the Union Executive. These members shall write to the President intimating their intention to move such resolution and on receipt of this intimation, the President shall call a meeting within a period of one month giving a notice of the meeting of at least 15 days from the date of the receipt of the intimation. Such a meeting shall be considered a requisitioned meeting.
- (b) If the President fails to do so the Patron, may authorise the Financial Advisor (Hony. Treasurer) to call such a meeting within such time as he may deem fit and Financial Advisor (Hony. Treasurer) shall preside over such a meeting.
- (c) Such a resolution, in order to be effective shall be required to have been passed by a majority of not less than two-third of the total membership of the Students' Council.
- (d) In case of such a resolution being made effective, fresh election for the vacancy so caused in the Union Executive shall be arranged within 15 days of the passing of such a resolution. However, no such election shall be arranged if the vote of no-confidence is passed in the months of March/April.

13. Finances of the Union

(a) Budget

The yearly budget of the union fund shall be prepared by the Union Executive in consultation with the Financial Advisor (Hony. Treasurer) within one month of its election and presented to Students' Council to be passed by it by a majority vote. The Budget will be effective after it is approved by the Patron.

Note :- (i) The items of the expenditure shall be clearly shown in the budget.

(ii) While preparing the budget the Union Executive shall reserve at least 10% of the total fund "on reserve" for unforeseen expenditure, if any.

(iii) The appropriation or re-appropriation of funds from one head to another may be done by the Union Executive with the approval of the Patron on the recommendation of the Financial Advisor (Hony. Treasurer).

(b) Accounts

The Accounts of the Union shall be maintained in the University/College office under supervision of the Financial Advisor.

The Accounts will be pre-audited by the Govt. Auditors posted in the University/College.

(c) Bank Accounts

The funds of the Students' Union shall be kept in a current/Saving Bank/Fixed Deposit Account with a Scheduled Bank of India in the name of the Union and operated by the Financial Advisor.

14. Ordinary Meeting

The Financial Advisor shall convene meeting of Students' Council and Union Executive-one for electing member of the Union Executive and other for passing the Budget. At least 5 days before the date of meeting(s), he shall in consultation with the patron, issue notices and agenda papers.

15. Special Meeting

A special meeting of the Union Executive and the Students' Council can be called at any time by the President on a requisition of at least one-fourth of the total membership of the Union Executive/Students' Council, as the case may be. At such a special meeting, only the business for which the meeting was specially convened, will be transacted. Such a special meeting can, however, be called by the Patron at any time and as and when found necessary by him.

Note :- The Secretary of the Union Executive will also be the Secretary of the Students' Council. At least two meetings of the Students' Council shall be held in an academic year, one for passing the budget of the Union Fund and the other for transacting other business.

16. Quorum

In the ordinary meeting 33% of the total membership and in special meeting 50% of the total membership will constitute the quorum for the meeting of the Union Executive and Students' Council.

17. Adjourned Meeting

An adjourned meeting shall be considered as an ordinary meeting.

18. Votes

Each member shall have one vote. In case of tie, the President shall have a casting vote in addition.

19. Conduct of Meeting

The President or the Vice-President or in their absence any other member elected by the Union Executive/Students' Council for the purpose shall preside at the meeting. Whenever the Chief Patron attends any meeting of the Students' Council or the Union Executive he shall preside over the meeting. All decisions shall be taken by simple majority vote of the members present and voting except as otherwise specifically stated. Ordinarily voting shall be by show of hands. However, if any one of the members present wants secret voting on any issue the President shall allow the same.

20. Code of Conduct for Members of the Council/Executive

There shall be a code of conduct for election of the office bearer and functioning of the Students' Council.

- (i) Every member of the Council shall conduct himself in such a way as to enhance the prestige and image of the University/College.
- (ii) Members of the Council shall help the Council and its Chairman in discharging its functions efficiently and properly.
- (iii) The members shall maintain proper decorum in the meeting of the Council and shall obey and abide by the decisions of the Chairman and/or Council.
- (iv) They shall help the University/College in maintaining proper discipline and academic atmosphere on the campus and shall subordinate partisan interests and emotions to the common interests of the students themselves (individual and collective), the academic community and the society. The members of the Students' Union or the Council shall not organise or participate in any subversive, violent activity, *gherao* etc. nor shall they encourage other students to do the same. They shall adopt peaceful legitimate and democratic means for the redressal of their grievances and solution of their difficulties.
- (v) A student who does not clear his dues regularly shall cease to be a member of the Students' Council/Executive.
- (vi) A student who is found guilty of involvement in a criminal case, case of moral turpitude, gross indiscipline, misbehaviour or misconduct (as defined under Clause 8, Eligibility Note-1) shall *ipso facto* cease to be the member of the Students' Council/Union Executive.

21. Code of Conduct for Elections

1. Every candidate contesting for the office of Departmental/Class Representative will be allowed to address the students of the Departmental/Class on one day and only once.
2. The candidate contesting for the office of the office-bearers of the Union Executive will be allowed to address all the students in an assembly hall/open space on one day and only once.

Note : The time for this purpose will be decided and allotted in consultation with the contestants by the authority arranging elections.

3. The sticking of bills and disfiguring of buildings and writing on walls *etc.* shall incur disqualifications. Distribution of hand-bills in good language or displaying placards or banners on strings, use notice boards will be permissible. No loudspeaker, car, taxi, tractor or heavy vehicle, animals, tongas or bullock-carts shall be used in election propaganda.
4. Wherever coercion or unfair means or violence is used by the members of the Students' Union or their supporters for the election of the Union Executive/Council, it will entail nullification of the election result, disqualification, suspension and/or disciplinary action against the member.
5. No procession in connection with the election or its result shall be taken out either inside or outside the campus.
6. No candidate or his supporter shall invite outsider or use outsiders/non-members for canvassing or support.

22. Schedule for Election

The schedule for elections shall be issued separately as a Notification by the University.

CHAPTER-VIII

23. Special Provisions

- (a) To assist the Dean Students' Welfare in removing the grievances of the students, there shall be a Steering Committee appointed by the Chief Patron.
- (b) All the matters concerning the students shall be referred by the Council to the Steering Committee through the Patron. The Council shall give at least 10 days in case of administrative matters and 21 days in case of academic matters to the Steering Committee for making its recommendations, to the appropriate University/College authorities. If the matter, however, relates to a particular Department/Class it may be referred to the Steering Committee by the Union Executive, after consulting the Departmental/Class Representatives from that department/class. In case of general matter(s) relating to the whole campus the Council shall consider it before referring to the Steering Committee.
- (c) Any decision of the Students' Union, on a matter that is not covered under the Constitution shall be taken by ballot, in a meeting of the Students' Council, called for the purpose giving at least three days' Notice by a majority of not less than two-third of the total membership of the Council. Such a ballot shall be supervised by a person duly authorised by the Patron and shall be secret.
- (d) The Union or any of its bodies or any office-bearer shall have no contact with any political party or organisation so far as the activities of the Union and other University/College bodies are concerned.
- (e) The Students' Union or any of their bodies shall not act on a call given by any outside political party or agency.
- (f) The Union or any of its bodies shall not organise any procession or demonstration against any individual employee. No procession or demonstration of any type shall be taken to the residential area in the Campus.
- (g) Declaration of holiday in the University/College or in any Department/Class or inciting to boycotting the classes by any members of the Council/Executive shall be considered an act of serious indiscipline.
- (h) The Union, its various bodies or office-bearers shall not misinterpret or indulge in false propaganda against University/College policy decisions or any employee of the University/College.

- 24. (a)** The Patron shall be competent to determine procedure for the conduct of elections. His decisions in all matters such as inviting nomination papers, scrutiny and withdrawal thereof, fixing the date of election, counting of votes *etc.* shall be final. In all matters where Constitution is silent the Patron shall be competent to take the decision, as he may deem fit and his decision in this regard shall be final.
- (b) Election to the Students' Council and the Union Executive will be through secret ballot.
 - (c) The term of the office-bearers and elected representatives shall expire on 31st May of the year following their election.

25. If for any reason, whatsoever, the elections for the Students' Union cannot be held/completed, the Chief Patron shall form an Advisory Committee of the Students securing highest percentage of marks selecting two from each faculty/section.

CHAPTER-IX

26. Amendment

The Vice-Chancellor, on the recommendation of an Ad hoc Committee to be appointed annually by him may recommend to the Executive Council for approval of any amendment in the Constitution or any provision thereof as may be deemed necessary.

Provided that any matter in regard to the interpretation of the Constitution or any other matter not covered explicitly by the Constitution shall be referred to the Ad hoc Committee on whose recommendation, the Vice-Chancellor will take a final decision.



THE PURCHASE COMMITTEE

1. The Vice-Chancellor shall appoint a standing Purchase Committee for the purchase of furniture, Stationery, and liveries.

FUNCTIONS :

- (i) This Committee shall act for purchase of articles in bulk i.e. valuing Rs.50,000/- and above subject to the rules regarding delegation of financial powers in force.
- (ii) The requirements of various departments received by General Branch shall be consolidated and placed before the Committee for scrutiny. The Committee will then recommend for calling of quotations or for negotiations as it may deem fit.
- (iii) In order to expedite supplies or to ensure the quality and standard of goods, the Committee shall have the power to allot the supply of articles to any agency by negotiations, i.e., calling tenders or without it, if the circumstances so require, even at higher than the lowest tendered rates.
- (i) The Committee or any member or members authorised by it shall inspect the articles supplied and would approve the same.
- (ii) In the event of disagreement in the Purchase Committee, the matter will be referred to the Vice-Chancellor for final decision.
- (iii) This Committee may also consider such other matters relating to purchases as may be referred to it by the Vice-Chancellor.

2. The Vice-Chancellor may also appoint Ad hoc Purchase Committee(s), as and when considered necessary, consisting of one or more persons for effecting purchase of articles required by the University from local market or markets at other stations irrespective of amount of purchases.

Provided that the Registrar/Finance Officer shall exercise powers of appointing purchase Ad hoc Committee(s) for the purchase up to Rs.50,000/-.

**RULES GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF THE EMPLOYEES
(OTHER THAN THE UNIVERSITY TEACHERS AND THE REGISTRAR)**

CHAPTER-1

RULES FOR RECRUITMENT AND APPOINTMENTS

Grades and Categories of Posts :

1. The categories and scale of pay of the posts under the University shall be as specified in Schedule-I hereto annexed. Provided that the Executive Council may, from time to time, make additions/alterations to this Schedule.

Qualifications for Appointment :

2. The qualifications for appointment to the various posts in the University Service shall be as specified in Schedule-II hereto annexed. Provided that the Executive Council may, from time to time, make additions/alterations to this Schedule.

Posts for which a particular division in M.A./B.A., Intermediate/Matriculation is necessary as minimum qualifications, such division shall not be insisted upon while filling up vacancies reserved for Ex-servicemen and the minimum qualification in their case may be deemed to have been relaxed to that extent.

Provided that no person who has not attained the age of 18 years shall be appointed to any post in the University. The maximum age limit shall be 50 years, relaxable in special cases, by the appointing authority.

Note: Wherever "Hindi upto Matric Standard" has been made as one of the essential qualifications for recruitment to a post it shall be read as "Hindi or Sanskrit upto Matric standard". It is further clarified that in case a candidate has not done Matriculation with Hindi as one of the subjects, but has done +2/B.A./M.A. with Hindi as one of the subjects, then it may amount to fulfilling the required qualification in this regard for recruitment/appointment.

3. (a) No person shall be appointed to any post, unless he possesses good character and antecedents, which may also be verified by the appointing authority 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.

(b) No person shall be appointed in the University to any post unless he/she produces a character certificate from the Principal, Academic Officer of the University, College, School or Institution last attended, if any, and similar certificate from other two responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his University, College, School or Institution.

(c) No person :

(i) who has entered into or contracted a marriage with a person having a spouse living;

OR

(ii) who having a spouse living, has entered or contracted a marriage with any person shall be eligible for appointment to any post in the service.

Provided that the University may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

4. (a) Every person on his first appointment to the University shall get himself examined by the Medical Officer of the Kurukshetra University and furnish a certificate from him in the form to be prescribed by Executive Council. The Vice-Chancellor may refer doubtful cases to specially constituted panel of doctors.

Provided that women candidates for recruitment to University Service who at the time of medical examination for first entry into service are found to be pregnant of 12 week's standing or over shall be declared temporarily unfit until the confinement is over.

(b) Every member of the service shall get himself vaccinated and revaccinated if and when the University so directs by a special or general order.

(c) Every member of the service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established in writing as per specimen given as under :

OATH OF ALLEGIANCE

I.....Son/Daughter of Sh..... hereby solemnly affirm my full faith in the Constitution of India as by law established.

Signatures

Dated :

.....
(full name in block letters)
Designation.....
Department/Office.....

*Method of Recruitment :

*5. Appointments of Clerks will be made by direct recruitment. Appointments from Assistants up to the level of Superintendents shall be made cent-per-cent by promotion from inside on the basis of seniority-cum-merit. Appointments above the level of Superintendents, but up to the level of Assistant Registrar, shall be in the ration of 2:1 by promotion and by direct recruitment. The post of Deputy Registrar/Finance Officer shall be filled in the ratio of 75:25 by promotion and by direct recruitment. The post above the level of Deputy Registrar/Finance Officer shall be filled by open competition through advertisements. The internal candidates can also apply. Appointments, in the case of Stenographers shall be made from amongst Steno-typists

* Note: 1. The Executive Council vide its resolution No.13 of 10-12-1975 has decided the followings:

- (i) The posts of Accountant and Head Clerk in the office of the Executive Engineer should always be filled up by direct recruitment.
- (ii) Clerks/Assistants, who are posted in the Executive Engineer's office should not be transferred as a matter of routine till they are either promoted to the next higher grade or become surplus in the Executive Engineer's office.

2. The Executive Council vide its resolution No.53 of 3-12-1984, has decided that Haryana Govt. pattern be adopted in future for 20% posts reserved for Class-IV employees.

* Amended vide Executive Council Resolution No.23 of 27-3-2001.

and Assistants serving in the University on the basis of a competitive test. In the case of persons already in University service, personal remarks in the ACR's of the Supervisory Staff shall be given due weightage.

All temporary appointments in the University office upto the level of Controller of Examinations shall be made from within the University.

For internal candidates, the qualifications prescribed for various posts may be relaxed by the appointing authority wherever considered necessary on the merits of each case.

Provided further that appointments may be made from outside through advertisement if internal candidates are not found well-experienced and suitable.

Criteria for Promotion :

- (i) Latest two years' consecutive A.C.R.'s. of the official should be satisfactory/good.
- (ii) At least 70% or more of the A.C.R.'s. of the official should be satisfactory/good during the last ten years. However, greater weightage shall be given to the reports earned on higher post from which further promotion is being considered.
- (iii) At the time of promotion a report on work and conduct will be called from the Branch Officer under whom the Officer/ official is working, which should be good/satisfactory.
- (iv) No promotion will, however, be allowed to any employee during the currency of punishment of stoppage of his grade increment(s) unless the period of punishment has expired.

Note:- This criteria for promotion will also be applicable to the cases for grant of Selection Grade.

Appointment (by promotion or by direct recruitment) :

6. Appointments to the various categories of posts shall be made in accordance with the provisions of Statute 21 of the Kurukshetra University.

Temporary Appointments :

7. Notwithstanding anything contained in the above rules, the Vice-Chancellor may make a temporary appointment for a period not exceeding six months.

Provided that such appointments to grade 'A' posts shall be reported to the Executive Council at its next meeting.

Appointment in the Place of Employees dismissed, removed or reduced in rank :

8. Where the employee has been dismissed, removed or reduced in rank from any class, category or grade in the service, no vacancy caused thereby or arising subsequently in such class, category or grade in the service, shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

Notice required for Termination of Appointment :

8-A. An employee of the University may resign his post by giving one month's notice, if he is on probation or working in a temporary capacity, or of three months' notice if he is confirmed employee. Similarly, the Appointing Authority shall have the power to terminate the engagement of temporary employees or an employee on probation by giving a month's notice or a

month's salary in lieu thereof, and three month's notice or requisite salary in lieu thereof in the case of a permanent employee.

Provided that if the notice falls short of the requisite period, the member of the Service or the University, as the case may be, shall, unless this condition is waived off by the appointing authority in favour of the member of the Service, pay an amount equal to the salary for the remaining period of notice.

Note:- The provision requiring three months' notice period shall not apply to those appointed before 22-12-1964 and in their cases the notice period will, unless mentioned otherwise in their appointment letters, be one month, provided that a member may, not later than three months from the date this Clause comes into operation, opt for the notice period being regulated in terms of this Clause.

Employees Absent from Duty :

9. An employee of the University a not on duty, whether on leave or on foreign service or on deputation, shall not, if he is otherwise fit, be ineligible in his turn –

- (a) for appointment to a permanent or officiating vacancy in the class, category, grade or post in which he may be a probationer or an approved probationer;
- (b) for promotion from a lower to a higher category in the service, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.

CHAPTER-2

Probation and Confirmation :

- 10. (1)** Every person appointed permanently to a post under the University after the commencement of these rules whether by promotion or by direct recruitment shall be on probation in such post for a period of one year, after the satisfactory completion of which, the appointing authority in case of employees other than Class-III and IV may, by an order in writing confirm him or extend the period of his probation provided that the total period of probation including extension shall not exceed two years. The Registrar will be the competent authority to dispose of finally the cases of confirmation of Class III & IV employees.

Provided further that the appointing authority may allow the continuous period spent on duty, if any, on the same post, in a temporary/leave vacancy for the purpose of confirmation. However, in the case of persons who are appointed on ad hoc basis without qualifying the prescribed test/interview their period of appointment on ad hoc basis will not be counted for the purpose of confirmation and seniority in the posts held by them. The seniority of such employees will be determined from the date they will be put on regular basis by the appointing authority.

Provided further that if the period of extra-ordinary leave in the case of employees of the University, during the probationary period is short i.e. upto 15 days in one year, it should not be added to the probation period but may be included in it. But in case the period of extra-ordinary leave exceeds the limit of 15 days in one year the probationary period be extended to that extent.

- (2) Where a person appointed to a post under the University on probation is found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may –
- (i) in the case of a person appointed by promotion, revert him to the post held by him immediately before such appointment; and
 - (ii) in the case of a person appointed by direct recruitment, terminate his services under the University.

Seniority of Members of the Service :

11. Unless otherwise decided by the Executive Council, the seniority of members of the service shall be decided as under :-

The seniority *inter se* of the members of the Service holding permanent posts shall be determined by the dates of their confirmation in the post and in the case of members holding temporary posts or appointed in an officiating capacity from the date of their joining the post.

Provided that the *inter se* seniority of persons selected for appointment by direct recruitment shall be in the order of merit, determined by the Selection Committee, irrespective of the date on which such a person joins or is confirmed subsequently.

Provided further that in the case of two or more members, joining their posts on the same day, their seniority shall be determined as follows :-

- (a) In the case of members recruited by direct appointment, their seniority shall be in the order of merit assigned by the Selection Committee.
- (b) A member recruited by promotion shall be senior to a member recruited otherwise.
- (c) In the case of members recruited by promotion, seniority shall be determined according to the seniority of such members in the appointment from which they were promoted.

Temporary and Permanent Service :

- 12.** (i) An employee shall be a temporary employee of the University until he is confirmed in a permanent post Under the University.
- (ii) An employee confirmed in any permanent post under the University shall be a permanent employee of the University.

Termination of Service :

13. The Service of an employee shall be liable to termination on any of the following grounds :-

- (a) Gross negligence in the discharge of duty;
- (b) Misconduct;
- (c) Insubordination or any breach of discipline;
- (d) Absence from duty without leave;
- (e) Physical or mental unfitness for the discharge of duty;
- (f) Any act prejudicial to the University or its property; and
- (g) Conviction in a Court of Law for offence involving moral turpitude.

Provided that in the case of a permanent employee, an order passed under this Clause except under Sub-clause (g) shall be treated as a penalty under Clause 28, and the procedure laid down in Clauses 29 & 30 shall also be followed.

Retirement :

***14.** All whole time paid employees shall retire on completing the age of 60.

*A University Employee may, however, seek voluntary retirement after 20 years service with the approval of the appointing authority.

Provided that an employee shall be retired on the imposition of the penalty of compulsory retirement.

CHAPTER-3**PAY****Scales of Pay :**

15. The scales of pay for the post in the University service shall be as specified from time to time by resolutions of the Executive Council.

Initial Pay :

****16.** An employee shall, on his appointment to a post on a time- scale of pay, draw pay at the lowest of the stage of the time-scale, unless the appointing authority decides that he shall draw pay at any higher stage.

Provided that when such appointment is made by promotion:—

- (i) the pay of the employees shall be fixed in the higher scale at the stage next above.
- (ii) if he had previously served in the same post or in any other post under the University on the same or indential time-scale of pay, and was drawing pay higher than the pay admissible to him under Clause (i) he shall draw such higher pay and the period of his duty in such post on such pay shall also be counted for purpose of increment in the higher post.

* *Note*:—The Executive Council vide its resolution No.84 dated 17-03-1976 has decided that the date of retirement (except those whose date of birth falls on the first day of the month) will be the afternoon of the last day of the month in which the date of their retirement falls instead of the actual date of their superannuation.

* Amended vide Executive Council resolution No.27 of 26-10-2002.

In case of those employees 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.

** The fixation of pay etc. may be decided at the time of selection by the Selection Committee or by the Vice-Chancellor, as the case may be.

(Approved vide Executive Council resolution No.8 of 9-11-1968).

Increments :

***17.(i)** An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority.

(ii) If the conduct of the University employee or his work has not been satisfactory, an increment may be withheld by the appointing authority in the manner laid down in Clause-28.

(iii) Where an Efficiency Bar is prescribed in the time scale, the increment next above the Bar shall not be given to an employee without specific sanction of authority empowered to withhold the increment.

The Registrar may allow to cross the Efficiency Bar up to the level of Assistants including Technical Staff.

Provided that before an employee is allowed to cross Efficiency Bar in the time scale at least 70% or more of the Total A.C.R's. and the previous two consecutive reports should be good. In the case of allowing Efficiency Bar, a special report, may also be obtained which should be good.

(iv) The annual increment may be given to ad hoc employees also subject to the terms and conditions of their appointment.

Service Counting for Increment :

18. The following service shall count for annual increments in the time-scale of post :-

The Executive Council vide its resolution No.37 of 16-1-1971 decided that Rule No.4.4 (c) (i) and (ii) and Rule 4.14(2) of Pb. C.S.R. Vol.I, Part-I reproduced below, be followed wherever there is increase in the substantive or officiating pay of an official in the lower post.

(Rule No.4.4(c) (i) of Pb. C.S.R. Vol I, Part-I)

(i) Notwithstanding anything contained in these rules, where a Govt. servant holding a post in a temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to another post carrying duties & responsibilities of greater importance than those attaching to the post held by him, his initial pay in time scale of higher post shall be fixed at the stage next above his pay drawn by him in the lower post, provided it is certified by the Head of the Department in which the Govt. servant was holding the lower post that he would have continued to officiate in the lower post but for his promotion/appointment to the higher post.

(ii) The provisions of sub-rule 2 of Rule 4.14 shall also be applicable in any case where the initial pay is fixed under this clause. In cases, where a Govt. servant is, immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time-scale of the lower post, his initial pay in the time-scale of the higher post shall be fixed in the same manner as provided in sub-clause (i) above, .

Rule No.4.14(2) of Pb.C.S.R. Vol.I, Part-I.

On an enhancement in the substantive pay as a result of increment or otherwise, the pay of such Govt. servant shall be re-fixed from the date of such enhancement as if he was appointed to officiate in that post on that date where such refixation is to his advantage.

***Note :-** The Executive Council has decided vide its resolution No.41 dated 17-3-1976 that Annual increments will be given on the 1st day of the month instead of actual date of the accrual of the increment.

- (i) Duty in that post or in any other post of the same or higher grade, whether continuous or not.
- (ii) Duty in an equivalent or higher post in foreign service.
- (iii) Leave other than extra-ordinary leave.

Provided that the sanctioning authority may direct that extra-ordinary leave not exceeding three years during the whole tenure of service of an employee, shall also count for increment if it is satisfied that such leave was taken on account of illness or for any other cause beyond control of the employee or for prosecuting higher scientific and technical studies.

Pay during Suspension :

- 19.(a)** An employee under suspension shall, during the period of suspension, 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 employee continues to meet the expenditure for which they are sanctioned. The rate of compensatory allowances, if admissible, should be determined on the basis of the pay which the employee was in receipt of on the date of suspension.

Provided that where the period of suspension exceeds twelve months, the Vice-Chancellor shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of first twelve months, as follows :-

- (i) the amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve 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 employee.
 - (ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve 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 employee.
 - (iii) the rate of dearness allowance will be based on the increased/decreased amount, as the case may be, of subsistence allowance admissible under Clauses (i) and (ii) above.
- (b) No payment under (a) above shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.
- (c) An employee who has been suspended shall not be entitled to any kind of leave during suspension. During such period he/she shall not leave the Headquarters without prior permission of the competent authority.

Suspension of Non-teaching employees appointed by the Executive Council :

19-A. (1) The Vice-Chancellor may suspend any employee pending inquiry against him.

- (2) During the period of suspension an employee shall get as subsistence allowance, half pay and allowances as admissible on that amount.

Provided that the amount of subsistence allowance shall be reduced by half if, in the opinion of the Vice-Chancellor, the inquiry is prolonged for more than three months due to the fault of the employee.

- (3) In case the disciplinary proceedings result in the acquittal of the employee, the employee shall be entitled to full salary and allowance for the period he was under suspension.
- (4) In case the disciplinary proceedings result in the removal of the employee, the employee shall be entitled to only the subsistence allowance as mentioned in para 2 and not any other allowance.

Special pay, Personal pay, Honorarium :

20. The Executive Council may sanction to an employee in any special circumstances, such special pay, personal pay, honorarium on such conditions as it may deem fit.

Provided that the employees deputed for any assignment in connection with the examinations of this University will be paid remuneration as per University rules.

Provided further where the provision of part-time posts is available in the Budget, the payments to the University employees deputed for the part-time jobs, be made with the approval of the
Pro-Vice-Chancellor/Vice-Chancellor.

Drawal of Pay :

- 21.** (i) An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumes charge of the post.
- (ii) Pay in respect of any month, shall become payable on or after the first working day of the following months.
- (iii) An employee resigning from the service of the University without the notice prescribed shall not, unless the Vice-Chancellor directs otherwise, be allowed to draw pay due but not drawn.

Pay and Allowances for holding Additional Charge of Post :

- 22.** (i) An employee placed in-charge of the current duties of the higher post will receive pay in the basic pay plus 1/10th of the minimum of the scale of pay applicable to the higher post.
- (ii) No allowance will be admissible when an employee holding one post is placed in-charge of the current duties of a post of equivalent status of his own basic post. The employee concerned will receive pay in his basic post only.
- (iii) An employee placed in-charge of the full duties of a post of status equivalent to his own basic post will receive allowance @ 20% of the minimum of the scale of the post.

- (iv) An employee holding one post when placed in-charge of current duties of a lower post will not receive any allowance for the additional work.

Note :- (i) The additional pay or allowance will not be admissible if the period of additional charge is less than 30 days.

- (ii) The minimum of the scale of pay in respect of the post whose grades have not been revised on the Haryana Govt. pattern will be determined after adding A.D.A. up to 320 points price index for this purpose.
- (iii) An employee who is getting special pay or honoraria of any type for holding the additional charge will not be entitled to over-time allowance, if he is deputed to work after his normal duty hours.

Leave and Leave Salary :

23. The employees shall be governed by the rules relating to leave, leave salary and other cognate matters made by the Executive Council separately in this behalf.

CHAPTER-4 ALLOWANCES

Kind of Allowances :-

24. (1) The following allowances may be admissible to the employees in accordance with the provisions of this chapter :

- | | | |
|--|---|---|
| <p>(i) Dearness Allowance</p> <p>(ii) House Rent Allowance</p> <p>(iii) Travelling Allowance</p> | } | Including daily allowance and any other allowance specifically sanctioned by the Executive Council. |
|--|---|---|

(2) Sanction to Allowances :

- | | | |
|--|---|---|
| <p>(i) Dearness Allowance</p> <p>(ii) House Rent Allowance</p> <p>(iii) Other Allowances</p> | } | The amount of the allowance and the conditions under which these allowances are payable shall be decided upon by the Executive Council from time to time. |
|--|---|---|
- (iv) Travelling Allowance (including daily allowance).

Travelling allowance (including daily allowance) for journeys performed by employees on duty shall be admissible in accordance with the provisions for the T.A. Rules made by the Executive Council separately in this behalf.

CHAPTER-5

Contributory Provident Fund, and Gratuity :

25. University employees other than borrowed employees shall be entitled to the benefits of the Contributory Provident Fund, and Gratuity of the University in accordance with the provisions in Statute-30.

CHAPTER-6**Conduct :**

26. (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 duties.
- (4) Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
- (5) No employee shall be a member of any political organisation or take active part in any political activity. Non-teaching employees in the University may not be allowed to contest elections to Parliament, State Legislature or a Local Authority.
- (6) No employee shall participate in any demonstration or resolve to any form of strike in connection with their official duties and conduct.
- (7) No employee shall join or continue to be a member of any Service Association of the University, which has not been constituted in accordance with the constitution approved for it by the University.
- Provide that if the constitution of any Association is approved subsequently appropriate to his class then such an employee who was not a member of the Association appropriate to his class shall not continue to be a member of the earlier Association.
- (8) No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly to any other person to whom he is not authorised to communicate such documents or information.
- (9) No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.
- There shall, however, be no objection to his undertaking honorary work of 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 inform the University about his having taken up such work.
- (10) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts of his case to the University.
- (11) No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
- (12) 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.
- (13) No University employee has a right to make wild allegations amounting to defamation, baseless criticism and uncalled for observations regarding functioning of the University or its authorities.
No employee shall involve in any act of sexual harassment against women.
- (14) University employees may write for redressal of their grievances connected with the service conditions to the concerned competent authority/body.
- (15) 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.

CHAPTER-7

27. Deleted :

Penalties :

28. The following penalties may, for good and sufficient reasons, be imposed on an employee :-

- (i) Censure.
- (ii) Withholding of increments or promotion, with or without cumulative effect.
- (iii) 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 or directions of superior authorities.
- (iv) Reduction to a lower grade or post or to a lower stage in a time-scale of pay.
- (v) Compulsory retirement.
- (vi) Dismissal from or termination of service; and
- (vii) Suspension from service for a specified period.

(N.B.:- During this period the employee will not draw any remuneration of any kind whatsoever but there will be no break in service).

Disciplinary Procedure for Non-teaching Employees appointed by the Executive Council :

29. (1) If the Vice-Chancellor is of the opinion that there is a *Prima facie* case of misconduct, inefficiency or physical, mental incapacity against an employee, he shall appoint an Enquiry Officer to enquire into the relevant charges or undertake the enquiry himself.
- (2) The charge-sheet shall be served by the Registrar on the employee concerned.
- (3) The Enquiry Officer shall give a reasonable opportunity of being heard to the employee.

- (4) The accused-employee may inspect any document in possession of the University, if it is proposed to rely on the same. Any other document may be allowed to be inspected if the Enquiry Officer considers it to be relevant.
- (5) The Enquiry Officer, after the hearing is over, shall give his findings on each of the charges levelled against the accused employee and make recommendations as to the action to be taken against the employee. He shall send his report to the Vice-Chancellor when the Enquiry Officer is other than the Vice-Chancellor himself.
- (6) The Vice-Chancellor shall place the report of the Enquiry Officer before the Executive Council. The Executive Council shall pass such orders as it deems fit.

For Employees other than those Appointed by the Executive Council :

30. The Registrar may, subject to approval by the Vice-Chancellor suspend an employee when proceedings against him are contemplated.

30-A. The Registrar under the orders of the Vice-Chancellor shall serve the charge-sheet on the employee concerned giving him at least 10 days time to submit his written reply. If additional charges are served, a further period of 10 days will be allowed. The Registrar at his discretion may extend the time.

30-B. The employee will be allowed copies of such documents as he may need for the purpose of his defence. The Registrar will be competent to refuse copies of such documents as he considers to be confidential or irrelevant.

30-C. The Registrar shall appoint an Enquiry Officer, where he considers it necessary, to enquire into the case and when his report is received, he will place the report alongwith the whole proceedings before the Vice-Chancellor. There will be no bar for the Registrar to enquire into a case himself.

30-D. The Vice-Chancellor after consideration of the report of the Enquiry Officer may impose any of the penalties mentioned in Rule-28 or may exonerate the employee.

30-E. An employee, who is an illiterate person, may, on an application, be permitted to bring with him another employee of the University to assist him at the time of the enquiry but in no case shall any outsider be permitted to be engaged by him for this purpose.

Provision regarding Employees on Deputation :

31. The manner in which disciplinary proceedings, if any, are to be taken against employees on deputation shall be such as may be agreed upon between the University and the authority which has lent the services of the employees to the University.

Special procedure in Certain Cases :

32. Notwithstanding anything contained in Rules 13, 29, 30 and 30-A to 30-E, the competent authority may, if the conduct of the University employee is such as would warrant dismissal, termination, removal from service or reduction in rank, and if it is satisfied that, for reasons to be recorded in writing, it is not reasonably practicable to hold an inquiry in the manner provided in the Rules, pass orders as it deems fit and proper without holding an inquiry.

CHAPTER-8

APPEALS AND REVIEW

Appellate Authorities :

33. An appeal may lie from any original order passed by the Vice-Chancellor to the Executive Council, and from any original order passed by the Executive Council to the Chancellor.

Any appeal once rejected by the competent authority should not be brought for reconsideration before the same authority.

Form, Contents and Submission of Appeals :

34. 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 respects and addressed to the appellate authority. It shall be submitted through the Head of the office to which the appellant belongs or belonged and through the authority from whose order, the appeal is preferred.

Withholding of Appeals etc. :

35. An appeal may be withheld by the authority from whose order the appeal is preferred, if :-

- (i) it does not comply with the provision of Rule-34 above, or
- (ii) it is not submitted within a period of three months from the date on which the order appealed against is communicated to the person concerned, and no reasonable cause is shown for the condonation of the delay.

Provided that in every case in which an appeal is withheld the appellant shall be informed of the fact and the reasons for it.

Provided further that an appeal withheld only on account of failure to comply with the provisions of Rule-34 above may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal and, if resubmitted in a form which complies with those provisions, shall not be withheld. No appeal shall lie against an order passed by competent authority withholding an appeal.

Consideration of Appeal :

36. The appellate authority shall consider every appeal and may allow the appeal and set aside the punishment, or it may reject the appeal and confirm the punishment or it may enhance the punishment.

Provided that the punishment shall not be enhanced unless the appellant is given an opportunity to show cause why such enhanced punishment should not be awarded and unless the explanation, if any, submitted by the appellant has been duly considered.

Orders of Reinstatement :

37. Where an employee who has been dismissed or suspended is reinstated, the authority reinstating him shall make an order specifying :-

- (i) whether the employee may draw, for the period of his absence from duty, any pay and allowances in addition to the pay and allowances admissible under Rule-19.
- (ii) whether such period may be treated as duty for all or any particular purposes.

CHAPTER-9
MISCELLANEOUS

Provision for Existing Employees :

38. Every person holding a post under the University at the commencement of these rules shall, on such commencement, be deemed to have been appointed under the provisions of these

rules to the corresponding post mentioned in the Schedule to these rules and shall draw the pay drawn by him immediately before such commencement.

Service Books and Character Rolls :

39. (i) The University shall maintain a Service Book and a Character Roll for each employee in such form and set out such particulars as may be prescribed by the Executive Council.
- (ii) The entries in the Service Book of an employee shall be made by the Head of the Office in which he works.

Confidential Reports :

40. The Head of the Departments and the Registrar, as the case may be, shall report confidentially on the work and conduct of the employee in accordance with rules made by Executive Council separately in this behalf.

Tests or Examinations :

41. University employees may be required to pass such departmental tests or examinations as may be prescribed by the Executive Council. The Executive Council may also lay down rules regarding the periods within which the tests should be passed, the consequences of not passing the tests and other cognate matters.

Residuary Conditions of Service :

42. Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Executive Council.

Removal of Doubts :

43. Where a doubt arises as to the interpretation or application of any of the provisions of these rules, the decision of the Executive Council thereon shall be final.

44. Notwithstanding anything in Rule 20 of the Rules governing terms and conditions of service of the Kurukshetra University, Kurukshetra Employees (other than the University Teachers and the Registrar), if any money is granted by an outside authority, for example U.G.C., C.S.I.R., I.C.S.S.R., for Projects, Summer Institutes, Seminar *etc.*, an employee may be allowed honorarium, special pay, personal Pay or fee by the Vice-Chancellor out of the said funds.

45. All legal Proceedings against this University by the non-teaching staff *etc.*, would be subject to Courts at Kurukshetra or Courts having jurisdiction in Kurukshetra.

Schedule-II

**QUALIFICATIONS FOR THE VARIOUS
POSTS IN THE UNIVERSITY**

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
1	Dean of Colleges	i) Master's Degree with 50% marks from a recognized University. ii) Ph.D. or equivalent published work. iii) 20 years teaching experience in a recognized College/University out of which at least 10 years should be as Principal/Professor of a recognized College/University. Note: The appointment will be on tenure basis for three years. It is a non-vacation contract post.
2	Controller of Examinations	Essential : 1. Master's degree with at least 55% of the marks or its equivalent grade 'B' in the UGC seven point scale. 2. At least 15 years of experience as Lecturer (Senior Scale)/Lecturer with 8 years' in Reader's grade alongwith experience in Educational administration; <p style="text-align: center;">OR</p> Comparable experience in the research establishment and/or other institutions of higher education; <p style="text-align: center;">OR</p> 15 years' of administrative experience of which 8 years' as Deputy Registrar or an equivalent post. Desirable : Experience of conducting the University examinations will be desirable.
3.	Librarian	1. Master's degree in Library Science/ Information Science/Documentation with at least 55% marks or its equivalent grade and a consistently good academic record. 2. One year specialisation in an area of information technology/Archives and Manuscript keeping. Master's Degree in an area of thrust in the institution. 3. At least ten years as a Deputy Librarian in a University Library or fifteen years experience as a College Librarian. 4. Evidence of innovative Library service and organisation of published work. Desirable : M.Phil./Ph.D. degree in Library Science/ Information Science/Documentation/ Archives and Manuscript keeping.
4.	Dy. Librarian	(i) Master degree in library Science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scales and a consistently good academic record.

Sr. No.	Name of the Post	Minimum Qualifications
		<ul style="list-style-type: none"> (ii) Five years experience as an Assistant University Librarian/College Librarian. (iii) Evidence of innovative library services, published work and professional commitment, computerization of library. <p>Desirable :</p> <ol style="list-style-type: none"> 1. M.Phil./Ph.D. degree in Library Science/Information Science/Documentation/Archives and manuscript-keeping. 2. Evidence in support of experience in application of Library Automation Networking, and knowledge of software in information processing and retrieval.
4.-a	Assistant Librarian/College Librarian	<ul style="list-style-type: none"> (i) A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. (ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. (iii) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET. (iv) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 Sept., 1991. <p>Desirable :</p> <p>Experience in application of Library Automation Networking and knowledge of Software in Information Processing and retrieval.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. 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 categories. 2. A relaxation of 5% at graduation level in good academic record may be provided to SC/ST/Physically and visually handicapped categories. 3. B in the 7 point Scale with latter grade O, A, B, C, D, E & F shall be recorded as equivalent to 55% wherever the grade system is followed.

5. Librarian in the
Indological
Studies

M.A. Sanskrit good 2nd Division (55%).
M.Lib. Science good 2nd Division (55%).
Three years experience as Professional Assistant.

OR

1. M.A. Sanskrit good 2nd Division (55%).
2. Diploma/B.Lib. Science 2nd Division (55%).
3. Five years experience as Professional Assistant.

Desirable:

Knowledge of some other classical Indian languages.

6. Programmer

The candidate should possess any of the qualifications as listed below from 1-5 :

1. B.Tech. (CSE)
2. B.Tech. (Non-CSE) Exp.–Computing.
3. M.Sc. (Physical Sciences) with 2 years experience in computing.
4. M.Sc. (Physical Sciences) D.C.A. with one year experience in Computing.
5. M.C.A.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
7.	System Manager	<ol style="list-style-type: none"> 1. M.Tech.(CSE) with 5 years experience in Computing. 2. B.Tech.(CSE) with 7 years experience in Computing. 3. B.Tech. (Non-CSE) with 8 years experience in Computing. 4. M.Sc. (Physical Sciences) with 8 years experience in Computing. 5. M.Sc., DCA with 7 years experience in Computing. 6. MCA with 7 years experience in Computing. 7. Ph.D. with 5 years post-Ph.D. experience in Computing.
8.	Director, Distance Education	<p>A 1st or High 2nd Class Master's Degree of Indian University or an equivalent Degree of a foreign University, with at least 10 Years' experience of Teaching and Research/Administration.</p> <p style="text-align: center;">OR</p> <p>Ph.D. with at least 10 Years Teaching experience in a University or College or Directorate/Institute of Correspondence Courses.</p> <p>Desirable:</p> <ol style="list-style-type: none"> (a) 3 years experience of administration in a University or a College or Directorate/Institute of Correspondence Courses as Reader/Professor/Principal. (b) Knowledge of Hindi.
9.	Deputy Registrar	<p>A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.</p> <p>Five years of experience as a Lecturer in a College or a University with experience in Educational Administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in Research Establishment and/or other Institutions of Higher Education.</p> <p style="text-align: center;">OR</p> <p>Five years of Administrative experience as Assistant Registrar or in a equivalent post.</p> <p>The appointments/promotions to be made according to these qualifications against internal quota posts will be subject to rules of relaxation as may be in vogue at any point of time.</p>
10.	Finance Officer	<ol style="list-style-type: none"> 1. A Bachelor's Degree with Chartered Accountant/SAS <p style="text-align: center;">OR</p> <p>A 2nd Class Master's degree or LL.B. degree.</p> <ol style="list-style-type: none"> 2. At least 8 years' experience in Accounts/Budgeting etc. in a grade not below Rs.3700-5000/-. <p>In case no suitable candidate is found, the Establishment Committee may recommend relaxation in experience in case of internal candidates if their record of service is exceptionally good.</p>

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
11.	Placement Officer	Post-graduate in any discipline from recognised University in India. Candidates who have Post-graduate Diploma in Journalism & Mass Communication with adequate teaching experience at any level will be given preference.
12.	Principal (USSMS)	Essential Qualifications: M.A./M.Sc./M.Com. B.T./B.Ed./S.A.V./L.T./D.T. iii) Teaching experience of at least 8 years after B.T./B.Ed./S.A.V./L.T./D.T. (for Lecturer of University Senior Secondary Model School, it should be 8 years after M.A./M.Sc./M.Com.) in Higher Secondary School out of which two years experience should comprise as a Head of Higher/Senior Secondary School or a Lecturer of any recognized Higher/ Senior Secondary School or College. Higher start is negotiable for experienced person.
13.	Assistant Registrar	Good Academic record plus Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale. 2. The appointments/promotions to be made according to these qualifications against internal quota posts will be subject to rules of relaxation as may be in vogue at any point of time. 3. There shall be no relaxation in qualifications for internal candidates competing against open post. 4. The relaxation of age upto 5 years shall be allowed to all the candidates who have 5 years or more experience as superintendent or an equivalent post irrespective of the fact whether the candidates are internal or external. 5. Bachelor Degree in any discipline shall be considered as lower examination for determining the 'Criteria of Good Academic Record' for the post of Assistant Registrar.
14.	Director, Physical Education & Sports	(i) Ph.D. in Physical Education. (ii) Experience of at least ten years as University Deputy D.P.Es. or fifteen years as University Assistant D.P.Es./College D.P.Es.(Selection Grade). (iii) Participation in at least two National/International Seminars/Conferences. (iv) Consistently good appraisal reports. (v) Evidence of organising competitions and conducting coaching camps of at least two weeks duration. (vi) Evidence of having produced good performance teams/athletes for competitions like State/National/Inter University/Combined University, etc.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
15.	Superintendent	1. A Bachelor's Degree. 2. 10 years' experience in a University/ Examining Body. For other than direct Recruitment
16.	Deputy Superintendent	By promotion from amongst the Assistants of Kurukshetra University, Kurukshetra having eight years' experience as Assistant. Direct Recruitment
17.	P.As.	A Bachelor's Degree. 2. 3 years' experience as Stenographer and subject to passing such test as may be prescribed by the competent authority. For other than direct Recruitment Five years' experience as Senior Scale Stenographer.
18.	P.Ss.	For other than direct Recruitment P.A. having one year experience or a total experience of 8 years as Senior Scale Stenographer.
19.	Asstt. Director, Sports (Male and Female)	A 1 st /2 nd Class Master's Degree in Physical Education. OR 1 st /2 nd Class M.A./M.Sc. with 1 st /2 nd Class Diploma in Physical Education; 2. At least 5 years' experience of organising games at the College/University level, relaxable in case of outstanding candidates possessing high Sports achievements and educational qualifications. Preference to N.I.S. qualified persons.
20.	Assistant	1. A Bachelor's Degree with 5 years' experience. OR Matric/Hr. Secondary with 10 years' office experience in University/ Examining Body. Preference will be given to those who have adequate experience of working in the various Branches of the University/Educational Institution/Board.
21.	Calligraphist	Essential : B.A. with good handwriting in English and Hindi for writing Degrees/ Diplomas/Certificates and knowledge of Hindi and English upto Matric standard. Desirable : Experience or Certificate/Diploma in Calligraphy.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
22.	Co-ordinator (for Chief Warden's Office)	Graduate with experience of dealing with students in a supervisory capacity. Candidates with higher qualifications and/or with experience in the line will be preferred. Academic qualifications relaxable for internal candidates with adequate experience in the line.
23.	Hostel Supervisor	Preferably Bachelor's Degree with experience of Supervising, maintenance and handling of Institutional messes. Experience of handling accounts will be additional qualifications. OR (a) Naib Subedar or Subedar. (b) Age – Not above 50 years. (c) Medical Category-Shape –I. (d) Hight –5'-9'' (177.5 cms.) (e) Weight – Not more than 72 kg.
24.	Watch & Ward Supervisor	1. J.C.O. (Retd.) in Army or equivalent in other defence forces. 2. At least Matriculation or equivalent qualifications from Army/Navy/Air Force Training Institute. 3. Age should not be more than 48. 4. Physically fit (Shape–I) with a minimum height 177.5 cms. (5'-9'') and a minimum weight of 75 kg. S= Psychological H=Hearing A=Appendages P=Physiological Condition E=Eyes For Promotion :
25.	Junior Scale Stenographer	1. Two years' experience as Steno-typists; 2. Qualifies a departmental test in Stenography in Hindi at the speed of 80 w.p.m. and transcription thereof at the speed of 15 w.p.m. and in English at the speed of 100 w.p.m. and transcription thereof at the speed of 20 w.p.m. (8% mistakes are allowed in each). For Promotion :
26.	Senior Scale Stenographer	One year experience as Junior Scale Stenographer; 2. Qualifies a departmental test in Stenography in Hindi at the speed of 80 w.p.m. and transcription thereof at the speed of 15 w.p.m. and in English at the speed of 100 w.p.m. and transcription thereof at the speed of 20 w.p.m. (4% mistakes are allowed in each).

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
27.	Steno Typist	<p>1. Matric 1st Division; OR Higher Secondary 2nd Division OR 10+2 2nd division; OR 10+2 Vocational 2nd Division OR Intermediate 2nd Division OR Graduate of a recognized University or its equivalent.</p> <p>For Ex-Serviceman Matric only.</p> <p>2. Knowledge of Hindi/Sanskrit upto Matric standard.</p> <p>3. Qualifies a test in Stenography in English at the speed of 80 wpm and 64 wpm in Hindi & transcription thereof at the speed of 15 wpm/11 wpm only on computer (8% mistakes are allowed in each).</p>
28.	Clerk	<p>Matriculation in 1st Division, OR Higher/Senior Secondary in 2nd Division, OR Intermediate in 2nd Division, 10+2 (Vocational) in 2nd Division, OR Graduate. Each candidate must pass the competence Data Entry Test on Computer at a minimum speed of 30 words per minute.</p> <p>Provided that in the case of internal candidates, who have at least three years approved service in this University to their credit, the qualifications at Sr.No.1 are relaxable to Matric 3rd Division.</p>
29.	Peons	Middle relaxable in suitable cases.
30.	Daftries/Jamadars	Middle relaxable in suitable cases.
31.	Daftri-cum-Machineman (For Dept. of Sports)	<p>Essential : Matric with ITI certificate in Electrical/ Mechanical Trade.</p> <p>Desirable : Knowledge of Swimming.</p>
32.	Securityman	<p>1. Should be Middle pass.</p> <p>2. Should be conversant with the work of Watch & Ward.</p> <p>3. Preferably Ex-serviceman.</p> <p>4. Relexable in suitable cases.</p>
33.	Photocopying Operator	Matriculate having experience in the line concerned.
34.	Head Mali	<p>Literate.</p> <p>(ii) Well-versed in discharging of duties as Head Mali.</p> <p>The post will be filled up from amongst the Malies by promotion on seniority-cum-merit basis.</p>
35.	Mali	<p>(i) Literate.</p> <p>(ii) Should know the work of Mali.</p>
36.	Beldar	<p>(i) Literate.</p> <p>(ii) Well-versed in the work of Beldar.</p>
37.	Groundman	<p>(i) Literate.</p> <p>(ii) Well-versed in discharging of duties as Groundman.</p>

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
38.	Sanitary Inspector	10+2 with Sanitary Inspector Course.
39.	Head Sweeper	(i) Literate. (ii) Well-versed in discharging of duties as Head Sweeper. The Post will be filled up from amongst the Sweepers by promotion on seniority-cum-merit basis.
40.	Helper	Matric.
41.	Sweeper	Literate. (ii) Well-versed in the work of sweeping and cleaning.
42.	Cook	(i) 50% by direct recruitment and (ii) 50% by promotion from Waiters/Utensil Cleaners

Criteria for Direct Recruitment

- (i) Middle Pass.
- (ii) Certificate from any recognized Hospitality Institution or 3 years' experience from any reputed Hotel/Restaurant/Organisation.
- (iii) Able in preparing Continental as well as Indian Foods.
- (iv) Preference will be given to Ex-Serviceman having experience of cooking in defense & other paramilitary forces.

Criteria for promotion

The Waiters/Utensil Cleaners may be considered for promotion to the post of Cook by conducting a test by the Committee, to be constituted by the Vice-Chancellor/Registrar to evaluate their capability in Cooking.

However, in case suitable internal candidates are not available, appointments will be made from outside by direct recruitment.

Other than Direct Recruitment

- (i) In case of promotion 3 years' experience as Assistant Cook/Tandooria/Nan-Bai.
 - (ii) In case of transfer 3 years' experience as Indian Cook.
43. Mortar Mate Matric and having experience of 5 years in the field or Certificate Course from I.T.I. in the respective trade.

By Promotion :

Middle with 8 years' experience as Helper in the respective trade.

Quota in Internal Candidate :

Ratio of 3:1 be fixed for promotion from internal candidates/direct recruitment i.e. three posts be filled up by promotion from internal candidates and one post be filled up from direct recruitment.

No relaxation in the prescribed qualifications be made while promoting the internal candidates.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
44.	Warden (for Girls Hostel)	1. Master's Degree with 50% marks and two years' experience in the line. 2. Candidates should be below 50 years in age.
45.	Mechanic Air-Conditioning (for Construction Branch)	(i) Matric. (ii) I.T.I Certificate in Refrigeration and Air-Conditioning Trade. (iii) At least 5 years experience in Air Conditioning, Refrigeration & Central A.C. Plant. (iv) Knowledge of Hindi or Sanskrit upto Matric.
46	Utensil Cleaner	(i) Literate; (ii) Should know the work of Utensil Cleaner.
47.	Aya (for USSMS)	Middle Pass
48.	School Librarian (for USSMS)	B.A./B.Sc./B.Com. & B.Lib. Information Science with 50% marks and two years experience in a professional capacity.
49	Waiter (for General Branch)	Middle Pass Experience of at least one year working in Restaurant/Canteen of a reputed organization.
50.	Game Attendant	1. Matric 2. Participation in any game at district level.
51	Table Player (for University College of Education)	Sangeet Visharad(B.Music Tabla) from Pracheen Kala Kendra, Chandigarh; OR Sangeet Prabhakar from Prayag Sangeet Samiti, Allahabab; OR Sangeet Visharad from Gandharv Mahavidyalaya Mandal, Pune OR Any other equivalent recognized course.
52.	Examination Record Supervisor	Minimum Qualification : (i) Graduate in any Discipline; (ii) Five Years Experience of Record keeping/inventory control in a University/Govt./ Semi Govt. or reputed concern; and (iii) Knowledge of computer and data processing. Desirable : P.G. Degree/P.G. Diploma in Management.
53.	Guest House Supervisor	Essential: 1. Matriculate with Computer abilities' 2. Experience of atleast 5 years in a Star Hotel or equivalent Mess facilities in Defense Forces; Preferable 3. Ex-Serviceman (JCO) Retd. with appropriate experience in catering and accommodation management of Guest House/ Mess Facilities. 4. Experience of handling institutional Guest House facilities and handling of accounts.

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Minimum Qualifications</i>
54	Public Relations Officer	<ol style="list-style-type: none"> 1. Post Graduate Degree in Mass Communication/Journalism/Advertising Management and Public Relations with 55% marks. 2. Atleast 3 years experience on a responsible position in Information or Public Relations Department of the State/Central Govt./Public Sector Undertaking/University/Accredited News Agency/National Newspaper. 3. Good command over English and Hindi languages. 4. Adequate knowledge of Computer.
55.	Chief Security Officer	<p>A retired Defence Officer not below the rank of Major with a good record of service.</p> <p style="text-align: center;">OR</p> <p>A retired Police Officer not below the rank of Superintendent of Police with a good record of service.</p> <p style="text-align: center;">OR</p> <p>Retired Naval and Air force officers of the rank equivalent to Major.</p> <p>Knowledge of Hindi is desirable.</p>

**QUALIFICATIONS FOR VARIOUS POSTS IN
THE UNIVERSITY UNDER SELF-FINANCING SCHEME**

<i>Sr. No.</i>	<i>Designation</i>	<i>Minimum Qualifications</i>
1.	Senior Administrative Officer	<p>A Master's degree with at least 55% marks or its equivalent grade of 'B' in the U.G.C. seven point scale.</p> <p>2. At least five years regular service in an administrative or equivalent post in the grade of Rs.8000-13500.</p> <p>Desirable: Candidates having Bachelor degree in Law in addition to above qualifications will be given preference.</p>
2.	Administrative Officer	<p>Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.</p> <p>2. At least five years regular service in an administrative/supervisory or equivalent post in the grade of Rs.6500-10500.</p>
3.	Professional Assistant	<p>M. Lib. Sc. or M.A./ M.Sc./ M.Com. & B.Lib.Sc. with at least 50% marks.</p> <p style="text-align: center;">OR</p> <p>B.A./B.Sc./B.Com. & B.Lib.Sc. with 50% marks and 5 years experience in a Professional capacity.</p>
4.	Data Entry Operator	<p>A graduate with Computer Science as one of the subjects at degree level, or other graduates possessing a One Year Diploma in Computer Applications from a recognised Institute, or any other qualification equivalent thereto.</p> <p>One must also pass a competence Data Entry Test on Computer at a minimum speed of 30 words per minute.</p>

<i>Sr. No.</i>	<i>Designation</i>	<i>Minimum Qualifications</i>
For University Institute of Engineering & Technology		
1.	Sr. Tech. Assistant	B.Tech./B.E. in the concerned Branch/ Discipline. OR 3 years Diploma with 3 years' experience in the line. OR B.Sc. Bio-Technology/Microbiology/Bio-Chemistry with three years Laboratory experience in Bio-Tech. OR P.G. Diploma in Bio-Chemical Engg.
2.	Lab. Assistant/ Lab. Technician	I.T.I. in relevant trade with 60% marks. OR 3 years' Diploma in allied trade. OR 10+2 with Science 50% marks.
3.	Lab. Attendant	Matric with Science with 50% marks.
4.	Lab. Cleaner	Matric with Science/General Science.
5.	Assistant Programmer	M.Sc. Computer Science/B.Tech. Computer Science.
6.	Workshop Instructor	B.Tech. Mechanical Engineering/3-year Diploma in Mechanical Engineering with 3 years' experience in Industry or workshop.
7.	Store-Keeper	Graduate in Science Preferably with experience in Store Purchases.
8.	Network Engineer	B.Tech. 1 st Division in Computer Science & Engg./Electronics & Communications/Information Technology. Preference will be given to the candidates having at least 3 years experience in relevant field.
9.	System Programmer	B.Tech. 1st Division in Computer Engineering or M.C.A. 1st Division. Preference will be given to the persons of having 3 years experience in the similar area.
10.	Technical Assistant	PGDCA/B.Sc. Computer Science/3 years Diploma in Computer Engineering. Preference will be given to the persons of having 3 years experience in the similar area.
11.	Librarian	(i) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC. (ii) Master's Degree in Library Science/Information Science/ Documentation or an equivalent Professional Degree with at least 55% of the marks or its equivalent C.G.P.A. and consistently good academic record, computerization of Library.

<i>Sr. No.</i>	<i>Designation</i>	<i>Minimum Qualifications</i>
12.	Training & Placement Officer (for UIET)	<p>Essential Qualifications :</p> <ol style="list-style-type: none"> 1. First class B. Tech and MBA (HR) from a recognized and reputed Institution. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. First class M. Tech. with PG Diploma (HR) and one year experience as Manager (HRD)/Training and/or Placement Office in reputed organizations. <p>Desirable Qualifications :</p> <p>Persons having more than five years experience as Training & Placement Officer/ Industrial Training in India & abroad in a reputed Engineering Institution with proven track record will be given preference.</p>
13.	Senior Technical Assistant	<p>M.Sc. Chemistry with 2nd Division (in any of the following Specializations) : Organic/Pharmaceutical/Industrial/Inorganic</p> <p style="text-align: center;">OR</p> <p>B. Pharmacy with 1st Division</p> <p style="text-align: center;">OR</p> <p>B. Tech. Instrumentation with 1st Division.</p> <p><i>Note:</i> Preference will be given to the candidates having experience in operating/repairing of instruments.</p>
14.	Junior Technician Grade-I	<p>3 years Diploma in Computer Science & Engineering/Instrumentation/ Information Technology.</p> <p style="text-align: center;">OR</p> <p>B. Pharmacy</p> <p><i>Note:</i> Preference will be given to the candidates having experience in the line.</p>
15.	Supdt. (Workshop)	4 year regular B.Tech. in Mechanical Engg. OR in relevant field and knowledge of computer working preferable.
16.	Technical Assistant (Mechanical Engg.)	3 year regular Diploma in Mechanical Engg. OR in relevant branch with two years relevant experience. Knowledge of Computer working preferable.
17.	Junior Technical Assistant (Grade-III) (Mechanical Engg.)	<p>3 year regular Diploma in Mechanical Engg. OR in relevant Branch.</p> <p style="text-align: center;">OR</p> <p>Matric or its equivalent with ITI Certificate in appropriate trade (Machining/Fitting/Welding/Carpentry) with not less than 60% marks and at least two years experience in the relevant field. Knowledge of computer working preferable.</p>

<i>Sr. No.</i>	<i>Designation</i>	<i>Minimum Qualifications</i>
18.	Junior Technical Assistant (Grade-III) (Electronics & Comm. Engg.)	Matric or its equivalent with ITI certificate in appropriate trade(Electronics/ Instrumentation) with not less than 60% marks and at least two years experience in the relevant field. Knowledge of computer working preferable.
19.	Technical Assistant (Physics)	B.Sc. with physics with minimum 55% marks. One year experience in relevant field will be preferred.

<i>Sr. No.</i>	<i>Designation</i>	<i>Minimum Qualifications</i>
For the Department of Journalism and Mass Communication		
1.	Junior Electronic Engineer	Diploma or Degree in Electronic Engineering or equivalent, preferably with experience in maintenance of electronic equipment.
2.	Technical Executive :	
	(a) Electronic Media	Post-graduate in Mass Communication or Journalism, preferably with one year experience in handling audio-video production equipment.
	(b) Computer	B.Tech. (Computer Science), or MCA or equivalent with at least two years' experience in a University or College Computer Lab.
	(c) Technical Executive Computer Software	(a) B.Tech. Computer Science/Engineering or MCA or equivalent. (b) At least two years experience in the University or a college or an organization of repute in the development or application of computer software after the completion of the eligibility qualifications.
3.	Producer :	
	(a) Television Production	Master in Mass Communication with specialization in electronic media and/or at least one year experience in television production in a reputed organization.
	(b) Web Designing	(a) B.Tech. Computer Engineering/Science or MCA or PG Degree in Mass Communication/Journalism/Electronic Media or equivalent. (b) One year experience of designing/ handling web after the completion of the eligibility qualifications.
4.	Workshop Executive:	
	Printing Technology	Diploma in Printing Technology with two years' experience in a printing establishment of repute or a degree in Printing Technology with one year experience in a printing establishment of repute.

For the Department of Chemistry

1. Senior Technical Assistant for NMR Operator M.Sc. Chemistry (Organic) with at least 2nd division for NMR Operator.

QUALIFICATIONS AND INTERNAL PROMOTIONS TO THE TECHNICAL/PROFESSIONAL POSTS IN THE UNIVERSITY

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
1.	Executive Engineer	Recognised degree in Civil Engineering for equivalent qualifications. Minimum experience of 10 years' against a post not below the rank of an Assistant Engineer.		The post of Executive Engineer should always be filled up by direct recruitment.
2.	Sub-Divisional Officer (Civil)	B.E. (Civil) with 2 years' experience.	S.O. with 8 years' experience	(a) 50% post of S.D.Os' should be filled up by promotion from inside the office, if the internal candidates hold the requisite qualification and have at least 8 years' experience in the University as Sectional Officer and also pass prescribed test as is done in the Haryana Govt. (b) 50% posts should be filled up by direct recruitment.
3.	S.D.O. (Electrical)	Degree in Engineering (Electrical) from a recognised University or equivalent. The candidates should have at least 3 years' experience in designing, preparation of estimates, supervision and execution of electrical installations work in buildings, installations of overhead/underground L.T./H.T. transmission and distribution lines, motors with associated control gears. Should be well conversant with Indian Electricity Acts and Rules and Government specifications for electrical works in the buildings. Capable of preparation of contractors' bills and tenders for electrical works independently.		
4.	Technical Officer-I	M.Sc./B.E./B.Tech. in Instrumentation or allied field with at least 55% marks or equivalent grade with good academic record.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
5.	Junior Engineer	J.E. qualified with 6 months experience.	Nil	Appointments to the posts of Junior Engineer should be made by direct recruitment.
6.	Senior Technical Assistant/ Technical Assistant Grade-I/ Technician-‘E’	M.Sc. 2 nd Class; OR B.Sc. 1 st Class with 2 years’ experience in the line; OR B.Sc. 2 nd Class with 3 years’ experience in the line; OR B.Sc. 3 rd Class with 5 years’ experience in the line; OR Matric with Science/General Science with 7 years’ experience of the feeder post. OR Persons having 15 years experience in the line will also be considered for promotion to the post of STA/Technician ‘E’/ Technical Assistant Grade-I.		

Note : In the line means the experience as a whole in the Department.

There will be a compulsory training for the official promoted to the post of STA/Technician ‘E’/Technical Asstt. Gr.-I and the training will be arranged by the Department concerned.

(For Glass Blowing/Optics)

7. Technician ‘D’/ Jr. Tech. Assistant (for USIC)
- (i) Matric with Science/General Science.
 - (ii) 9 years’ experience in the line. (Candidates will be tested for their aptitude in the relevant trade.)

(For Mechanical/Electronics)

Diploma in Engineering/B.Sc. with 3 years’ experience in the operation repair and maintenance of instruments.

OR

Diploma in Mechanical Engg./ B.Sc. with 3 years’ experience in workshop practice. (Candidates will be tested for their aptitude in the relevant trade).

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
		OR B.Sc. 1 st division with 3 years' experience/B.Sc. 2 nd division with 5 years' experience/B.Sc. 3 rd division with 10 years' experience;		
		OR ITI with 11 years' experience;		
		OR Matric with Science/General Sc. with 15 years' experience in the line.		
8.	Scientific Assistant/ Technical Assistant (Grade-II) (Old Lab. Supervisor)	M.Sc. 2 nd Class; OR B.Sc. 1 st Class with 3 years' experience in the line; OR B.Sc. 2 nd Class with 5 years' experience in the line; OR B.Sc. 3 rd Class with 10 years' experience in the line; OR Matric with Science/General Science with 15 years' experience in the line.		
9.	Technical Assistant (Grade-II) (Museum Supervisor)	(a) 2 nd Class M.A. in Ancient Indian History Culture and Archaeology. (b) Experience of one year in a Museum or Diploma in Museology.		
10.	Technician 'B' (for USIC)	For Mechanical/Electronics Workshop (i) Matric with Sc./General Sc. (ii) Certificate course from ITI with 5 years' experience in the relevant trade. OR Matric with Science/General Science with at least 10 years' experience in the line. For Optics/Glass Blowing (i) Matric with Sc./General Sc.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
		(ii) 5 years' experience in the relevant trade (Candidates will be tested for their aptitude in the relevant trade).		
11.	Scientific Assistant/ Technical Assistant (Grade-II)	M.Sc. 2 nd Class; OR B.Sc. 1 st Class with 3 years' experience in the line; OR B.Sc. 2 nd Class with 5 years' experience in the line; OR B.Sc. 3 rd Class with 10 years' experience in the line; OR Matric with Science/General Science with 15 years' experience in the line.		
12.	Technician 'C' Glass Blowing (for USIC)	Mechanical/Electronics Workshop (i) Matric with Science/General Science. (ii) ITI Certificate with 7 years' experience in the relevant trade. (Candidates will be tested for their aptitude in the relevant trade). OR Matric with Science/General Science and having 10 years' experience in the line in previous cadre. For Optics/Glass Blowing Matric with Science/General Science. (ii) 7 years' experience in the relevant trade. (Candidates will be tested for their aptitude in the relevant trade).		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
13.	(i) Photographer (ii) Senior Store-Keeper (iii) Audio-Video Operator Job Profile of Audio-Video Operator	<p>Engineering Diploma. OR I.T.I. Certificate with 3 years' experience in the line. OR B.Sc. 2nd Class with 1 year's experience in the line. OR B.Sc. 3rd Class with 3 years' experience in the line.</p> <p>Graduation in Mass Communication or Journalism and Certificate/Diploma in Computer from a recognized University/Institution OR Graduation with Certificate or Diploma in Audio-Video systems and Certificate/Diploma in Computer from a recognized University/Institution with minimum one year of experience of operating the Audio-Video Systems.</p> <ol style="list-style-type: none"> 1. Controlling the operation of sound system in the College as well as Dr. S. Radhakrishnan Sadan or at any place in the University including micro-phone management and audio recording. 2. Operation of L.C.D. Projector. 3. Expertise of video recording equipment. 4. The incumbent will be responsible for day-to-day upkeep of Computer Lab in the College. 		
14.	Junior Engineer (Civil)	Three years' Diploma in Civil Engineering from recognised Institution and preferably with three years' experience of Civil works in Govt./public buildings.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
15.	Mechanic Grade-I/Junior Technician Grade-I	<p>B.Sc. 2nd Class; OR B.Sc. 3rd Class with 1 year's experience in the line; OR I.T.I. Certificate with 1 year's experience in the line; OR Matric with Science/General Science 1st Class with 3 years' experience in the line; OR Matric with Science/General Science 2nd Class with 7 years' experience in the line; OR ♥Matric with Science/General Science 3rd Class with 10 years' experience in the line; OR ♥Matric pass with 20 years' experience in the line.</p>		
16.	Mechanic-cum-Operator (for USIC)	<p>ITI certificate in Air-Conditioning/ Refrigeration with at least 2 years' experience in the line. Preference will be given to Diploma Holders OR the candidates with experience on Cryogenic/Gas Liquefier Machines, OR longer experience otherwise.</p> <p>Desirable: Preference will be given to the candidate with experience on Liquid Nitrogen Plant. OR Matric with Science/General Sc. with at least 10 years' experience in the line in previous cadre.</p> <p>Desirable : Preference will be given to the candidate with experience on Liquid Nitrogen Plant.</p>		

♥ For internal candidate only.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
17.	Pharmacist	<p>Matric with Science.</p> <p>(ii) Pharmacist Course Diploma from the Medical College, Rohtak or any other Institution recognised by the Haryana Government with training in injections, dressing, ward work in the recognised Hospital.</p> <p>(iii) Registered as a Pharmacist with Haryana Pharmacy Council under Section 31(A) or 31(C) or 31(A) read with the Section 31(A) or 31(C) of the Punjab Pharmacy Act, 1948.</p> <p>(iv) Hindi up to Matriculation standard.</p>		
18.	Junior Store-Keeper Senior Lecture Assistant (iii) Light & Sound Operator	<p>B.Sc.</p> <p>OR</p> <p>Matric with Science 1st Class with 3 years' experience in the line.</p> <p>OR</p> <p>Matric with Science 2nd Class with 5 years' experience in the line.</p> <p>Should be at least Matric with I.T.I. Course in Radio Mechanic with 3 years' Practical experience in running and maintaining 35 mm Projector having cinema operator licence.</p> <p>Should also have Good experience of operation of Light and Sound System/Public address System/ Recording tapes/ Electrician.</p>		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
19.	Lecture Assistant Music	<p>Essential :</p> <p>At least B.A. with Music (Vocal) or Music (Instrumental) as one of the subjects from Kurukshetra University, Kurukshetra or any other examination recognized as equivalent thereto.</p> <p>(a) Ability to tune and perform Tanpura. Capability to accompany Vocal Music and Instrumental Music.</p> <p>(b) Ability to play Harmonium.</p> <p>(c) Ability to do minor repairs of the Musical Instruments.</p> <p>(d) Ability of preparing the term for presentation of Saraswati Vandana, Patriotic Songs, National Anthem and Cultural Items.</p>		
20. (i)	Junior Technician Grade-III	<p>Matric with Science/General Science 1st Class.</p> <p>OR</p> <p>Matric with Science/General Science 2nd Class with 3 years' experience in the line.</p> <p>OR</p> <p>♥Matric with Science/General Science 3rd Class with 7 years' experience in the line.</p> <p>OR</p> <p>♥Middle pass with 20 years' experience in the line.</p>		<p>For Jr. Technician Gr.-III (Lab. Asstt.) :</p> <p>The Posts will be filled up by promotion from inside the department concerned on seniority-<i>cum</i>-merit basis, subject to fulfilment of prescribed qualifications. If suitable candidates are not available from inside the department, the posts will be filled up by direct recruitment.</p>

♥For internal candidate only.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
	(ii) Junior Lecture Assistant	1. 10+2 with Science in 1 st Class. 2. Three years' experience as Laboratory Attendant in a Govt./recognized educational institution.		The posts will be filled up by promotion on seniority-cum-merit basis amongst the Lab. Attendants of the University College having at least 3 years experience as Lab. Attendant in the University College. If suitable candidates are not available from inside the College, the posts will be filled up by direct recruitment.
21.	Tabla Instructor	(i) A degree of B. Music of an Indian University. OR An equivalent qualification of a foreign University. <i>Note:</i> —Sangeet Visharad of Bhatkhande Sangeet Vidyapeeth, Lucknow; Sangeet Visharad of Gandharva Mahavidyalaya and Sangeet Prabhakar of Prayag Sangeet Samiti, Allahabad will be treated as equivalent of B. Music. (ii) Record of outstanding performance and experience. (iii) Qualifications are relaxable in case of artist/specialist of repute.		
22.	D.P.E. in Yoga	Master's Degree in Physical Education with high 2 nd Division and Degree/Diploma in Yoga Education with 55% marks. Desirable : Knowledge of Hindi.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
23.	Draftsman (Civil)	Three years' Diploma in Civil Engineering from a recognised Institute or Draftsman Diploma in Civil Engineering with preferably two years' experience in preparation of estimates and tenders of buildings.		
24.	Manuscript Keeper (for Dept. of Sanskrit)	M.A. (Sanskrit) in 1 st Division; and 2. Acquaintance with old Sanskrit and other Manuscripts.		
25.	Manuscript Copyist (for ISIS)	<p>I. General Qualifications:</p> <p>(a) A Doctoral degree or published work of an equally high standard; and</p> <p>(b) Good academic record with at least 55% marks or an equivalent grade in M.A. (Sanskrit) from an Indian University or an equivalent degree from a foreign University.</p> <p>II. Special Qualifications :</p> <p>(a) Sound knowledge of Manuscriptology or experience of handling Sanskrit Manuscripts.</p> <p>(b) Good knowledge of English.</p>		
26.	Manuscript Assistant	At least 2 nd Class M.A. in Sanskrit or Acharya. Desirable: Capability and Experience in Reading Sanskrit Manuscripts and also knowledge of Scripts e.g., Nagari and Sharda.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
27.	Care Taker	Matriculation (ii) Must pass the departmental Swimming Test.		
28.	Chargeman	Matriculation Examination at least with 2 nd Division, Trade Certificate of two years Course in Motor Mechanic at least with 2 nd Division. Experience in Diesel Engine will be preferred.		
29.	Archivist Assistant	At least a Second Class Master's Degree of a recognised University in History (with specialization in Modern Indian History) or equivalent. Desirable : Diploma in Archives Keeping.		
30.	Library Bearers/ Cleaners	Middle		All posts may be filled up by direct recruitment.
31.	Coach	Essential : NIS Diploma. 2. (i) B.A. (ii) NIS Diploma in grade 'A' or (iii) Matric and member of winning Indian Team at National Level OR (iv) Matric and Member of Indian Team recognised International Tournament i.e. Olympics, World Cup Hockey, World Cup Foot Ball, Asian Games etc. only OR Represented the Country at Olympics OR Asian Games in individual events. 3. Hindi upto Matric/Higher Secondary. 4. Willingness to serve in Rural areas.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
		Preferable :		
		B.P.Ed.		
		2. Individual Prize or Member of Winning/Runners up team at National level.		
		3. Participated in recognised International Tournaments/ Competitions.		
		4. Coaching experience.		
32.	Lab. Attendant to Technical Assistant/ Computer Operator (for USIC)	Post B.Sc. Diploma in Computer Science & Applications. OR B.Sc. with Computer Science. OR Matric with at least 12 years' experience of working in the Computer Centre of this University.		
33.	Attendant	Matric with Science/General Science.		The post of attendant will be filled from out of the joint seniority list of Class 'D' employees on the basis of seniority subject to fulfilment of prescribed minimum qualifications and passing a qualifying practical test to be conducted by the department concerned. If suitable candidates are not available from the joint seniority list, the post(s) will be filled by direct recruitment.
34.	Divisional Accountant	(i) A graduate with at least 5 years' experience of checking/preparation of construction bills, maintenance and preparation of accounts as per P.W.D. rules and pattern.		

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OR				
		A Matriculate with 15 years' experience pertaining to accounts of P.W.D. or other Govt. Departments.		
		(ii) Passing of S.A.S. Part-I Divisional Accountant Examination/local body Account Grade 'A' Examination with P.W.D. background will be considered as an additional qualification.		
35.	Tabla Player (for USSMS)	Diploma in Tabla and Six months experience as Tabla Player.		
36.	Lab Attendants (for USIC)	Matric with Science/General Science		
37.	Nurse (Dai)	Trained Nurse (Dai) from a Recognised Institution & registered with Nursing Registration Council. 5 years' experience of working in a Hospital or Primary Health Centre. Preferably Matric.		
38.	Refrigeration-cum- Air Conditioning Mechanic	Matric. (ii) Certificate in Refrigeration/Air-Conditioning from I.T.I. or an equivalent examination.		
		Desirable : Practical experience in maintenance/repairs of Refrigerator/Air-Conditioner/Water Cooler.		
		(ii) Supervisor Electrical Competency Certificate etc. Qualifications relaxable in case of experienced candidates.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
39.	Technician (For Centre for Academic Staff College)	B.Sc. with one year Diploma Course in Electrical, Electronics trade from Govt. or recognised Institution and three years' working experience of handling electrical/ electronics and other instruments.		
		Preferential :		
		Preference will be given to the person having some office experience on appointment as such he/she will have to assist in handling stock-purchase of the apparatus/ instruments and library books besides maintaining and operating instruments.		
40.	Lab. Attendant to Key-punch Operator (for USIC)	(i) Matric with good speed of Teletype/Key Punching Machines/Data Entry Devices. (ii) At least 10 years' experience of working in Computer Centre of this University.		
41.	Technician (for Computer Centre)	Post B.Sc. Diploma in Computer Science and Applications. OR B.Tech.		
42.	Technical Assistant (Computer)/ Technical Assistant & Computer Operator	Post B.Sc. Diploma in Computer Science and Applications. OR B.Sc. with Computer Science as one of the major subjects. OR Three years Diploma in Computer Engineering of the State Boards of Technical Education.		

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		OR Post B.Sc. Diploma in Computer Science.		
		OR Post-graduate Diploma in Computer Science.		
		OR 6. Post-graduate Diploma in Computer Applications.		
		OR 7. Post-graduate Diploma in Computer Science (Software).		
		Desirable : Preference will be given to the person(s) who possess higher qualifications.		
43.	Junior Artist (for Youth & Cultural Affairs Department)	5 years' Diploma in Fine Arts OR Degree with Photography as a subject extending to minimum of 3 years training in Photography. (ii) 3 years' experience (Professional) desirable.		
44.	Technician (Computer)	Three years diploma in Computer Engineering from Polytechnic OR B.Tech. in Computer Engineering		
		Desirable Experience : Two years in case of Diploma holder and for B.Tech. one year experience in trouble shooting of computers.		
45.	Nurse (for UHC)	(i) B.Sc.(Hons.) Nursing or B.Sc.(Post Basic Nursing) OR Diploma in General Nursing with midwife Training from a recognized Institutes/University. (ii) A division Nurse (with midwife Training registered with Haryana Nurses Registration Council. (iii) Hindi/Sanskrit upto Martic Standard.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
46.	Store-Keeper (for University Health Centre)	B.Sc. with 5 years' experience in dealing with Pharmaceutical Stores. Relaxable for internal candidates.		
47.	Radiographer (for University Health Centre)	Matric with Science. Radiographer Diploma from Medical College, Rohtak OR any other Institution recognised by the Government of Haryana. Hindi upto Matric. OR Retired Armed Forces Persons from the trade of Radiographer (X-Ray Specialist).		
48.	Store Keeper (for USIC)	B.Sc. OR Matric with Science/General Sc. 1 st class with 3 years' experience in the line; OR Matric with Science/General Sc. 2 nd class with 5 years' experience in the line. Desirable : Preference will be given to candidates with experience in some Electronics Industry of repute. OR Matric with Science/General Science with 10 years' experience in the line. Desirable : Preference will be given to candidates with experience in some Electronics Industry of repute.		

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49.	Driver	(i) At least Matric. (ii) Holding driving licence of light and heavy vehicles with experience of 5 years' in the line.		Promotion of Group 'D' & 'C' employees to the post of Driver be made if he has a valid driving licence to drive a jeep/car etc. and has at least five years service on a group 'D' or 'C' post. Provided further that the maximum age for an employee to qualify for promotion as Driver under the aforesaid rules shall be restricted to 50 years. In addition he should have driving licence of driving cars and jeeps which is at least five years old.
50.	Laboratory Technician (for University Health Centre)	10+2 with Physics and Chemistry. Medical Laboratory Technician Diploma Course from Institution recognised by Haryana Govt. 3. Hindi upto Matric Standard.		
51.	Ward Bearer	Matriculation Examination.		
52.	Tubewell Operator (for Farming Department)	Matric with I.T.I. certificate in Trade of Motor/Tractor/Diesel/Electrical/Mechanical. Preference will be given to those who have experience in the line.		
53.	Cleaner (for Teaching Departments)	Matric with Science/General Science.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
54.	Technician 'A' (for USIC)	<p>(for Mechanical/Electronics) Matric with Science/ General Science. (ii) Certificate Course of ITI in the relevant trade. (Candidates will be tested for their aptitude in the relevant trade.) OR Matric with Science/ General Science with 7 years' experience in the line.</p> <p>(for Optics/Glass Blowing) Matric with Science/ General Science. 3 years' experience in the trade. (Candidates will be tested for their aptitude in the relevant trade).</p>		
55.	Assistant Editor (for ISIS)	<p>Essential :</p> <p>(a) A 1st class or good second class Master degree in Sanskrit with a good academic record as per University rules.</p> <p>(b) A Ph.D. degree in Sanskrit.</p> <p>(c) 8 years' experience of teaching and/or Research including upto 3 years for Research degrees and has made some mark in the areas of Scholarship as evidence by quality of publications, contribution to educational renovation, design of new courses and curricula.</p>		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
		(d) Good working knowledge in English language so as to be capable of handling the correct publication of Praci-Jyoti which is published in English.		
		Desirable : Preference will be given to the candidates having at least 5 years' experience of editing work.		
56	Transport Supervisor	(i) Naib Subedar/Subedar (Retired) from the Vehicle Mechanic Trade of Corps of Electrical and Mechanical Engineers. (ii) At least Matriculation or equivalent qualifications from Army.		
57.	Library Cleaner	Matric	By Direct recruitment.	
58.	Programme Assistant (for Computer Science & Applications)	B.Sc./B.Tech. with Mathematics & Computer Science with a minimum of 60% or 6.7 points in the 9 point scale (First Division);		
		OR		
		Post M.A./M.Sc. Diploma Course in Numerical Analysis and Computing OR M.Phil. (Computer Science and Applications) OR Post B.Sc. Diploma Course in Computer Science and Applications with a minimum of 55% or 6.15 points in the 9 point scale (High Second Division), applicable to all the qualifications listed above.		

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		(ii) Minimum experience of 1 year in programming on any standard Mini or Super Mini Computer with a good knowledge of its integral operating system. Should have experience in writing programmes in any two out of the language COBOL, FORTRAN 77 or PASCAL. Must have good knowledge and practical experience in handling PCXT and PCAT and MS DOS.		
59.	Trainee Operators (for Computer Centre)	Graduate of a recognised institution. OR 10+2 with one year's exposure of computers.		
60.	Trainee Programmer (for Computer Centre)	Post B.Sc. Diploma in Computer Science & Applications from a recognised institution; B.Sc. with Computer Science as one of the major subjects from a recognised institution. OR Graduate with CSI/CMS/ Diploma/Certificate in at least two programming Languages. OR Graduate with Diploma/ Certificate in at least two programming Languages from a Training Centre accorded recognition from MAIT, e.g., NIIT, MCS, ICS etc.		
61.	Telephone Operator (for EPABX)	Matric with Science with at least 50% marks. Preference will be given to the candidates having passed Telephone Operator's course from P&T or any other recognised Institution.		

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		<p style="text-align: center;">OR</p> <p>Ex-servicemen from the Corps of Signals from the Operator Switch Board and Line or Operator Wireless and Line.</p> <p>Note:- The candidates should have fluent speech in English and Hindi and sharp hearing.</p>		
62.	Lab. Assistants (for Dept. of Electronic Science)	<p>Matric with Science 1st class.</p> <p style="text-align: center;">OR</p> <p>Matric with Science 2nd class and three years' experience in the line.</p> <p>Desirable :</p> <p>Familiarity with Laboratory working conditions and various instruments/components/accessories used in a laboratory.</p>		
63.	Senior Technical Assistant (Photographer) (for Dept. of Botany)	<p>Matric or Higher Secondary with experience as Photographer Preferably in some educational and research institute.</p>		
64.	Senior Technical Assistant (Garden-cum-Plant Collection)	<p>Second Class B.Sc.(Biology) with experience in the development and maintenance of botanical garden and plant herbarium, and in the plant collection, preservation and maintenance; and</p> <p>Qualifying a Departmental Test.</p>		
65.	Wireman (for Construction Branch)	<p>Matric with ITI in Electrical/Wireman Trade or having two years vocational course in the Trade of Lineman conducted by the Director, ITI and vocational Education, Haryana.</p>		<p>Posts will be filled up by Promotion from the helpers on Seniority-cum-merit basis having 5 years' experience as Helper in the Elect. Wing.</p>

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66.	Tracer (for Construction Branch)	Matric with I.T.I. Diploma in Draftsman (Civil) or at least 3 years' practical experience as Tracer in any recognised office.		
67.	Sports Supervisor (for Dept. of Phy. Edu. & Sports)	1. 3 years B.P.Ed. course after passing 10+2 OR B.P.Ed.(One year) after passing B.A. 2. Participation at least in Inter University/National (Senior) level Tournament in a game(s) duly recognized by the Association of Indian Universities.		
68.	Pump Driver (for Construction Branch)	Matric. (ii) ITI Certificate in the trade of Motor/Tractor/Diesel/Mechanical/Electrical/Wireman. Knowledge of Hindi upto Matric Standard.		Five years' experience as Assistant Pump Driver.
69.	Work- Inspector (for Construction Branch)	Matric and having experience of 5 years' in the field or Diploma in ITI in the respective trade.		Middle with 10 years' experience as Mortar Mate in the respective trade.
70.	Lineman (for Construction Branch)	Matric with ITI certificate of Lineman with minimum 2 years' experience as Assistant Lineman.		10 years' experience as Wireman/Helper in Electrical Wing.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
71.	Research Assistant (for Dept. of Geography)	Consistently good academic record with first or high Second Class (55% marks or Grade-B in the seven point scale) in Master's degree in Geography. OR Ph.D. in the subject of Geography.		
72	Horticulture Inspector	(i) B.Sc. Agriculture with specialization in Horticulture. (ii) Hindi upto Matric Standard. (iii) Practical experience in Horti-culture is desirable.		
73.	Assistant Pump Driver (for Construction Branch)	Matric with ITI Certificate in the trade of Motor Mechanic/Tractor/Diesel/Electrical/Mechanical or equivalent Army/Navy/Air Force qualifications.		
74.	Fieldman (for Lands and Farming Deptt.)	Middle Pass/Under Matric. Well conversant with the knowledge of Agricultural Farming Operations.		
75.	Economic Investigator (for Dept. of Economics)	M.A. Economics with at least 55% marks and Statistics/Econometrics/ Mathematical Economics as one of the Optional Papers. (b) Desirable : M. Phil.		
76.	Proof-Reader (for Distance Education)	Post-Graduate Degree. At least 2 years' experience in Proof Reading in English and Hindi. Preference will be given for I.T.I. Certificate Holders/Apprentices' Trainee in Composing/Proof Reading.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
77.	Computer Supervisor (for Distance Education)	M.Tech. Computer Science/ Engg./IT. OR M.Sc. Computer Science or software/M.Sc.(IT) with one year experience in the line at any recognized Computer Institute/Centre.		
78.	Head Securityman (for Watch & Ward Dept.)	The post will be filled up by promotion from amongst the Securityman on Seniority-cum-merit basis.		
79.	Information Scientist	B.E.(Computer); OR Master Degree in Computer Application (MCA); OR Master Degree in Library and Information Science (M. Lib. or M. Lib. Inf. Sc.) and Post Graduate Diploma in Computer Applications (PGDCA); OR Bachelor degree in Library and Information Science (B. Lib. or B. Lib. Inf. Sc.) with three years' experience in the field and Post-graduate Diploma in Computer Applications (PGDCA). All degrees/diplomas shall be from recognised University/Institutions with minimum 55% marks.		
80.	Horticulture Sub-Inspector	High School/Matric with Diploma in Practical Training in ornamental gardening/ Horticulture from a recognised institute. These qualifications are relaxable in case of candidates having long practical experience.		

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
81.	Agriculture Inspector	Matriculate with five years' experience as fieldman in the University/Modern Agriculture Farms having good knowledge of application of Agriculture inputs like seeds, Fertilizer, Insecticides, Weedicides etc.		
82	<u>Plumber Gr.-I</u> (To work as laying of pipe lines of W/S & fixing of Sanitary fixtures and Geysers laying of soil, water pipe etc. & be capable of preparing of layout independently in plumbing system).	(i) Matric with ITI Certificate in the trade of Plumber/ Fitter with minimum experience of 3 years'. (ii) Knowledge of Hindi upto Matric standard.		Plumber Grade-II with minimum experience of 3 years'.
	<u>Plumber Gr.-II</u> (To work as laying of pipe lines of W/S & fixing of Sanitary fixtures and Geysers laying of soil, water pipe etc. & be capable of preparing of layout independently in plumbing system).	(i) Matric with ITI Certificate in the trade of Plumber/ Fitter. (ii) Knowledge of Hindi upto Matric standard.		Helper in line with minimum experience of 10 years' of Plumber & 5 th class pass from Govt. recognised School.
83.	Semi-Professional	2 nd class Graduate 2 nd class B.Lib.Sc. Certificate in Computer Applications OR an equivalent examination Typing speed of 30 w.p.m. 5 years' experience as Library Attendant in any Institute of repute. Preference will be given to those who have experience of Indexing/Xeroxing/Preservation/Archives	For Library Attendants appointed prior to 26.10.2002 : Matric with Certificate in Library Science & 8 years' experience as Library Attendant. OR Matric with 15 years' experience as Library Attendant.	The post will be filled up by promotion from inside amongst the Library Attendants on seniority-cum-merit basis. If suitable candidates are not available from inside, upto 50% of the posts available at the time of selection may, if urgently needed, be filled up from outside.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Relaxation for Internal Candidates</i>	<i>Quota for Promotion for Internal Candidates</i>
			<p>For Library Attendants appointed w.e.f. 26.10.02 :</p> <p>Matric.</p> <p>Diploma/Certificate Course in Lib. Science.</p> <p>(iii) Typing speed of 20 w.p.m. and must have knowledge of Computer Applications.</p> <p>(iv) Five years' experience as Library Attendant.</p>	
84.	Library Attendant	+2 with five years' experience in a Library as Library Cleaner or its equivalent.	Matric with Five years' experience as Library Cleaner.	The posts will be filled up by promotion from inside on seniority-cum-merit basis. If suitable candidates are not available from inside, upto 50% of the posts available at the time of selection may, if urgently needed, be filled up from outside.
85.	Senior Technical Assistant (for AIH Dept.)	<p>2nd Class M.A. in Ancient Indian History, Cultural & Archaeology.</p> <p>2. Experience of two years in Archaeological Explorations and Excavations.</p>		
86.	Proof-Reader (for ISIS)	<p>1. M.A. in Sanskrit with at least 50% marks.</p> <p>2. At least two years' experience of proof reading in Sanskrit, Hindi and English in any Educational/Research Institute.</p> <p>3. Preference will be given to the candidates having Oriental Degree.</p> <p>4. Knowledge of Devnagri Software will be Desirable.</p>		

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87.	Professional Assistant (Manuscript)	<p>ESSENTIAL</p> <p>M.A. (Sanskrit) and B. Lib. & Inf. Sc.</p> <p>OR</p> <p>B.A./Acharya with at least 60% marks (Sanskrit as one of the subject at graduation level) and B. Lib. & Inf. Sc.</p> <p>DESIRABLE :</p> <p>Certificate/Diploma/Degree in the field of preservation & conservation of manuscripts.</p> <p>Certificate/Diploma/Degree in Computer from a recognized University/ Institution.</p> <p>Working experience of manuscript preservation and conservation in an Institute of repute.</p> <p>Knowledge of different scripts e.g. Pali, Prakrit, Sharda, Nagri etc.</p> <p>5. Working knowledge of digitization.</p>		

**QUALIFICATIONS AND TERMS AND CONDITIONS FOR PROMOTION OF
TECHNICAL STAFF OF THE PRESS IN THE UNIVERSITY**

<i>Sr.No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Quota for Promotion for Internal candidates</i>
1.	Proof Reader	<p>Matric At least 3 years' experience as Copy Holder in K.U. Press Passing Departmental Practical Test in English and Hindi.</p>	<p>The post will be filled up by Promotion amongst the Copy Holders on Seniority-cum-Merit basis. If suitable candidates are not available from inside, the post will be filled up by direct recruitment with the following qualifications :</p> <p>Matric. At least 4 years' experience in Proof Reading in English and Hindi. Preference will be given for I.T.I. Certificate Holders/ Apprentices' Trainees in Composing/Proof Reading.</p>
2.	Copy Holder	<p>Matric Passing Departmental Practical Test. (iii) Preference will be given to those who have at least one year's experience in Composing and Proof-Reading in English and Hindi.</p>	<p>By Direct Recruitment.</p>
3.	Compositor	<p>10+2 Standard. Three years' experience in composing in English & Hindi. ITI qualified.</p>	<p>The post will be filled up by Promotion from amongst Assistant Compositors on seniority-cum-merit basis. However, the existing incumbent(s) of the post of Compositor working on ad hoc basis for more than one year will be given preference if considered suitable by the Selection Committee. If suitable candidates are not available from inside, the post will be filled up by direct recruitment with the following qualifications :</p> <p>(i) 10+2 Standard. (ii) Three years' experience in Composing in English & Hindi. (iii) ITI qualified.</p>

<i>Sr.No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Quota for Promotion for Internal Candidates</i>
4.	Distributor	Middle At least One Year's experience in distribution of English and Hindi type. Passing Departmental Practical Test.	The post will be filled up by direct recruitment. Preference for I.T.I./Apprenticeship trained candidates.
5.	Senior Machineman	Middle Passing Departmental Practical Test	By Promotion from amongst the Junior Machineman on Seniority-cum-Merit basis provided they can handle/operate automatic L.P. Cylinder Machines/Platen Machines and knowledge of three colour printing.
6.	Junior Machineman	Middle Passing Departmental Practical Test.	By Promotion from amongst Inkers on Seniority-cum-Merit basis provided they can run Cylinder machines and Platen machines. If no suitable candidates are available from inside, the post will be filled up by direct recruitment with the following qualifications : Matric. Certificate Course from I.T.I. in the trade of Machine Minder. Three years' practical experience as Machineman and knowledge of three colour printing.
7.	Inker	Matric Certificate from I.T.I. or having passed trade test after Apprenticeship in the trade of Machine Minder One Year's Practical experience.	By Direct Recruitment.
8.	Binder	Middle (ii) Passing Departmental Practical Test.	By Promotion from amongst Learner Binders on Seniority-cum-Merit basis.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Quota for Promotion for Internal candidates</i>
9.	Learner Binder	Middle. (ii) Apprenticeship in the trade of Book-binding having passed trade test or certificate from I.T.I in the trade of Book Binding. (iii) One year's Practical experience in Book-Binding.	By Direct Recruitment.
10.	Store-Keeper	Matric Two years' experience as Asstt. Store-Keeper.	By Promotion from amongst Asstt. Store-Keepers on Seniority-cum-Merit basis. If suitable candidates are not available from inside, the post will be filled up by direct recruitment with the following qualifications : Graduate (ii) Three Years' experience as Press Store-Keeper.
11.	Assistant Store-Keeper	Matric 2 nd Division Two years' experience as Press Store-Keeper Preference Typing test	By Direct Recruitment
12.	Foreman/ Supervisor (Composing) Foreman/Supervis or (Printing) Foreman/ Supervisor (Binding)	Matric Passing Departmental Test	By Promotion on Seniority-cum-Merit basis amongst the Compositors or Senior Machinemen or Binders as the case may be. If suitable candidates are not available from inside, the post will be filled up by direct recruitment with the following qualifications: (i) Matric (ii) Two years' Certificate Course in the relevant trade, viz., Printing or Composing or Binding from a recognised Institute. (iii) Three years' Practical experience.

<i>Sr.No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Quota for Promotion for Internal Candidates</i>
13.	Asstt. Manager	Matric Three years' Diploma in Printing Technology. Three years' experience of a large Printing Press in a Supervisory capacity.	By Direct Recruitment.
14.	Manager (Printing & Publications)	Should be graduate of recognised University. Should have passed Hindi upto Matric standard. (iii) Should hold a three years diploma in printing technology from a recognised Institute in India or abroad. Preference shall be given to a person having specialized in both letter press and offset processes. (iv) Should have administrative experience of at least 10 years' in a supervisory post in the Management and administration of a large printing press with allied branches employing about hundred employees.	
15.	Assistant Compositor	(i) Matric (ii) Minimum 2 years' experience in composing in Hindi & English. (iii) ITI qualified.	The post will be filled up by promotion from amongst Distributors on seniority-cum-merit basis. However, the existing incumbent(s) of the post of Assistant Compositor working on ad hoc basis for more than one year will be given preference if considered suitable by the Selection Committee. If suitable candidates are not available from inside the post will be filled up by direct recruitment with the following qualifications:- (1) Matric. (2) Minimum two years' experience in composing in Hindi & English. (3) ITI qualified.

<i>Sr. No.</i>	<i>Designation of Post</i>	<i>Minimum Qualifications for the Post</i>	<i>Quota for Promotion for Internal Candidates</i>
16.	Assistant Mechanic (Printing)	Matric with Hindi/Sanskrit ITI in Printing or Mechanical trade with two years experience in reputed printing establishment. 3. To qualify departmental test.	
17.	Impositor	1. Matric. 2. I.T.I. qualified in Machine Printing 3 years' experience in imposing.	
18.	Computer	Matric. 2. Two years course certificate in printing or an equivalent from a recognised institution. 3. Two years' experience in computing in a Press desirable.	
19.	Packer	1. Matric 2. At least one year's experience in packing the material in any reputed press/organisation.	

Note :- The basic educational qualifications relaxable in the case of Senior Machineman and Binders if internal candidates are otherwise suitable.

Sr. No.	Designation	Minimum Qualifications
For Off-Set Printing Machine		
1.	Off-Set Senior Machineman	Middle. 3 years' Practical experience as machineman, ITI certificate in printing trade will be preferred.
2.	Desk Top Printing Operator	Graduate. Knowledge of Hindi and English typing, 2 years experience as Photo Type setter operator and with knowledge of composing passing practical test is essential.
3.	Plate Maker	Middle. 6 years practical experience in despatch and surface plate making for Off-Set Press.
4.	Camera Operator	Matric. 3 years diploma in printing technology. OR 6 years' practical experience in Off-Set Camera Operating.
5.	Inker	Middle. 3 years' experience as Inker with Off-Set Machine Operator.
6.	Helper	Middle. Should be conversant with chemicals used in plate making and should have worked as an attendant with plate maker for at least 2 years.'
7.	Proof Reader	Graduate. 4 years' experience as Proof Reader in big Press. By Promotion: Matric. 2 years' experience as Copy Holder (Reader).
8.	Copy Holder	i) Matric with 2 nd division. ii) Preferably with experience in composing.
9.	Binders	i) Middle. ii) Promotion from amongst Press Daftries/Learner Binders after qualifying departmental test.
10.	Learner Binder	i) Middle. ii) ITI certificate course in Binding trade.
Sr. No.	Designation	Minimum Qualifications

11. Supervisor

By Promotion:

Matric.

The post will be filled up amongst the staff working on the Off-Set Machine having certificate in Off-Set, after qualifying departmental test.

By Direct Recruitment:

i) Matric

ii) 3 years' course certificate in Off-Set printing from a recognised institute with 3 years' practical experience.

12. Plate Grainer

Middle.

4 years' practical experience in big Off-Set Press as Grainer.

RULES FOR SELF-FINANCING SCHEME**1. Title :**

These rules may be called Kurukshetra University Self-Financing Scheme Rules.

2. Application :

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

3. Definition :

‘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.

‘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.

‘Employee’ means a teaching and non-teaching employee appointed under these rules.

‘Scheme’ means which may refer to the Self-financed Courses and Programmes.

‘Self-Financed Course/Programme’ means the course and the Programme that generate sufficient revenues by way of tuition fees, admission fees and other funds prescribed by the University so as to meet all the expenses in running of the courses towards salaries of the employees, 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/programme the character of financial self-sustenance.

‘University’ means Kurukshetra University, Kurukshetra as incorporated under the Kurukshetra University Act.

(g) ‘Vice-Chancellor’ means the Vice-Chancellor of Kurukshetra University, Kurukshetra.

4. Authority Competent to Introduce a Self-financed Course/Programme :

The Executive Council of the University shall be competent to approve the introduction and establishment of a course/programme of instruction on the recommendations of the Academic Council of the University. Before introducing any course/programme, its financial viability, academic utility, marketability in terms of employment will be assessed. The main criteria for continuation of such courses/programmes will depend upon the response of students in the field and its employment opportunities.

5. Continuation/Closure of the Courses/Programmes :

The University shall take decision with regard to continuity/ modification/closure of the course/programme introduced on the basis of the 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 enrolment and the resultant lack of financial viability during a particular year. The decision regarding the closure of the said course/programme will be taken in advance, latest by the close of the academic session.

6. Fee Structure for the Self-financed Courses/Programmes :

The University will be competent to determine the fee structure of a course proposed to be started under the scheme so long as to cover all expenses accruing to the University in the running of the said course.

7. Maintenance of Account :

The University shall maintain separate accounts of the income and expenditure of the course/programme started under the scheme. The course may generate some surpluses for some time.

The first charge on such surpluses would be expenditure incurred on a course that ceases to be Self-sustaining during a particular year after it has been offered in the prospectus. However, the use of such of surpluses for meeting the expenses in a particular course would be permissible only till the completion of that academic session. Any surpluses of income available thereafter would constitute a part of the general revenue of the University.

8. Nature of Appointment of Employees :

The courses/programmes 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 employees in connection with the affairs of the course/programme under the scheme would be co-terminus with the course/programme. In case the University intends to discontinue a particular course/programme, the employees engaged in connection with running of the said course/programme will be duly notified of the University's intent to discontinue the course/programme from the ensuing academic session as soon as a decision to this effect is taken by the Executive Council of the University.

9. Duration of Appointment :

The terms of engagement of employees under the Self-financing Scheme will be co-terminus with the specific course/programme for which the employees are appointed.

However, the above engagement is terminable on one month's notice or one month's salary in lieu thereof from either side.

Provided that the above engagement shall also be terminable in the event of discontinuance of the course/programme on one month's notice.

10. Salary and Pay Structure of the Staff Recruited or Engaged under the Self-financed Scheme :

The appointment of teaching & non-teaching employees under the Scheme shall be made on contract basis in running grade with all other benefits as are admissible to regular staff of the University except pension. However, the University on the recommendations of the Selection Committee/ Establishment Committee may give higher start in case of deserving cases.

The teaching & non-teaching employees appointed under the scheme in the past will be governed by these rules, if procedure followed at the time of their initial engagement and the selection was not defective in any way.

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 contract basis under the Scheme would be entitled to grant of other benefits viz. forwarding of applications, all types of leave, vacations, holidays & other benefits as are admissible to regular staff of the University.

The staff engaged under the Scheme will be governed by CPF rules as were applicable to the University employees prior to introduction of Pension Scheme on the completion of two years of service.

They would also be entitled to apply for an outside job or a scholarship or fellowship but not more than three applications for outside jobs for the same post or higher post on regular basis and three applications for Scholarship/fellowship will be forwarded during a Calendar year.

The teacher may be granted permission for higher studies leading to Ph.D. degree. No Objection Certificate for passport purpose may also be issued without any liabilities on the part of the University.

12. Creation of Posts under Self-financing Scheme :

All teaching and non-teaching posts under the Scheme shall be created by the Executive Council on the basis of justified work-load and got approved from the Government.

13. Qualifications :

The essential qualifications for various teaching and non-teaching posts under Self-financing scheme shall not be in any manner, inferior to those prescribed by the University or various academic bodies such as UGC, AICTE etc.

14. Recruitment/Engagement of the Staff under the Scheme :

The employees under the scheme shall be engaged by way of open competition after inviting applications through advertisement, clearly mentioning the scheme and important terms and conditions thereof. Applications will be got scrutinized by a Committee for short-listing candidates, if needed, and appointments will be made on the recommendations of a Selection Committee/ Establishment Committee, as the case may be. Provided that the University may, at its discretion, engage Class-III and IV employees by inviting applications from the Employment Exchange.

Ministerial posts under the Scheme may also be filled up by promotion to the post of Sr. Administrative Officer, Administrative Officer, Supdt., Dy.Supdt., Assistant from amongst the staff working on budgeted posts and posts under self- financing scheme in order of seniority by relaxing the prescribed qualifications subject to minimum experience on the immediate lower post as mentioned against each :-

1. Sr. Administrative Officer :
A Total Experience of 25 years
2. Administrative Officer :
A Total Experience of 20 years
3. Superintendent :
A Total Experience of 15 years
4. Deputy Superintendent :
A Total Experience of 13 years
5. Assistant :
A Total Experience of 10 years

Data Entry Operators working under SFS may be placed at par with the Clerks working under the budgeted posts and the promotional avenues of Assistant, Dy.Supdt., Supdt., Admn.Officer, Sr.Admn. Officer will be provided to them against SFS posts only. When there are mixed applicants from budgeted as well as self financed, the promotions will be made on the basis of over-all seniority keeping in view the total length of service of both the categories of employees.

- (1) Provided that Executive Council on the recommendations of the Vice-Chancellor may consider appointing retired teachers upto the age of 65 years on the identical post on which the employee concerned had retired on negotiable salary on the following terms & conditions :-
 - (i) The engagement of retired teacher will be made on identical vacant post only under Self financing Scheme for a period of one year in the first instance which is extendable on year to year basis upto the age of 65 years or till the course/programme continues, whichever is earlier. The Vice-Chancellor may, however, terminate the engagement at any time without any notice. The honorarium shall be paid @ Rs.15,000/- per month (consolidated) to a retired Professor & Reader; and @ Rs.12,000/- per month (consolidated) to a retired Lecturer. However, the honorarium should not exceed the difference of last pay and the pension drawn by a person in any case. The engagement will be made on the recommendations of the following Committee :

Vice-Chancellor;
Dean, Academic Affairs;

Dean of the concerned Faculty;
 Chairperson of the Department or Director of the Institute concerned;
 Principal of the maintained College/Director, Distance Education in case the post
 pertaining to them;
 Registrar.

The honorarium in case of non-pensioner will be decided by the above Committee.

- (ii) The retired teacher so engaged would not be entitled to grant of any other financial benefits over and above the consolidated honorarium. However, they would be entitled to casual leave and vacations as admissible to other teachers engaged under Self-financing Scheme. He/she will not hold any statutory position nor will be the member of any body of the University. No residential accommodation to such a teacher shall be provided on the campus. He/she will take the work-load of 14-16 hours per week.
- (iii) Dean of the Faculty and Chairperson of the concerned University Teaching Department/Principal of the maintained College(s) will invite applications from the retired teacher and the case shall be placed before the Committee for consideration.
- (2) Provided further that the Executive Council, on the recommendations of the Vice-Chancellor, may consider appointing non-teaching employees upto the age of 65 years on an identical post on which the employee concerned had retired or on a post in identical pay scale on negotiable salary subject to the following terms & conditions :-

The engagement of a retired employee will be made on an identical vacant post or on a post in identical pay scale only, under the Self-financing Scheme for a period of one year in the first instance, extendable on year-to-year basis up to the age of 65 years or till the Course/Programme continues, whichever is earlier.

The Vice-Chancellor may, however, terminate the engagement at any time without any notice. Honorarium shall be paid equal to the initial basic pay of the post. However, honorarium should not exceed the difference of the last pay and the Pension drawn by a person in any case. The engagement will be made on the recommendations of the following Committee :-

Vice-Chancellor

Registrar

Any other person(s) as the Vice-Chancellor may like to associate.

Notwithstanding anything contained in the above rules, the Vice-Chancellor may, where he considers necessary, make contractual appointments of non-teaching employee under Self-financing Scheme for a period not exceeding 89 days in the first instance, extendable on the basis of performance report of the appointee concerned, at a time, without notifying the contractual appointment under the scheme.

15. Constitution of Selection Committee :

- (i) The constitution of Selection Committee for the teaching posts will be the same as for the regular teaching posts. However, the Course Co-ordinator shall also be associated.
- (ii) The Establishment Committee for the appointment on non-teaching post(s) above the rank of Deputy Superintendent will be the same as for the regular appointment to the said post(s).
- (iii) The appointment of non-teaching employees up to the rank of Deputy Superintendent will be made by the Selection Committee to be constituted by the Vice-Chancellor.

16. Conduct :

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

Every employee shall abide by and comply with the law of the University and all orders and directions of his superior authorities.

Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.

Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.

No employee shall, participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.

No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate documents or information directly or indirectly to any other person to whom he is not authorized to communicate.

No employee shall, except with previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.

(viii) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts of his case to the University.

(ix) No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his services under the University.

17. Disciplinary Proceedings :

If the Vice-Chancellor is of the opinion that there is a prima facie case of misconduct, inefficiency, physical or mental incapacity against an employee, he shall be competent to terminate the services of such an employee and/or to institute disciplinary proceedings against the concerned employee in keeping with the principles of natural justice.

18. Severance of Contractual Relationship :

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

(i) Course/programme is closed;

(ii) Performance (work & conduct) of the employee is not found satisfactory.

**KURUKSHETRA UNIVERSITY
ALUMNI ASSOCIATION KURUKSHETRA**

1. Name of the Association :

The name of the Association shall be the Kurukshetra University Alumni Association (hereinafter referred to as KUAA).

2. Head Office :

The Head Office of the Association shall be at the Kurukshetra University, Kurukshetra (Haryana) India.

3. Aims and Objects :

The Association shall be a non-government, non-political and non-profit making organisation devoted to the following aims and objects :

- (a) To foster the spirit of brotherhood and comradeship amongst the alumni of the University.
- (b) To arrange and collect funds to finance welfare and other schemes in the University, approved by the Association.
- (c) To arrange social and cultural functions.
- (d) To support financially poor and the needy students for their higher studies.
- (e) To help the students of the University in placement.
- (f) To further the interests of the Kurukshetra University, Kurukshetra, in general.
- (g) To provide a forum for the alumni of the University for exchange of ideas and views on educational, cultural, social and academic matters.
- (h) To publish literature, papers, journals, directory, etc. for the fulfilment of the objects of the Association.
- (i) To look after the interests of the alumni of the University.
- (j) To open branches of the Association in the other towns.
- (k) To do all other acts in furtherance of the objects of the Association.

4. Membership :

- (1) Persons who have obtained a degree from this University shall be entitled to be enrolled as members of the Association.
- (2) CATEGORIES OF MEMBERS : There will be the following categories of members :
Life Members.
Ordinary Members.
Teacher Members : Members of the teaching staff of the University or of its affiliated colleges even though they may not be graduates of this University.
- (d) Honorary Members : Not more than ten honorary members distinguished in education, services, industries, corporate sector, etc. may be nominated by the President.

(3) **SUBSCRIPTION FOR MEMBERSHIP :**

- (a) Life Members : Rs.500/- payable in one instalment.
 (b) Ordinary Members : Rs.100/- per annum.

- Note 1. The students of all University Teaching Departments/ Institutes and maintained Colleges on the Campus including Directorate of Distance Education, admitted in a course in the Session 2007-08 and paid one time Alumni fee of Rs.100/- will automatically be life members of the Association on obtaining the University degree. On completion of the degree of such students, the Department/Institute will send the updated database to K.U. Alumni Association office.
2. The students of affiliated Colleges/Institutes will be members of the Alumni Association of their respective College/Institute. In addition, their names will be included in the database of the K.U. Alumni Association. For this purpose the Colleges/Institutes will send the database of their respective College/Institute Alumni Association and a fee of Rs.25/- per student (out of Rs.100/- charged from them as one time Alumni Fee) to the Secretary, K.U. Alumni Association. On the completion of the degree of such students, the concerned College/Institute will send the updated database to K.U. Alumni Association office.

5. Office Bearers :

- (1) The following shall be the office bearers of the Association :
- (a) President The Vice-Chancellor of the University ex-officio.
:
- (b) Vice-President To be elected by the Executive Committee of the Association.
:
- (c) Secretary To be elected by the Executive Committee of the Association.
:
- (d) Joint Secretary- To be elected by the Executive Committee of the Association.
cum- Treasurer
:
- (2) The term of the office bearers shall be three years.
- (3) The first office bearers shall be nominated by the President. They will continue till the first ordinary meeting of the elected Executive Committee where the office bearers (except the President) shall be elected.

6. Executive Committee :

- (1) The Executive Committee of the Association shall consist of 15 members, including the office bearers. The Executive Committee shall frame the bye-laws of the Association. However, such bye-laws shall not be contrary to any provision of Kurukshetra University Act, statutes and ordinances.
- (2) The members of the Executive Committee shall be elected by the Association.
- (3) The term of the elected members of the Executive Committee shall be three years.

- (4) The first members of the Executive Committee shall be nominated by the President. They will continue till the first Annual General Meeting of the Association where the members shall be elected by the Association.

7. Duties and Functions of the Office Bearers :

(1) PRESIDENT :

- (a) The President shall preside over meetings of the Association, meetings of the Executive Committee and all other functions that may be organised by the Association.
- (b) The President shall be the custodian of the property and interests of the Association.
- (c) He shall call special meetings of the Executive Committee/Association if a written requisition signed by at least 5 members in case of Executive Committee and 50 members in case of the Association is presented to him.

(2) VICE-PRESIDENT :

- (a) He shall perform the duties and functions of the President in the absence of the President or in the event of his disability.
- (b) He shall perform such other duties and functions as may be entrusted to him by the President or the Executive Committee.

(3) SECRETARY :

- (a) He will be the custodian of all the records and documents of the Association.
- (b) He will be responsible for the safe custody of the funds of the Association and will operate bank accounts jointly with the Treasurer on behalf of the Association.
- (c) He will call and arrange meetings of the Executive Committee and the Association in consultation with the President.
- (d) He will record the minutes of the meetings of the Executive Committee and the Association.
- (e) He will represent the Association in all legal proceedings and sign all legal documents on behalf of the Association.
- (f) He will maintain an up-to-date register of members and of all subscription and donations.
- (g) He will maintain a property register and all such registers as may be necessary in connection with the work of the Association.

(4) JOINT SECRETARY-CUM-TREASURER :

- (a) He will assist the Secretary in the discharge of his duties and functions.
- (b) He will be responsible for maintaining Accounts of the Association.
- (c) He will perform such other duties and functions as may be entrusted to him by the Executive Committee.

8. Meeting of the Association :

(1) KINDS OF MEETINGS :

- (a) At least one meeting of the Association shall be held during each calendar year, which will be called the 'Annual General Meeting'.

- (b) Other general meetings can be called by the Secretary in consultation with the President.
 - (c) Requisition meeting shall be called by the President, if a written requisition signed by at least 50 members is presented to him stating the business for which the meeting is desired to be called.
- (2) BUSINESS TO BE TRANSACTED AT THE ANNUAL GENERAL MEETING :
- (a) to consider and adopt the Annual Report of the Secretary;
 - (b) to consider and approve the Audit Report for the previous year;
 - (c) to consider and approve the Annual Budget Estimates for the next year;
 - (d) to elect members of the Executive Committee;
 - (e) to consider resolutions sent in by members or to be moved by the President or the Secretary.
- (3) Requisition meeting of the Association will transact only the business for which the meeting has been requisitioned.
- (4) QUORUM OF MEETINGS OF THE ASSOCIATION :
- 50 members shall constitute a quorum for all kinds of meetings of the Association. If quorum is not present within half an hour of the time of the meeting, the meeting automatically shall adjourned for the same day and shall be held after 15 minutes of adjournment at the same venue. However, for an adjourned meeting no quorum shall be necessary.
- (5) CHAIRMAN :
- The President of the Association or in his absence the Vice-President will preside over the meetings of the Association. In the absence of both of them, one of the members present will be voted to the Chair.

9. Meetings of the Executive Committee :

- (1) (a) At least one meeting of the Executive Committee shall be held during each calendar year. This will be called Ordinary Meeting of the Executive Committee.
 - (b) Requisition meeting shall be called by the President if a written requisition signed by at least five members of the Executive Committee is presented to him stating the business for which the meeting is desired to be called.
 - (c) Requisition meeting of the Executive Committee will transact only that business for which the meeting has been requisitioned.
 - (d) Five members of the Executive Committee shall constitute the quorum.
- (2) BUSINESS TO BE TRANSACTED AT THE ORDINARY MEETING :
- (a) To recommend the Annual Report of the Secretary to be placed in the Annual General Meeting of the Association for consideration and approval.
 - (b) To recommend the Audit Report of the previous year and the Annual Budget Estimate for the next year to be placed in the Annual General Meeting the Association for consideration and approval.

- (c) To appoint the Auditors.
- (d) To elect office bearers of the Association, other than the President.

(3) **CHAIRMAN :**

The President or in his absence the Vice-President of the Association will preside over the meetings of the Executive Committee. In the absence of both, one of the members of the Executive Committee present at the meeting will be voted to the chair.

10. Notices of Meetings :

- (i) Meetings of the Association shall be called at a notice of at least 10 days. However, meetings can be called, in case emergency, at a shorter notice, as may be determined by the President.
- (ii) Meetings of the Executive Committee shall be called at a notice of at least 10 days. However, in case of emergency, the meeting may be called at a shorter notice, as may be determined by the President.

11. Voting and Decisions :

All decisions will be taken at the meeting of the Association and the Executive Committee by a majority of votes of members present and voting. In case of equal division of votes, the Chairman will have a casting vote.

12. Funds and Accounts :

- (i) The funds of the Association shall consist of the subscriptions received from the members, donations, gifts, etc. from any individual or organisation.
- (ii) No part of the fund of the Association shall be spent for any purpose other than the objectives of the Association.
- (iii) The account shall be maintained in a nationalised bank situated on the Kurukshetra University Campus.
- (iv) The bank account will be operated by the Secretary jointly with the Treasurer of the Association.
- (v) There shall be annual audit of the Accounts by Auditor(s) to be appointed by the Executive Committee of the Association.

13. Amendments of the Constitution :

- (i) A proposal for the amendment of the Constitution of the Association shall be considered at the Annual General Meeting only. A proposal for an amendment shall be sent to the Secretary of the Association at least two months from the date of the Meeting and shall be circulated by the Secretary of the Association to all the members at least one month before the Annual General Meeting.
- (ii) For considering an amendment of the Constitution not less than 100 members of the Alumni Association shall be required to be present at the Annual General Meeting.
- (iii) Subject to the provision made in clause (2) above, an amendment of the Constitution shall require the affirmative vote of not less than two-third of the members present and voting.

14. If there is any doubt about the interpretation of any clause or sub-clause of the Constitution and the bye-laws, the interpretation of the President shall be final and binding.

**KURUKSHETRA UNIVERSITY
ALUMNI ASSOCIATION KURUKSHETRA**

MEMBERSHIP FORM

Please enroll me as Member of the Association. I am sending Rs.500/ Rs.100 as Life/Ordinary Membership Fee* .

Name.....
.....

(in block letters)

Father's Name.....

Date of Birth.....

Designation & Office Address.....

.....

.....Pin Code

Residential Address

.....

.....

Permanent Address:.....

.....

.....

Telephone Office.....Res.....

Present Occupation

.....

Academic attainments

Degree/s obtained from the Kurukshetra	Year in which	Name of the Department/ College

*Fee may be sent through a crossed a/c payee bank draft drawn in favour of the Secretary, Kurukshetra University Alumni Association, Kurukshetra alongwith this form.

Univ.	obtained	from which obtained.
1.		
.....		
2.		
.....		
3.		
.....		

Degree(s) obtained from other Univ.	Year in which obtained	Name of the Department/ College/University from which obtained
1.		
.....		
2.		
.....		
3.		
.....		

1.		
.....		
2.		
.....		
3.		
.....		

Notable achievements

.....

(Please use additional sheet if required)

Honours/awards/distinctions

.....

(Please use additional sheet if required)

Any other particulars deserving special mention

.....

Particular of payment of Membership fee :

DD.
 No.....Dated.....Amount.....
 ... Drawn on

I shall abide by the Provisions of the Constitution and Bye-laws of the Association.

Date :
Signature

RULES FOR EMPLOYEES' WELFARE FUND

Definition

There shall be a welfare fund called 'Kurukshetra University Employees' Welfare Fund' for the benefit of employees of the University.

2. Aims & Objectives

The object for which the fund has been established shall be : –

- (a) To provide a minimum relief of Rs.15000/- in case of premature death of a University employee and to render such financial assistance or relief as may be deemed necessary, to the widow/dependents of the deceased employees, such as scholarships to the wards of deceased University Employees.
- (b) To provide a maximum relief of Rs.15,000/- during entire service of the employee in case of (i) Permanent disability resulting into discharge from service (ii) Serious ailment (iii) hard cases of Medical Claims of employees and their dependent family members not admissible under the Medical reimbursement rules on the recommendations of the Committee constituted for the purpose.

3. Sources of Fund

The fund shall be created from the following sources :–

- (i) Class-I employees will contribute Rs.35/- p.m., Class-II & III employees Rs.20/- p.m. and Class-IV employees Rs.10/- p.m. towards this fund.
- (ii) University will pay matching contribution of Rs.4.80 lac per annum.
- (iii) Donations, if any, from outside bodies (the University office will explore the possibility of raising the funds from other sources such as running a Canteen in the Administration Block on co-operative basis etc).

4. There shall be a Committee consisting of the following members for operation of this fund and recommending financial assistance in such cases.

- Registrar, Kurukshetra University.
- President, K.U. Teachers' Association.
- President, K.U. Officers' Association.
- President, K.U. Non-teaching Employees' Association.
- Resident Medical Officer, Kurukshetra University.
- Finance Officer, Kurukshetra University.

The Registrar will act as Convener. The quorum for the meeting will be kept at four members.

5. Commencement of the Fund

"The Employees' Welfare Fund" will start from 1-8-1989 and deduction will be started from the salary of the employees for the month of August 1989 payable in Sept. 1989.

6. Accounts of the Funds

The accounts of the funds will be maintained in the office of the Finance Officer and these will be subject to audit by the Government auditors. The amount of the fund will be kept in the Saving Bank Account with the State Bank of India, K.U.K. and a part of it will be invested in long-term deposits so as to fetch more interest. The policy of investment will be decided by the Fund Operation Committee and finally approved by the Vice-Chancellor. The amount of this fund will be open for inspection by any member of the aforesaid Committee.

7. The procedure for deduction of the contribution from the employees and its realisation and deposit into the Fund will be devised by the Registrar/Vice-Chancellor.

8. These rules will be applicable to all the employees of the University except the following categories :-

- (a) Contract employees.
- (b) Work charged employees.
- (c) Holders of tenure appointments.
- (d) Persons working with the University under Exchange Programme for instance, Visiting Professors.
- (e) Professor of Eminence, Emeritus Scientist etc.

9. The Fund will be built up in such a manner that the financial assistance will be granted as far as possible out of the interest accruing on the deposits of the Welfare Fund. However, till such time as the fund is sufficiently built up, financial assistance will be granted out of principal amount.

10. For any point not covered by the above rules, the matter will be considered by the Committee and orders of the Vice-Chancellor thereon shall be final and binding.

RULES FOR PROVIDING COMPASSIONATE ASSISTANCE TO THE DEPENDENTS OF DECEASED UNIVERSITY EMPLOYEE

The following rules are hereby made to grant the compassionate assistance by way of ex-gratia financial assistance on compassionate grounds to members of the family of a deceased Government employee who dies while in service/missing employee, namely:-

Short title and Commencement :

1. (1) These rules may be called the Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2006.
- (2) They shall come into force at once.

Objects of rules

2. The object of the rules is to assist the family of a deceased/missing Government employee of Group A, B, C and D category, in tiding over the emergent situation, resulting from the loss of the bread earner while in regular service by giving financial assistance.

Eligibility

3. The eligibility to receive financial assistance under these rules shall be as per the provision in the pension/family pension scheme, 1964.

Submission of application

4. An eligible family member of the deceased/missing Government employee shall make an application in Form A for compassionate financial assistance.

Criteria for financial assistance

5. (1) On the death of any Government employee, the family of the employee would continue to receive as financial assistance a sum equal to the pay and other allowances that was last drawn by the deceased employee in the normal course without raising a specific claim:-

- (a) for a period of fifteen years from the date of death of the employee, if the employee at the time of his death had not attained the age of thirty-five years;
- (b) for a period of twelve years or till the date of the employee would have retired from Government service on attaining the age of superannuation, whichever is less, if the employee at the time of his death had attained the age of thirty five years but had not attained the age of forty-eight years;
- (c) for a period of seven years or till the date the employee would have retired from Government service on attaining the age of superannuation, whichever is less, if the employee had attained the age of forty-eight years;

- (2) The family shall be eligible to receive family pension as per the normal rules only after the period during which he receives the financial assistance as above is completed.

- (3) The family of a deceased Government employee who was in occupation of a Government residence would continue to retain the residence on payment of normal rent/licence fee for a period of one year from the date of death of the employee.

- (4) Within fifteen days from the date of death of a Government employee, an Ex-gratia assistance of twenty five thousand rupees shall be provided to the family of the deceased employee to meet the immediate needs on the loss of the bread earner;

(5) House Rent Allowance shall not be a part of allowance for the purposes of calculation of assistance.

Pending cases

6. All pending cases of Ex-gratia assistance shall be covered under the new rules. The calculation of the period and payment shall be made to such cases from the date of notification of these rules. However, the families will have the option to opt for the lump sum Ex-gratia grant provided in the Rules, 2003 or 2005, as the case may be, in lieu of the monthly financial assistance provided under the Haryana Compassionate Assistance to the Dependents of the Deceased Government Employees Rules, 2006.

Removal of doubts

7. If any doubt arises relating to the application, interpretation and scope of these rules, it shall be referred to the Government in the department of General Administration (In General Services-II Branch) whose decision thereon shall be final.

Repeal and savings

8. The Haryana Compassionate Assistance to the Dependents of Deceased Government Employees Rules, 2005, which are in force immediately before the commencement of these rules are hereby repealed.

Provided that families will have the option to opt for the lump sum Ex-gratia grant provided in the rules 2003 or 2005, as the case may be, in lieu of the monthly financial assistance provided under these rules.

Provided further that in all pending cases where the family exercises the option to receive the financial assistance under these rules, the calculation of the period and payment shall be made from the date of notification of these rules.

Free Medical Aid

Free Medical Aid/Assistance will be given to the dependent members of the family (here family means husband/wife) including minor children declared as such by the deceased employee during his life time, as admissible to serving employee except that the cost of medicines which are required to be purchased from the market for treatment shall not be reimbursed.

Educational Facilities

- (i) Tuition fee at the rate as admissible in University Teaching Departments and the Colleges maintained by it shall be reimbursed to the unmarried children of the deceased employee up to the degree courses (including Professional Courses) provided the children get admission in the said course and pass the Annual Examination held from time to time.
- (ii) The benefit will be admissible from the date of death of the University employee concerned to his widow/children who are actually dependent upon their guardian.

Accommodation

In case where the deceased employee was in possession of University accommodation, his family will be allowed to retain the accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his death.

- Note :** - (i) If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.
- (ii) If the family leaves the place of posting of the deceased University employee before the expiry of one year which automatically amounts to surrender of University accommodation at that place, the house rent allowance for the remaining period will not be admissible.
- (iii) If the residential accommodation allotted to the deceased employee, is got vacated by the University from his family due to certain special circumstances then alternative accommodation, if available, would be allotted to such a family.
- (iv) If no accommodation is available as referred to in item (iii) above, then house rent allowance for the remaining period would be granted provided the family lives at that station.
- (v) When both husband and wife are in employment of the University and in the event of death of the partner in whose name the University accommodation stood allotted the surviving partner may be allotted accommodation in commensurate with his/her status.

Procedure for Grant of above facilities

- (i) The information in regard to the deceased employee and his family would be obtained in the proforma (Common proforma for P.F., Death-cum-Retirement Gratuity and Leave Encashment, is given under Provident Fund Rules) which should be properly attested and contain necessary affidavit as a reasonable proof of title to grant other facilities as the case may be.
- (ii) In the case of minor dependents the amount be disbursed after taking all precautions so that the relief afforded is paid in a manner that would prevent its misuse.

FORM-A*(See rule 4)*

Application form for compassionate financial assistance

1. Full information of the deceased/missing Government employees :

- (i) Name :
- (ii) Date of Birth :
- (iii) Date of joining of Employee :
- (iv) Date of death (with proof) :
- (v) Date of missing :
- (vi) Designation and Pay Scale :

2. Full information of Applicant

- (i) Name :
- (ii) Full Address :
- (iii) Relation with the deceased/
missing Government Employee :
- (iv) Detailed information regarding
Dependents of deceased/missing
Government Employee :

<i>Sr.No.</i>	<i>Name</i>	<i>Relation</i>	<i>Age/date of birth</i>	<i>Occupation</i>	<i>Married/Unmarried</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>

3. Monthly income of family from all
sources :

4. Any other information :

Place :

Date :
applicant

Signature of the

**THE UNIVERSITY EMPLOYMENT INFORMATION
AND GUIDANCE BUREAU**

1. The functions of a University Employment Information and Guidance Bureau are :

- (i) to give employment information and advice to the University alumni;
- (ii) to register professionals and post-graduates for employment assistance;
- (iii) to provide vocational guidance and employment counselling to its registrants as well as to others who seek it;
- (iv) to collect and disseminate information on higher educational, technical and professional courses in India and abroad;
- (v) to provide information on scholarships, fellowships and loans to students;
- (vi) to assist students in finding part-time employment;
- (vii) to bring out career literature for the use of the students and alumni of University; and
- (viii) to conduct surveys pertaining to guidance and manpower.

2. The Bureau will function under the guidance of the Vice-Chancellor of the University. It will be in the charge of a senior member of the teaching staff of the University will work on a part time basis and will be paid Rs.200/- p.m. for this service. He will be responsible to the Vice-Chancellor for the day to day work of the Bureau. The staff for the Bureau (Divisional Employment Officer-1, Technical Assistant-1, Clerk-2, Steno-Typist-1, Peons-2) will be provided by the Department of Employment.

3. There will be an Advisory Committee appointed by the Vice-Chancellor consisting of 12 to 18 members and including among others representatives of different faculties, the State Director of Employment, the Director General of Employment and Training (Government of India) and a representative each of the employers' students and liaison officers of the colleges. The Committee will advise the Vice-Chancellor on all matters connected with the working of the Bureau. The Employment officer of the Bureau will be ex-officio Secretary of the Advisory Committee.

4. (a) The following categories of applicants will be eligible for registration at the Bureau :-

- (i) Persons holding Bachelor or higher degree or equivalent Diploma in a professional or specialist course, such as Engineering, Medicine, Agriculture, Veterinary Science, Technology, Law, Education etc.; and
 - (ii) Persons holding a Master's or higher degree or Post-graduate Diploma or equivalent in other subjects except B.A./B.Sc./B.T./B.Ed.
- (b) Index Card of an applicant registered at the University Employment Information and Guidance Bureau will be prepared in duplicate, one copy being retained and the other being forwarded to the State Employment Exchange, Haryana, Manimajra (Professional and Executive Branch) Office within 24 hours. In case of scientists and technical persons, who are eligible for registration in the Special section of the National Register maintained by the Council of Scientific and Industrial Research, New Delhi, G-Card in respect of them will be sent to the National Register Unit at New Delhi.
- (c) In the case of M.A., M.Eds or M.A., B.Eds/B.Ts who also desire to be considered for the post of a teacher in High/Higher Secondary School, a copy of the Index Card will

be sent to the Employment Exchange serving the area so that they may be submitted against the vacancies of teachers.

5. The Bureau will not undertake any submission work. All submissions will be handled by the State Employment Exchange, Haryana, Chandigarh.

6. The Bureau will maintain a Career Information Room for use of the visitors where guidance literature and other material considered useful for the University students will be displayed. A visitors' Register will also be maintained to keep a record of those who use this room.

7. The prescribed forms used in V.G. Section of the Employment Exchange will be used in the University Employment Information and Guidance Bureau.

8. The Bureau will render the following returns/reports :-

- (i) E.S. 1.1 in respect of registration figures.
- (ii) E.S. 3.1.
- (iii) PB-68 to Manager of Publications, New Delhi.
- (iv) E.S. 3.2.
- (v) Monthly Narrative Report.
- (vi) Report on G-Cards sent to the national Unit of Council of Scientific and Industrial Research, New Delhi.
- (vii) Report on Occupational Information material collected.

9. The University will provide accommodation and furniture to the Bureau at its own cost. The rest of the expenditure will be borne by State Government.

10. The Bureau will bring out research works in the field of guidance and counselling as well as in Manpower Planning.

11. The Bureau will be responsible for bringing out the publications in different disciplines. Each Bureau will draw yearly Schedule of Publications and get it approved from the Directorate in the First Month of the year. The draft for every publication must be got approved from the Directorate before its publication. Similar procedure should be followed in the case of Research/Surveys to be conducted by Bureau.

**RULES FOR PRINTING OF TEXT-BOOKS AND APPOINTMENT OF
SALE AGENCIES FOR SALE OF TEXT BOOKS/FORMS**

A- Publication of Text Books

1. The Boards of Studies concerned will lay down the outlines of the syllabus for the Under Graduate Classes indicating also the number of short-Stories/Poems/Prose /Passage *etc.* to be included and the approximate number of pages to be devoted to text, notes, introduction *etc.*

2. Each Board of Studies shall appoint an Editorial Board consisting of the Chairperson of the Department as Chief Editor and two other member from among the members of the Board of Studies, one of whom shall be teacher of a recognised College. The Editorial Board shall appoint Compilers for each of the text book to be printed.

3. The compiler shall be given 30 days to submit the Table of contents. Before starting the work, he will meet the Chief Editor to hold preliminary discussion. The Table of contents will be placed before the Editorial Board for approval within 10 days.

4. After the Table of Contents has been approved by the Editorial Committee, the Compiler will submit to the Chief Editor, two typed copies of the MSS, within a period of 60 days. An extension of not more than 10 days may be given by the Chief Editor in exceptional circumstances. The Chief Editor will finalise the MSS within 15 days of submission of the MSS and for this purpose he may, if necessary, call the Compiler for discussion. If more than one MSS is submitted to the Chief Editor simultaneously he will finalise each MSS within 10 days of its receipt.

5. The Chief Editor may, if necessary, refer the MSS to a specialist provided that the review of the MSS does not take more than 30 days.

6. While submitting the Table of contents, the compiler shall also give the names and addresses of the Copyright holders so that simultaneously the Copyright permission may be obtained.

7. As soon as the MSS is finally approved by the Chief Editor, it would be sent to the Printers.

It will be necessary to place the MSS before the Board of Studies or any higher body. The printing presses to whom the work is to be assigned, will be finalised during the time the MSS is being prepared.

8. The rates of payment to the Compilers and Chief Editors will be as under :

	<i>Compiler</i>	<i>Chief Editor</i>
Anthologies of Poetry (20x30/16)	Rs.15/- per printed page	Rs.3/- per printed page
Anthologies of Prose (including Short Stories, One -Act-Plays, Essays) (20x30/16)	Rs.12/- per printed page	Rs.2/- per printed page

If the MSS is referred to a Specialist in terms of Sub-clause (5) above, the remuneration payable to the Chief Editor shall be shared equally by him and the Specialist.

Typing charges on the rates as got fixed for DTP work by Press, for two typed copies of final MSS will be paid to the Compilers.

If a book published by this University is prescribed by another University/Board also, the maximum royalty @5% on the annual (January-December) sale price of sold copies to the compiler (to be equally distributed) will be paid.

9. The sale price of the books may be fixed at 2½ times the cost of production, which will include the remuneration paid to the compilers/Editors, royalty to copyright holders, cost of paper, composing, printing, binding, transport and other incidental charges up to the point the book is released for sale.

10. The size for all the books should, so far as possible be 20×30/16 and these should be paper-back books.

11. The trade discount to registered book-seller should be 12½% of the sale price. Packing and forwarding charges will be extra.

For book-seller/institutions/individuals not registered as Sale Agent no discount will be given.

12. The books published by the University, which have to be re-printed, be reviewed and the Editors/Chief Editor concerned will be paid remuneration including proof-reading @Rs.20.00 and Rs.10.00 per page respectively.

13. The sale price for the re-printed books shall ordinarily remain the same as for the first edition. Provided that when there is considerable change in the cost of production, the Vice-Chancellor may revise the sale price of a re-printed book.

B. Terms & Conditions of Assignment of Selections/ Anthologies to be prescribed for the Various Courses

1. In the event of assignee's acceptance not being received by the date specified in the assignment letter, the Vice-Chancellor reserves the right to withdraw the offer.

2. The compiler shall meet the Chief Editor and submit a tentative Table of Contents to the members of the Board of Editors for their approval who may suggest change (s) in the Table. The tentative Table will include at least 25% extra matter to enable the board to make a choice. He shall also suggest three alternative Titles for the books, out of which one may be selected by the Board.

3. For copyright pieces included in the anthology, payment shall be made to the copyright holders on the following basis :

(a) **For Indian Copyright Holders :**

5% pro-rata royalty i.e. 5% of the published price to be divided amongst Copyright holders in the ratio which their pieces bear to the total number of pages of the anthology in which the pieces are included; or Lumpsum fees, as may be determined through negotiation.

(b) For Foreign Copyright Holders :

According to the terms (Pro-rata royalty or lumpsum fees) as may be determined through negotiation.

4. On final approval of the Table of Contents the Compiler shall prepare the manuscript.
 5. A test installment of the manuscript, which will be equivalent to about 1/10th of the total MSS, shall be submitted to the Chief Editor within 15 days of the approval of the Table of Contents.
 6. The Compiler shall submit the final manuscript duly typed in duplicate to the Chief Editor who may approve it after vetting or may ask the Compiler to revise the annotations *etc.* The size of the paper will be 8½"X 13½ and shall have a margin of 2" on the left side.
 7. After approval of the manuscript by the Chief Editor and after permission have been obtained from all copyright holders, the production of the books shall be arranged. No changes in the MSS will be allowed at the proof-reading stage.
 8. If permission for a certain copyright piece is not obtainable or if it is obtainable on terms which are not acceptable to the University, the piece shall be changed.
 9. Copyright shall be obtained after the Table of Contents has been approved by the Board of Editors.
 10. The rates of payment to the Compilers are as under :

Anthologies of Poetry (20X30/16)	Rs.15/- per printed page.
Anthologies of Prose (including Short Stories, One -Act-Plays, Essays) (20X30/16)	Rs.12/- per printed page.
- The remuneration to the Compiler includes one proof-reading. Typing charges at a consolidated rate of Re.1/- per foolscap. Typed paper (Two copies) will be paid to the Compiler extra.
- No payment will be made for pages printed less than half. However, full payment will be made for the pages printed half or more than half.
11. Payment will be made on receipt of necessary claims from the Compilers and that after the book is printed. In case, however, the printing of the book is held up indefinitely beyond June of the year of preparation of the MSS, the Vice-Chancellor may allow a part payment not exceeding 75% of the full remuneration.
 12. The final proof-reading shall be done by the Compiler. If any reason, it becomes necessary to make alternative arrangements for proof-reading in the interest of better or more expeditious printing of the book, the Vice-Chancellor reserves the right to deduct the charges for such proof-reading from the remuneration due to the Compiler. The proofs duly corrected will be sent to the Bureau promptly. One day will be allowed for correction of 15 pages of proof.
 13. All rights in the publication shall vest in the University.

14. The work will be completed within the time as specified by the Bureau failing which the Vice-Chancellor shall be competent to impose such penalty as he may deem fit and may also cancel the assignment.

15. For any other point which may arise from these terms and conditions or otherwise, the decision of the Vice-Chancellor shall be final and binding.

C – Selection of Text Books of Private Publishers

All text books not published by the University itself shall be selected in accordance with the following procedure :

- (a) The board of Studies concerned will lay down the outlines of the Syllabi for each course indicating the requirements to which the books to be submitted by the private publishers should confirm.
- (b) The publishers (including author publishers) shall be registered on payment of a fee Rs.20/- per annum which will be non-refundable.
- (c) Whenever required, the University will invite books from Publishers through a Press Notification. Copies of the notifications shall also be sent by Registered Post to the Registered Publishers. Books shall be accepted only from Registered Publishers.
- (d) Whenever invited, the Registered Publishers shall send by Registered Post or through messenger, one copy of each book to be submitted to each member of the Board of Studies. One Copy each book to be submitted, shall also be sent to the publication Bureau of the University along with a Non-refundable fee of Rs.10/- per book submitted. The firms shall also supply such information, with regard to the books submitted, as may be required by the University from time to time.
- (e) All the books submitted will be considered by the Board of Studies for inclusion in the Syllabus for the Course concerned. If the member of a Board are unanimous the decision of the Board shall be final. In case of a difference of opinion, the matter will be considered by the Vice-Chancellor whose decision will be final.
- (f) The sale price of the Publishers books accepted by the University shall be in accordance with the formula fixed by the University. A copy of the price formula will be sent to the registered Publishers before they submit their books. For the present, the formula prescribed by the Panjab University fixing the sale price of books of private publishers may be followed by this University also.

D – Sale of Text-Books/Forms by Sale Agencies (w.e.f. 01.04.2004)

The Registrar, Kurukshetra University, Kurukshetra shall appoint the Sale Agent on the recommendation of the Manager (P&P) as per following procedure :-

Eligibility

1. Genuine and bonafide book-sellers who have been in the book selling trade or a College Co-operative.
2. The Firm should not have been blacklisted/debarred by any Board/University/any Agency of the Government/ Semi Government.

Conditions for Agency

1. The party will have to apply on the prescribed form available from the Printing & Publication Department of the University before 31st March of every year, to become the registered sale agent of the University.
2. It will have to furnish a non-refundable registration fee of Rs.5,000/ prescribed by the University with the application form, through Demand Draft in favour of the Registrar, Kurukshetra University, Kurukshetra
3. The registered sale agent will have to deposit the renewal fee @Rs.100/- every year before 31st March, if otherwise found eligible, in the shape of Bank draft.
4. The registered sale agent will be bound to purchase the publications of the University as under:
 - (i) Text-Books worth Rs.10,000/- during a financial year.
 - (ii) It will be bound to purchase 80% of quota up to 10th October and remaining up to the close of financial year to satisfy the conditions at 4(i) above.
5. Books/Forms will be delivered at the counter of the Sale Depot of the Printing & Publication Department keeping in view the stock position and other factors considered suitable by the Manager (P&P).
6. The registered Sale Agent will be allowed discount on the printed sale price, as fixed by the University from time to time.
7. The sale agent shall be bound to sell all the publications on printed price. They shall not provide any additional cover or binding to the books with a view to charge extra price or to advertise any book(s) what so ever.
8. The sale agent shall not write/print rubber stamp or paste any matter what so ever (including an advertisement or name of any other books or goods on any page of the books including title pages), nor shall place any book-mark hand bill or poster of any kind in any University Publications or create shortage, shall not indulge in selling duplicate edition of books.
9. The sale agent will be required to install a board on a prominent place at its shop showing that the text books and forms of K.U. are available in prescribed rates.

PUNISHMENT/PENALTY

1. The sale agency of the party may be terminated/suspended any time on account of breach of any condition(s) prescribed in these rules or the party indulge in activity which is detrimental to the interest of the University.
2. The suspended/terminated sale agency may be revoked/restored as per following procedure :-
 - (i) For violation of clause 4(ii) on payment of penalty of Rs.250/- as well as purchase of prescribed quota of books for the full financial year before the close of that particular financial year.
 - (ii) For violation of clause 4(i) of "Conditions" on payment of penalty of Rs.500/- as well as purchase of prescribed quota of books of previous year plus prescribed quota of the next year subject to the approval of the Registrar. No request for restoration of sale agency will be considered after a gap of one year from the date of suspension/termination of sale agency.

(iii) For other reasons, penalty may be imposed by the authorities of the University, keeping in view the quantum of fault involved.

3. Every agent will be issued an identity card at the commencement of Sale Agency, which will be kept by the proprietor or its authorized agent with him as and when come to purchase University publications. For issuance of duplicate agency card, the agent will have to pay a non-refundable fee of Rs.50/-.

SAVING CLAUSE

1. The Vice-Chancellor/Registrar reserves the right to approve or reject any application for sale agency and also has the right to cancel any agency, without assigning any reasons.
2. The University reserves the right to alter/change/modify or add to these terms of sale-agency without prior notice. However, any alternation, change, modification or addition to these terms of sale agency will be notified to the Sale Agents in due course of time.
3. For any interpretation and/or dispute arising out of these rules, the orders passed by the Registrar/Vice-Chancellor of the University shall be final and binding on the sale agent.
4. Goods once sold shall not be taken back.
5. All dispute shall be subject to Kurukshetra Jurisdiction.

**TERMS AND CONDITIONS FOR SALE/DISTRIBUTION OF GENERAL BOOKS
(OTHER THAN TEXT-BOOKS, CALENDARS, HANDBOOK OF INFORMATION,
SYLLABI ETC.) PUBLISHED BY THE UNIVERSITY**

I. Terms and Conditions of Business (For Sale of Books)

The following trade discount will be allowed :

- | | | |
|---------------|--|-----|
| <i>(i)</i> | On orders up to 5 books | 25% |
| <i>(ii)</i> | For orders from 6 to 10 books | 30% |
| <i>(iii)</i> | For orders from 11 to 20 books | 40% |
| <i>(iv)</i> | For orders from 21 to 50 books | 45% |
| <i>(v)</i> | For orders from 51 to 100 books | 50% |
| <i>(vi)</i> | For orders above 100 books | 55% |
| <i>(vii)</i> | Orders for the whole lot of a Particular book | 60% |
| <i>(viii)</i> | F.O.R. facilities will be allowed extra in case of categories (ii) to (vii), if the books are desired to be despatched through railway. If these are desired to be despatched by post, actual postage will be charged from the customers of all categories, but for them packing will be free. | |
| <i>(ix)</i> | All supplies will be made through bank or VPP or on receipt of the value of the books ordered in advance. The University Publication may be given on credit for 120 days in special circumstances with the prior permission of the Vice-Chancellor. | |

II. Complimentary Copies

- (i)* Up to 30 copies of the books may be supplied as complimentary copies i.e. two copies of each book may be sent to 15 leading news-papers/journals for publication of the review of the book. The names of the journals and newspapers will be decided by the Manager (P&P) in consultation with the Librarian, the Chairperson of the Department concerned and the Author. In addition, the Vice-Chancellor may present complimentary copies on behalf of the University.

Note :- These rules shall also apply to the distribution of complimentary copies of the Research Journals.

- (ii)* 12 complimentary copies will be supplied to the author.

III. Fixation of Price

Sale price of the book will be fixed at 4 times of the cost of production to be calculated after excluding the complimentary copies.

IV. Royalty to Author

The Author will be allowed royalty at the end of each financial year on the copies sold at the rate of 15% of the printed price.

CONSTITUTION OF THE KURUKSHETRA UNIVERSITY CULTURAL COUNCIL

1. There shall be a Kurukshetra University Cultural hereinafter referred to as Cultural Council constituted as follows : —

(i) Ex-officio members—

- (a) Vice-Chancellor ...Chairman
- (b) Dean, Students' Welfare ... Vice-Chairman
- (c) Registrar.
- (d) Dean of Colleges.
- (e) Dean, Faculty of Arts & Languages.
- (f) Proctor.
- (g) Director, Public Relations.
- (h) Chairperson, Department of Journalism & Mass Communication.
- (i) Chairperson, Department of Music & Dance.
- (j) Chairperson, Department of Fine Arts.
- (k) Curator, Dharohar
- (l) Director, Youth & Cultural Affairs, who shall be *ex-officio Member Secretary* of the Council.

(ii) Other members—

- (a) Principals of the host colleges of the Zonal Youth Festival.
- (b) Convener Principal of each Zone formed for the youth welfare activities.
- (c) Lecturer Contingent In-charges of the winner of the overall Trophy of the Zonal Youth Festival.
- (d) Lecturer contingent In-charge of the winner of the overall Trophy of the Inter Zonal Youth Festival.
- (e) Five senior Principals of the Colleges/ Institutes affiliated to the Kurukshetra University to be nominated by the Vice-Chancellor on a rotation basis for a term of one year each with one principal each being from :-
 - (i) Government Colleges
 - (ii) Girls Colleges
 - (iii) Traditional Colleges
 - (iv) Professional Colleges (Technical/Medical)
 - (v) Professional Colleges (Educational)
- (f) Five artists/writers/experts of national repute to be elected/nominated by the General House of the Cultural Council, for a term of 2 years each.
- (g) One Male & one Female student to be nominated by the Executive Board of the Cultural Council with the approval of the Chairman of the Council, on the basis of their performance in the Inter-University Zonal Youth Festival, for a term of one year each.

2. Management of the Cultural Council :

(i) General meetings of the Cultural Council—

- (a) An Annual General meeting of the Cultural Council shall be convened in the month of July/August every year or as early as possible on the date, hour and venue to be fixed by the Chairman. At least fifteen days' notice shall be given for this meeting.
- (b) The Chairman may, however, at his discretion, call one or more General Meetings of the Cultural Council.
- (c) 1/5th of the members will form the quorum.
- (d) All the decisions shall be taken by a simple majority vote of the members present and in the case of a tie, the Chairman and in his/her absence the Vice-Chairman, shall have a casting vote.
- (e) The Traveling and halting allowance for attending the General Meeting shall be borne by the parent Institute.

(ii) The business of this meeting shall include—

- (a) Election of office bearers and members of the Executive Board.
- (b) Adoption of the Annual Reports and the audited statements of accounts of the Cultural Council and various University Youth & Cultural clubs, as presented by the Executive Board.
- (c) The budget estimates and General Fixtures list for the ensuing year.

(iii) The functions and powers of the Cultural Council shall be—

- (a) To promote core human values fostering co-operation understanding, fellow feeling and solidarity in society.
- (b) To promote Indian culture in all its plurality and diversity.
- (c) To promote a scientific temper and humanism so as to cleanse society of outdated dogmas and superstitions.
- (d) To promote liberal, secular and democratic values emphasizing tolerance and respect for others faith and way of life.
- (e) To promote and inculcate moral and ethical values among youths.
- (f) To promote Haryana's culture and its healthy traditions.
- (g) To promote and instill gender equality and respect for the other gender.
- (h) To organize the Zonal Youth Festivals, Inter Zonal Youth Festivals, Haryana Day Celebrations, Talent Search Competition, National and Inter-University Youth Festival and any other Cultural/Youth activity.
- (i) To create a sense of cultural leadership among the youth of the State.
- (j) To organize such other activities which are directly or indirectly beneficial and useful for the welfare of the students.
- (k) To make rules for the organization, conduct and control of the Kurukshetra University cultural competitions.

- (l) To interpret and enforce its rules and to give decisions and ruling on any point not covered by those rules.
- (m) To approve bye-laws consistent with its rules and to appoint sub-committee(s), if and when necessary and fix their terms of reference.
- (n) To consider and pass the Annual Budget, Annual Report, audited statement of accounts, proposed and recommended by the Executive Board of the Cultural Council.
- (o) To elect once a year, the President of the Council from amongst the members of the Cultural Council and the Vice-President from amongst the contingent in-charges. To elect seven members from within the Cultural Council to be on the Executive Board of the Cultural Council. Four of these will be from amongst the Principals and three from amongst the lecturers.
- (p) To raise and spend the funds of the Cultural Council and make rules for purchase and payments and to decide the rates of honorarium, TA/DA and other financial aspects of the Cultural Council.
- (q) To arrange grants from Central and State Governments and other organizations to promote youth and cultural activities in the University and its affiliated colleges.
- (r) To organize summer camps, advance youth leadership camps, trekking camps, workshops, seminars, theatre workshops and inter college educational cum cultural trips.
- (s) To coordinate and constitute the panel of judges/ experts for various cultural activities.
- (t) To write off properties and irrecoverable dues of the Cultural Council and to make the necessary arrangements for the safety and security of the properties, articles and items of the Cultural Council.
- (u) To take such other action as may be deemed necessary and proper for the furtherance or achievements of the aims and objectives specified above.

3. Functions and powers of the Executive Board :

A. The affairs of the Cultural Council shall be managed by an Executive Board consisting of—

- (i) The President Cultural Council, who shall be *ex-officio President* of the Executive Board.
- (ii) The Vice-President, Cultural Council.
- (iii) The Secretary, Cultural Council, who shall be *ex-officio Secretary* of the Executive Board.
- (iv) In addition to the above, the Executive Board shall include seven other members elected from within the Cultural Council by its members. Four of these shall be from amongst the Principals and three from amongst the lecturers.
- (v) Meeting of the Executive Board shall be convened by the Secretary, with the permission of the President, as often as may be necessary. Ordinarily, seven

days notice shall be given for such meetings, but in emergent cases the President may call a meeting at a shorter notice, if necessary.

- (vi) The quorum for a meeting of the Executive Board shall be 1/3rd of its members.
- (vii) TA/DA of the members of the Executive Board shall be borne by the Cultural Council.

B. The Executive Board shall also—

- (a) Nominate the Convener Principals of the Zones formed for the conduct of Youth Welfare activities.
- (b) Organize, conduct and control the cultural activities.
- (c) Raise and spend funds of the Cultural Council in accordance with the Budget estimates sanctioned by the General House.
- (d) Fill up any vacancy occurring among its elected members in the course of the year, for the unexpired term pertaining thereto.
- (e) Frame bye-laws to meet any emergency that may arise in the bonafide discharge of its duties, provided that such action is duly reported to the next Annual General House meeting of the Cultural Council.
- (f) Consider and recommend, for adoption by the Annual General House Meeting with its appropriate comments, the Annual Report of the Council submitted by the Secretary on the year's activities, the audited statement of accounts for the year, the annual budget estimates and the General Fixtures list for the ensuing year.
- (g) Sanction expenditure where the amount exceeds Rs.10,000/- for an individual item and to allow re-appropriation of funds from one budget head to another.
- (h) Nominate one male and one female student on the basis of their performance in the Inter Zonal Youth Festival to the membership of the Cultural Council, for a period of one year.

4. Duties and Powers of the Chairman of the Cultural Council—

- (i) The Vice-Chancellor, Kurukshetra University, Kurukshetra shall be the Chairman of the Cultural Council.
- (ii) Over and above all that is provided in the norms/guidelines of the Cultural Council, the Chairman will be the final authority in all matters relating to the Cultural Council and its Executive Board. He may summon for consideration any record or decision of the Cultural Council or the Executive Board of his review.
- (iii) The Chairman shall preside over the Annual General Meeting of the Cultural Council.
- (iv) The Chairman may refer to the Executive Council of the University the matters which he may deem necessary for its consideration.

5. Duties and Powers of Vice-Chairman :

- (i) The Dean, Students' Welfare, K.U. Kurukshetra shall be the Vice-Chairman of the Cultural Council.
- (ii) The Vice-Chairman shall, in the absence of the Chairman or when assigned by the Chairman, exercise all powers vested in the Chairman in all matters relating to the Cultural Council and shall perform all duties vested in the Chairman in the absence of the Chairman.

6. The duties and powers of the President shall be—

- (a) To decide the date and time of the General Body meeting of the Cultural Council in consultation with the Vice-Chairman.
- (b) To preside over the meetings of the Executive Board of the Cultural Council.
- (c) To sanction the expenditure upto to amount of Budget provision under different heads of expenditure for Zonal and Inter-Zonal functions and other youth and cultural activities, as decided by the Executive Board.
- (d) The President shall have a casting vote in matters within the Executive Board which may require decision.
- (e) To take decisions in anticipation of the approval of the Executive Board provided that such decisions shall be reported in the next (subsequent) meeting of the Executive Board for confirmation/approval.
- (f) To purchase necessary items and articles for the Cultural Council office.
- (g) To constitute panel of judges/experts for various cultural activities.
- (h) To engage labourers, sweepers, peons, clerks and other staff for temporary nature of work, out of the cultural Council Fund.
- (i) To sanction expenditure up to Rs.10,000/- at time.

7. Duties and powers of the Vice-President of the Cultural Council :

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

8. Duties and powers of the Secretary, Cultural Council :

- (a) Carry on correspondence on behalf of the Cultural Council and give effect to the resolutions of General House and the Executive Board.
- (b) Issue notices of meetings and record minutes of the same and be responsible for their maintenance.
- (c) Be responsible for the maintenance of other records and registers as well as the custody of all property of the Cultural Council.
- (d) Carry out other duties which may be entrusted to him by the President from time to time.
- (e) Issue all receipts of income and payments received on behalf of the Cultural Council.
- (f) Executive powers to incur expenditure upto Rs.10,000/- at a time.
- (g) Maintain all accounts and expenditure of the Cultural Council Fund and prepare budget, audited accounts, annual report and present statement in the Executive Board.
- (h) Sign all cheques of the Council.
- (i) Have an imprest of Rs.1,000/- to meet petty expenditure to be recouped from time to time..

- (j) Sanction journey(s) of the staff working in the Youth & Cultural Affairs Department.
- (k) Have power to incur an expenditure upto Rs.2,000/- without quotation on quality basis.
- (l) To write off losses upto Rs.1,000/-.
- (m) To condone the delay in the submission of entries/deposits etc.
- (n) Have an imprest of Rs.2,000/- for maintenance of Mini Bus expenditure to be recouped from time to time.
- (o) To allow/sanction provisional payments, out of Cultural Council Fund in anticipation of the approval of the Executive Board.

**CORPORATE RESOURCE CENTER
KURUKSHETRA UNIVERSITY, KURUKSHETRA**

I. Mission :

The Corporate Resource Center, Kurukshetra University is meant to facilitate a larger industry-academia interface in higher education at the university level. It will strive to be a nodal center for faculty, academics, and industry for mutual interaction and research. The Center shall focus on seeking wider industry participation in the academic processes particularly in research, course designing, and curricula delivery.

The Center is expected to result in customization of course curricula to suit industry requirements, collaborative research, and engagement of the faculty in industry initiatives. Students shall be the end beneficiaries of this endeavour as their skills and competencies will be honed up through adoption of innovative curricula and its enriched delivery. This will magnify employability of students at higher end and inculcate entrepreneurial pursuits in them.

The Center will help and encourage faculty to seek industry assignments and use the same as a source of updating their practical knowledge base. This will also open up possibilities of bringing real life corporate experience in the interactive teaching-learning class-room sessions. The Center will endeavour further to facilitate and coordinate students' interaction and participation in the corporate culture through their visits to industry.

The Center is expected to grow up on sustainable revenue generation over a period of time. In the interim period, University is expected to bear the expenditure incurred in the furtherance of the above said endeavours.

II The Mandate :

The Corporate Resource Center is mandated to work for achieving the following aims and objectives :

- (i) Endeavour to be a nodal agency to promote university-industry interaction for knowledge sharing and for catalyzing joint activities between university and industry in a long-term strategic perspective.
- (ii) Facilitate inculcation and honing up students' knowledge and skills by seeking active industry participation in the academic processes with a view to develop quality manpower in keeping with industry requirements.
- (iii) Initiate updation of course curricula to suits industry needs and aspirations with a view to enlarge student employability.
- (iv) Facilitate and encourage industry experts to share real life corporate experiences in the class room.
- (v) Provide active help in arranging students' internship/training in the corporate sector.
- (vi) Arrange on-campus training and workshops, joint research, and manpower development programs, in active collaboration with industry.
- (vii) Explore possibilities of funding of faculty research by the industry.
- (viii) Arrange campus recruitment and seek industry-funded scholarship to deserving

students.

- (ix) Forge partnerships with industry in order to seek specific skill based training to the students.

In addition, the center will also facilitate and accomplish other assignments as may be proposed by the university for better realization of the above said mandates.

III Programmed Activities :

In pursuant to the above mandates, the Center visualizes to undertake the following activities :

- (i) To interact with industry to understand their specific needs through industry-academia interface, seminars, workshops, panel discussions, and other activities of similar nature.
- (ii) To programme and offer short-term courses aimed at improving students' soft skills with active industry participation.
- (iii) To work out modalities for resource allocation and revenue sharing in collaborative research and consultancy between industry and the University as may be undertaken in mutual interest.
- (iv) To organize annual fest on industry-academia interface with active industry participation in order to forge closer ties between the two.
- (v) To hold campus recruitment drives in consultation with the user departments.
- (vi) To remain live with students' interest activities and develop database for campus recruitment and training.
- (vii) To coordinate the programmed campus visits of industry experts/professionals to user teaching departments, as also students' visits to industry/corporate organizations.
- (viii) To work on seeking establishment of industry sponsored chairs/staff, funding of library and laboratories as per specific needs.
- (ix) To communicate and maintain constant liaison with industry in any other manner for better mutual understanding and work relationships.
- (x) To keep constant rapport with the affiliated colleges to know the placement and training needs of their students and to serve them to the extent possible.

IV Consultative Committee :

The services of the Center will be available to all the user departments and also affiliated colleges. Each user department shall send one of its faculty members to work on the consultative committee. S/he will be responsible for providing all necessary information/database about the students of his/her department in the requisite format devised by the Center. All such faculty members representing various user departments shall constitute the Consultative Committee.

The committee will meet with the Coordinator as the convener as often as necessary to facilitate the role of the Center in relation to each user department. The coordinator will have the consultative committee constituted, in consultation with the concerned chairpersons, at the beginning of each academic session.

Each faculty representative on the Consultative Committee will maintain constant liaison with the coordinator for the needs of one's students being effectively served by the Center.

V Advisory Committee :

The Corporate Resource Center shall be governed by an Advisory Committee consisting of the following :

(i) Dean Academic Affairs, Kurukshetra University	Chairman
(ii) Dean, Research & Dev., Kurukshetra University	Member
(iii) Dean, Colleges, Kurukshetra University	Member
(iv) Two Industry Representatives (to be nominated by the Vice-Chancellor)	Member
(v) Coordinator, Corporate Resource Center	Member-Secretary

The Advisory Committee will lay down policy guidelines for execution within the framework of the mandates of the Center as stated above. It will also prescribe parameters for resource mobilization and utilization, and will discharge the following responsibilities :

Exercise overall supervision over the functioning of the Center and its incidental activities.

Consider and approve the budget estimates of the Center,

Approve the audited accounts for the Center.

Recommend resource mobilization to the Corpus to be maintained and used by the Center.

Lay down policy guidelines for revenue sharing between the faculty and the Center with reference to resource generation through corporate consultancy done by the faculty.

Prescribe broad outlines for acceptance of philanthropic contribution from industry in furtherance of the aims and objectives of the Center.

Suggest alternatives for investing the surplus Corpus.

Deliberate upon and decide any other matter that may be referred to it by the Vice-Chancellor.

The Advisory Committee shall meet at least twice in an academic year to review, scrutinize, and assess activities of the Corporate Resource Center. More meetings, if necessary, may be convened by the coordinator with prior approval of the Vice-Chancellor. Two-fifth of the members shall form the quorum in all meetings. The nominated members shall hold office for two years. Any vacancy shall not invalidate the proceedings of the Advisory Committee. In the absence of the Chairman, senior among the remaining Deans shall chair the meetings.

The office of Corporate Resource Center shall be housed in a suitable office accommodation on the university campus. The university will provide secretarial staff to the Center as per its needs.

VI Coordinator :

The Corporate Resource Center shall have a Coordinator who shall act as the overall incharge of the center. S/He will be responsible for running the business of the Center in conformity with the decisions taken by the Advisory Committee from time to time, and as per mandated of the Center. In coordinating the placement activities of the various user departments, s/he will interact with them on continuous basis through the consultative Committee.

The coordinator shall be appointed by the Vice-Chancellor for a term of three years in the first instance from amongst the campus faculty not below the rank of Reader. He will be entitled for an honorarium of Rs.2,000 and a sumptuary allowance of Rs.1,000 p.m. in the first instance, which may be revised by the University Executive Council from time to time. While on outstation official duties, Coordinator will draw TA/DA as per university rules.

VII Funds and Accounts :

A separate bank account in the name of the Corporate Resource Center shall be maintained and operated with a nationalized bank on the university campus by the Coordinator. All collections made through charging of Training and Placement Fee from the students will be deposited in this account. The Coordinator shall exercise such financial powers as per existing norms of the University, or as may be specifically decided by the Vice-Chancellor.