

**CENTRAL UNIVERSITY OF  
HARYANA**

**Minutes of 29<sup>th</sup> Meeting of Executive Council**

**Dated: 07<sup>th</sup> November, 2016**

CENTRAL UNIVERSITY OF HARYANA



**CENTRAL UNIVERSITY OF HARYANA**

**29<sup>th</sup> Meeting of the Executive Council**

**Date: 7<sup>th</sup> November, 2016 at 11:00 A.M.**

The 29<sup>th</sup> meeting of the Executive Council of Central University of Haryana was held on the 07<sup>th</sup> November, 2016 at 11:00 am in the Conference Room of the Temporary Camp/Transit Office of Central University of Haryana at 3113, DLF Phase III, Opp. H. No. T25/8, Gurgaon 122010.

The Following members were Present:

- |   |  |          |
|---|--|----------|
| 1 | Prof. R.C. Kuhad,<br>Vice Chancellor,<br>Central University of Haryana   | Chairman |
| 2 | Prof. (Dr.) M.Anandkrishnan,<br>Chairman,<br>BOG, IIT Kanpur,<br>Science City Building,<br>Chennai                                     | Member   |
| 3 | Prof. D.P.S. Verma,<br>Former Professor,<br>Deptt. of Commerce,<br>(University of Delhi),<br>QU-285-B, Chitrakoot, Pitampura,<br>Delhi | Member   |
| 4 | Dr. V.K. Gupta,<br>Senior Vice President,<br>Reliance Corporate Park,<br>Navi Mumbai   | Member   |
| 5 | Dr. P.K. Khurana,<br>Principal,<br>Shaheed Bhagat Singh College,<br>University of Delhi,<br>New Delhi                                  | Member   |

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| 6 | Prof. Om Vikas,<br>(Former Director, IIITM, Gwalior),<br>C-15 Tarang Apartments-19,<br>I.P. Extension,<br>New Delhi | Member    |
| 7 | Prof. A.J. Varma,<br>Dean, School of Chemical Sciences,<br>Central University of Haryana                            | Member    |
| 8 | Dr. Vinay Kumar Rao<br>Proctor,<br>Central University of Haryana  | Member    |
| 9 | Sh. Ram Dutt<br>Registrar,<br>Central University of Haryana   | Secretary |

The Following members could not attend the meeting:

- 1 Prof. A.S. Brar,  
Vice Chancellor,  
Guru Nanak Dev University,  
Amritsar
- 2 Prof. V.K. Jain,  
Vice Chancellor,  
Doon University,  
Dehradun
- 3 Prof. Sushma Yadav,  
Professor of Public Policy and Governance,  
Indian Institute of Public Administration,  
IP Estate, Ring Road,  
New Delhi



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<b>Resolution No.</b>	<b>Resolution Passed</b>		
01	The Minutes of the 28 <sup>th</sup> meeting of the Executive Council held on 24 <sup>th</sup> August, 2016 were confirmed.		
01 (A)	Matters arising out of the Action Taken Report on the 28 <sup>th</sup> Meeting of the Executive Council held on 24/08/2016.		
	Resolution No.9	Report of the Enquiry Committee related to appointments made in the Department of English and Foreign Language b & C.	The Council advised that opinion of some retired Judge of a High Court may be obtained on the report.
	Resolution No. 20	Regarding composition of the Committee for drafting Regulations	The Council resolved that Dr. Vikas Gupta, Member, Finance Committee, Central University of Haryana, be included in the committee.
<b>REPORTING ITEMS</b>			
02	The actions taken on the resolutions of the 28 <sup>th</sup> meeting of the Executive Council held on 24 <sup>th</sup> August, 2016, were reported, recorded and confirmed. <b>(Vide Annexure-I)</b>		
03	The action taken by the Vice Chancellor in appointing the following was reported, recorded and confirmed:  i) Dr. Vinay Kumar Rao, an Associate Professor in the Department of History and Archaeology as Proctor with effect from 14.10.2016 till further orders in place of Dr. Sarika Sharma.  ii) Prof. Amar Singh, Academic Consultant in the Department of History and Archaeology as Adviser (University Hostels and Campus Development) with effect from 14.10.2016 till further orders.  iii) Dr. Umed Singh, Academic Consultant in the Department of Psychology as Adviser (Students) with effect from 14.10.2016 till further orders.		
04	The action taken by the Vice Chancellor in accepting the resignation of Dr. Sanjiv Kumar as Dean Students' Welfare (DSW) and assigning the duties of the DSW to Professor Umed Singh, Adviser (Students) was reported, recorded and confirmed.		
05	The action taken by the Vice Chancellor in constituting a Committee, consisting of the following, to look into the issues related to the Play "Draupadi", one of the short stories of Mahasweta Devi, enacted by the students of the Department of English and Foreign Languages on 21.09.2016, was reported and recorded:		

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	<p>(i) Prof. Sukhbir Kaushik, Professor Emeritus, Department of English, Osmania University, Hyderabad - Chairman</p> <p>(ii) Prof. Kuldip Chand Agnihotri, Vice Chancellor, C.U. of Himachal Pradesh</p> <p>(iii) Prof. Malashri Lal, Former Head, Department of English and Dean of Colleges, D.U.</p> <p>(iv) Prof. Amar Singh, Academic Consultant, CUH</p> <p>(v) Prof. Umed Singh, Academic Consultant, CUH</p> <p>(vi) Sh. O.P. Yadav, Founder Director, RPS Education Society</p> <p>(vii) Prof. Vijay Kumar, Department of History, MDU, Rohtak – Special Invitee</p>									
<b>ITEMS FOR THE CONSIDERATION</b>										
06	<p>The Council considered the application dated 16.08.2016 of Dr. Chanchal Kumar Sharma, an Assistant Professor in the Department of Political Science, seeking permission to accept the German Institute of Global and Area Studies (GIGA) Scholarship, Hemburg, Germany and requesting for grant of Study Leave to him for a period from 01.01.2017 to 30.06.2017 to enable him to avail the Scholarship, in terms of the provisions contained under Ordinance-XIV of the Ordinances of the University.</p> <p><b>Resolved that the request of Dr. Chanchal Kumar Sharma be accepted and he be sanctioned study leave w.e.f. 10.01.2017 i.e. only after he completes three years' regular service in the University to 30.06.2017 in terms of the provisions of Ordinance-XIV of the University.</b></p>									
07	<p>Resolved that the following amendment to Ordinance-XIX of the Ordinances of the University relating to Sensitisation, Prevention and Redressal of Sexual Harassment, in compliance with the Letter F.No.32-15/2016-CU.V dated 30.09.2016 of Dr. Surat Singh, Deputy Secretary to the Government of India, Ministry of Human Resource Development, Department of Higher Education, Central University Division be approved:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr. No.</th> <th style="width: 50%;">Existing provision</th> <th style="width: 40%;">Amendment proposed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>The Central University of Haryana shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitisation and elimination of sexual harassment.</td> <td style="text-align: center;">No change.</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>The complaints against sexual harassment at workplace shall be dealt</td> <td style="text-align: center;">The complaints against sexual harassment at workplace would be</td> </tr> </tbody> </table>	Sr. No.	Existing provision	Amendment proposed	1.	The Central University of Haryana shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitisation and elimination of sexual harassment.	No change.	2.	The complaints against sexual harassment at workplace shall be dealt	The complaints against sexual harassment at workplace would be
Sr. No.	Existing provision	Amendment proposed								
1.	The Central University of Haryana shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitisation and elimination of sexual harassment.	No change.								
2.	The complaints against sexual harassment at workplace shall be dealt	The complaints against sexual harassment at workplace would be								

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	in compliance with the provisions of "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013", vide Annexure to this Ordinance.	dealt in compliance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulation, 2015, as amended from time to time vide Annexure to this Ordinance.
08	<p>Resolved that the modalities recommended by the Committee for deciding rules and regulations for industrial projects in sponsorship mode, collaborative mode, advisory consultancy and technical consultancy, be approved (<b>Vide Annexure-II</b>):</p> <p>The Council resolved to place on record its appreciation on the important work done by the Committee.</p>	
09	<p>The Executive Council considered the report dated 25.10.2016, of the Committee, constituted by the Vice Chancellor to look into the issues related to the staging of the play "Draupadi", based on one of the short stories written by Mahasweta Devi, organised by the Department of English &amp; Foreign Languages of the University, on 21.09.2016. The Executive Council took a serious view of the matter and shared the sentiments of all concerned. After Considering the matter in detail, the Council resolved as follows:</p> <ol style="list-style-type: none"> <li>i. That the report dated 25.10.2016 of the Committee be approved and adopted. (<b>Vide Annexure-III</b>);</li> <li>ii. That Dr. Snehsata, Assistant Professor in the Department of English &amp; Foreign Languages and one of the Coordinators of the play, who read out the Epilogue considered to be irrelevant and unwanted by the Committee, be served with a stern warning against the recurrence of such acts in future;</li> <li>iii. That strict disciplinary action be taken against Dr. Snehsata in case of repetition of such acts in accordance with the provisions contained in the Agreement of Service of the University Teachers (Annexure to Ordinance-V of the University);</li> <li>iv. That Dr. Manoj Kumar, Assistant Professor, Department of English &amp; Foreign Languages one of the coordinators of the play, be warned to be careful in future in organising such events;</li> <li>v. That an advisory be issued to Dr. Sanjiv Kumar, Head, Department of English &amp; Foreign Languages to be careful in future in organising such events; and</li> <li>vi. That a Committee be constituted by the Vice Chancellor to screen all the presentations, scripts, manuscripts, performances, lectures or any other events proposed to be organised by the Departments or individuals prior to their</li> </ol>	

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	exposure in public. No presentation or performance be allowed on the University Campus without prior permission of the said Committee.
10	<p>Resolved that the following amendments to the Ordinances of the University, be approved.</p> <p>(a) <u>Add the following after Ordinance-XX:</u> Ordinance-XXI: Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Vice Chancellor (Vide Annexure-IV)</p> <p>(b) <u>Add the Following after Ordinance-XXI:</u> Ordinance-XXII: Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Finance Officer (Vide Annexure-V)</p> <p>(c) <u>Add the following after Ordinance-XXII:</u> Ordinance-XXIII: Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Controller of Examinations (Vide Annexure-VI)</p> <p>(d) <u>Add the following after Ordinance-XXIII:</u> Ordinance-XXIV: Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Librarian (Vide Annexure-VII)</p> <p>(e) <u>Add the following after Ordinance-XXIV:</u> Ordinance-XXV: Appointment, Honorarium, Powers and Functioning of Proctor (Vide Annexure-VIII)</p> <p>(f) <u>Add the following after Ordinance-XXV:</u> Ordinance-XXVI: Machinery for Redressal of Grievances of Employees &amp; Students. (Vide Annexure-IX)</p> <p>(g) <u>Add the following after Ordinance-XXVI:</u> Ordinance-XXVII: Qualifications, Appointment, Honorarium and other terms &amp; Conditions of Services of Visiting Professors. (Vide Annexure-X)</p>



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	<p>(h) Add the Following after Ordinance-XXVII; Ordinance-XXVIII: Visiting Fellow</p> <p>(Vide Annexure-XI)</p>
	<p>Any other item with the permission of the Chair.</p>

  
Vice Chancellor  
Chairman

  
Registrar  
Secretary



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### ACTION TAKEN REPORT 28<sup>th</sup> EXECUTIVE COUNCIL MEETING

Annexure- I

**The 28<sup>th</sup> meeting of the Executive Council of the University was held on 24<sup>th</sup> August, 2016 at 11:00 AM in the Conference Hall of the Administrative Block of Central University of Haryana, Mahendergarh.**

Resolution No.	Resolution Passed	Action Taken
1	Confirmation of the minutes of the 27 <sup>th</sup> meeting of the Executive Council held on 4 <sup>th</sup> June, 2016.	No action was needed
2	Report for the actions taken on the resolutions of the 27 <sup>th</sup> meeting of the Executive Council held on 04 <sup>th</sup> June, 2016.	No action was needed
3	Report on the Action Taken by the Vice Chancellor in approving the fee structure of B.Tech. Programmes for the Session 2016-17.	Fee structure has been implemented
4	The receipt of letter no. Estab.II(i)0021/1981/161/ dated 1 <sup>st</sup> August, 2016 from Deputy Registrar (Establishment NT), University of Delhi, conveying extension of the deputation of Sh. Ram Dutt w.e.f. 15/07/2016 to 14/07/2017 to work as OSD/Controller of Examination in the Central University of Haryana on the same terms and conditions of deputation as before.	No action was needed
5	The action taken by the Vice Chancellor in signing an MOU with Center of Innovative and Applied Bioprocessing (CIAB), Mohali.	No action was needed
6	<p>(a) Report of the University Grants Commission (Minimum Qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the maintenance of standards in Higher Education) (4<sup>th</sup> Amendment), Regulations 2016 notified vide Gazette Notification dated 11<sup>th</sup> July, 2016, was reported and recorded.</p> <p>(b) Constitution of a Committee, for Screening/ Shortlisting of candidates for appointment to the teaching positions in pursuance of the said amendments to the UGC Regulations-2010.</p>	<p style="text-align: center;">-</p> <p>The Committee is working on it.</p>
7	The receipt of letter no. F.N.1-1/2013(CU)Vo.III dated 9 <sup>th</sup> June, 2016 from the University Grants Commission conveying approval for introduction of four B.Tech programmes under the School of Engineering and Technology, was reported, recorded and confirmed.	<p>Four B.Tech. Programmes have been introduced from the current academic session 2016-17. The details of the number of students admitted in each course against the intake of 60 in each course, are as below:</p> <p>C.S. &amp; Engg. – 47 Elec. Engg. – 42 Civil Engg. – 49</p>

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		P&P Tech. - 09 Total 147/240																									
7(a)	The Action taken by the Vice Chancellor in appointing Dr. Rattan Lal as full time Medical Consultant for a period of six months on a consolidated salary of Rs. 60,000/- per month against the vacant post of Medical officer, was reported, recorded and confirmed.	No action was needed																									
<b>(B) ITEMS FOR CONSIDERATION</b>																											
8	<p>Resolved that the following recommendations of the Selection Committees made in its meetings held on 23<sup>rd</sup> and 24<sup>th</sup> July, 2016 for appointment to the posts of the Registrar, Controller of Examinations, Executive Engineer and Medical Officers, be approved:-</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Post</th> <th>Candidates Selected</th> <th>Candidate in Waiting</th> <th>Date of Meeting of the Selection Committee</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Registrar</td> <td>Sh. Ram Dutt</td> <td>Dr. Dilbag Singh</td> <td>23.07.2016</td> </tr> <tr> <td>2</td> <td>Controller of Examinations</td> <td>Dr. Vipul Yadav</td> <td>Dr. S.K. Maanju</td> <td>23.07.2016</td> </tr> <tr> <td>3</td> <td>Executive Engineer</td> <td>None found suitable</td> <td></td> <td>24.07.2016</td> </tr> <tr> <td>4</td> <td>Medical Officer</td> <td>None found suitable</td> <td></td> <td>24.07.2016</td> </tr> </tbody> </table> <p>Note: Before this item was taken up for consideration, Sh. Ram Dutt, Registrar being candidate for the post of Registrar left the meeting.</p>	Sr. No.	Name of the Post	Candidates Selected	Candidate in Waiting	Date of Meeting of the Selection Committee	1	Registrar	Sh. Ram Dutt	Dr. Dilbag Singh	23.07.2016	2	Controller of Examinations	Dr. Vipul Yadav	Dr. S.K. Maanju	23.07.2016	3	Executive Engineer	None found suitable		24.07.2016	4	Medical Officer	None found suitable		24.07.2016	<p>Sh. Ram Dutt and Dr. Vipul Yadav have joined the University as Registrar and Controller of Examinations w.e.f. 24.08.2016 (A/N) and 02.09.2016 (F/N) respectively. The posts of Executive Engineer and Medical Officer are being re-advertised.</p>
Sr. No.	Name of the Post	Candidates Selected	Candidate in Waiting	Date of Meeting of the Selection Committee																							
1	Registrar	Sh. Ram Dutt	Dr. Dilbag Singh	23.07.2016																							
2	Controller of Examinations	Dr. Vipul Yadav	Dr. S.K. Maanju	23.07.2016																							
3	Executive Engineer	None found suitable		24.07.2016																							
4	Medical Officer	None found suitable		24.07.2016																							
9	Consideration of the item relating to Legal opinion on the Enquiry Committee Report regarding the entire process of selection of teachers in the Department of English and Foreign Languages of the Central University of Haryana, followed for the appointments made in the year 2013, was deferred, as the matter is subjudice.	No action was needed.																									
10	Resolved that the recommendation of the Finance Committee made in its meeting held on 22 <sup>nd</sup> August, 2016 for approval of the recommendations of the committee constituted by the Vice Chancellor to suggest purchase/procurement rules, modalities for grant of additional duties allowance to the teaching and non-teaching staff, grant of incentive to the non-teaching staff on account of working on Holidays and beyond office hours, etc., be approved.	The decisions have been notified for implementation from the date of the meeting of the Executive Council.																									
11	Consideration of the request of Sh. Pavan Duggal, Advocate, Supreme Court of India to enter into a Memorandum of Understanding regarding academic collaboration between Central University of Haryana &	Reply is awaited.																									

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	Cyber Law University without any financial commitments or inputs on the part of the University, was deferred.	
12	<p>Resolved that the recommendations of the Academic Council made at its meeting held on 27<sup>th</sup> May, 2016 for the following amendments to statutes 15 of the Statutes of the University pursuant to receipt of approval of the University Grants Commission vide letter no. F.No.1-1/2013(CU)Vo.III dated 09<sup>th</sup> June, 2016, for running undergraduate programmes in four Engineering disciplines, be approved.</p> <p><b>(i) To add the following after Sr. No. (xiv) (School of Education):</b>                      (xv) School of Engineering &amp; Technology                      (ii) The following Departments may be added after Sr. No. 50 under Statute-15 of the Statutes of the University under the School of Engineering and Technology:                      51 Department of Civil Engineering                      52 Department of Computer Science &amp; Engineering                      53 Department of Electrical Engineering                      54 Department of Printing and Packaging Technology</p>	The amendments to Statute-15 approved by the Executive Council have been submitted to the MHRD for obtaining assent of the Visitor.
13	<p>Resolved that the recommendations of the Academic Council made at its meeting held on 27<sup>th</sup> May, 2016 for the following amendments to the Ordinance XV of the Ordinances of the University, pursuant to receipt of approval of the University Grants Commission vide letter no. F.No.1-1/2013(CU)Vo.III dated 09<sup>th</sup> June, 2016, be approved.</p> <p><b>Add the following programmes after M.Ed.:</b>                      (i) B.Tech. (Civil Engineering)                      (ii) B.Tech. (Computer Science &amp; Engineering)                      (iii) B.Tech. (Electrical Engineering)                      (iv) B.Tech. (Printing and Packaging Technology)</p>	The amendments to Ordinance-XV have been sent to MHRD for submission to the Visitor.
14	<p>Resolved that the Service Agreement formats for the following Statutory Posts and other Non-teaching Staff of the Central University of Haryana, be approved.</p> <p>(1) Registrar                      (2) Controller of Examinations                      (3) Finance Officer                      (4) University Librarian                      (5) Non-teaching posts</p>	Service Agreement formats have been adopted.
15	Resolved that the proposal for admitting all pending Medical Re-imbusement Claims of University employees prior to 4/6/2016, in accordance with the decision of the Executive Council taken in its meeting held on 04/06/2016, be approved.	Implemented.
16	Resolved that the recommendation of the Finance Committee made in its meeting held on 22/08/2016 for institution of a Scholarship of Meritorious Students as	Letter has been sent to the UGC, reply to which is awaited.

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	per guidelines recommended by the Committee from the Academic Session 2016-17 with the concurrence of the University Grants Commission, be approved.	
17	Resolved that the recommendation of the Academic Council made in its meeting held on 23/08/2016 for revision of the Ordinance XV relating to Programmes leading to the award of Post Graduate Degrees/Diplomas by way of amendment to the Ordinance and amendments to Ordinance XX relating to Convocation, be approved.	(i) The revised Ordinances have been notified for implementation from the academic year 2016-17. (ii) The amendments have been sent to MHRD for submission to the Visitor.
18	Resolved that the recommendation of the Academic Council made in its meeting held on 23/08/2016 for revision of Ordinance II (Degree of Master of Philosophy (M.Phil)) in accordance with the UGC (Minimum Standards and procedure for award of M.Phil Degree) Regulations 2016 by way of amendments to the Ordinance to be implemented w.e.f. the Academic Session 2016-17, be approved.	(i) The revised Ordinance has been notified for implementation from the academic session 2016-17. (ii) The same has been sent to MHRD for submission to the Visitor.
19	Resolved that the recommendation of the Academic Council made in its meeting held on 23/08/2016 for revision of Ordinance II A (Degree of Doctor of Philosophy (Ph.D.)) in accordance with the UGC (Minimum Standards and procedure for award of Ph.D. Degree) Regulations 2016 to be implemented w.e.f. the "Academic Session 2016-17, by way of amendments to the Ordinance, be approved.	(i) The revised Ordinance has been notified for implementation from the academic session 2016-17. (ii) The same has been sent to MHRD for submission to the Visitor.
20	Resolved that a Committee, consisting of following, be constituted to revisit the draft Regulations for conduct of meetings of the Executive Council and to submit its recommendations:- 1. Prof. D.P.S. Verma, Member, Executive Council & Finance Committee 2. Dr. Mrs. Pawan Sharma, Member, Academic Council 3. Dr. Abhay Thakur, Member, Finance Committee Resolved further that the Vice Chancellor be authorized to approve the recommendations of the Committee and to report the same to the Executive Council.	The Committee is working on it.
21	Omitted	
22	Resolved that the appointment of Dr. Naval Kishore as Academic Consultant in the Department of Physics w.e.f. 15.07.2016 on contract basis for a period of six months on a consolidated salary of Rs. 75,000/- p.m. or till the post of Professor in the Department of Physics is filled up, whichever is earlier, be approved.	Implemented
23	Resolved that the following rules as recommended by the Committee Constituted by the Vice Chancellor, be approved;	The rules have been notified for implementation.

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	(i) The rules for allotment of residences in the Central University of Haryana. (ii) Standard terms and conditions for usage of University Auditorium. (iii) Rules for allotment of Accommodation to University Employees in the University Hostels.	
24	Resolved that the recommendation of the Academic Council made in its meeting held on 23 <sup>rd</sup> August, 2016 to introduce six months' Module Course in Environmental Studies in the B.Voc. Programmes and UG programmes of this University from the Academic Session 2016-17, in compliance with the order of Hon'ble Supreme Court of India conveyed by the UGC vide letter dated 24/05/2016, be approved.	The module course has been prepared and implemented in two B.Voc. programmes and is yet to be introduced in one B.Voc. and four B.Tech. courses.
25	Resolved that the recommendation of the Academic Council made in its meeting held on 23 <sup>rd</sup> August, 2016 for introduction a Certificate Course of six months' duration in the Foreign Languages like German, French, Spanish, Mandarin, Arabic etc., be approved.	The Department concerned has been intimated.
26	Resolved that the recommendation of the Academic Council made in its meeting held on 23 <sup>rd</sup> August, 2016 for introduction a Certificate Course of six months' duration in Yoga in the Central University of Haryana, be approved.  Resolved further that a Yoga teacher and a Sports Coach be appointed on contract on a consolidated salary, subject to a maximum of Rs. 25,000/- per months to be decided by the vice Chancellor on the merit of the case, be approved and the expenditure be borne out of the funds realized from the students.	A request has been made to the UGC for sanction of the posts of Yoga Instructor, Sports Coaches and Director (Sports), reply to which is awaited.
<b>Under Any other Item.</b>		
	Resolved that in order to avoid delay in appointments/promotions, the Vice Chancellor be authorized to approve the recommendations of the Selection Committees/Screening Committees for appointment/promotion to the teaching/non-teaching posts. The recommendations so approved be reported to the Executive Council.	No selection was made during the period under report.

(Sd)  
**Registrar**

**CENTRAL UNIVERSITY OF HARYANA  
MAHENDERGARH, HARYANA**

25/07/2016

**Subject: Minutes of the meeting of the duly constituted committee**

Meeting of the committee duly constituted for setting up the modalities for deciding rules and regulations for industrial projects in sponsorship mode, collaborative mode, advisory consultancy and technical consultancy was held on 25/07/2016 at 4:00 pm in the office of Dean Academics and Research.

Following members attended the meeting.

1. Prof. A. J. Varma (Chairman)
2. Prof. Nawal Kishore (Member)
3. Dr. Aditya Saxena (Member)
4. Dr. Rishi Gupta (Special Invitee)

OSD (AA) could not attend

The committee considered the proposal, deliberated upon it and resolved as under:

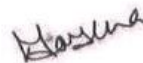
**Guidelines for sponsored Research Projects**

**1. Type of project and format for distribution of funds**

- a) Government Department/Ministry grant-in-aid (as per the rules and format of govt. funding agencies)
- b) Industry sponsored

Sr. No.	Category	Item	Share of funds (%)
1	Recurring (60%)	PI Incentive #	10
		Manpower	20
		Travel*	10
		Consumables**	10
		Contingency***	10
2	Non-recurring (20%)	Equipments/Spares	20
3	Overhead (20%)		20



c) Consultancy

Sr. No.	Category	Item	Share of funds (%)
1	Recurring (70%)	PI Incentive #	40
		Travel*	20
		Consumables**	5
		Contingency***	5
2	Non-recurring (10%)	Equipments/Spares	10
3	Overhead (20%)		20

\* Travel grant will be solely on the disposal of PI to meet any national and/or international visit or as per the agreement with Industry/Consultancy firm.

\*\* Consumables will also include sundry expenses.

\*\*\* Contingent budget head can also be used to meet the overshooting expenses under any other budget head.

# In case of PI/PI's working in a team, the amount will be shared, and the distribution pattern will be decided by the PI/PI's in consultation with the concerned colleague.

2. Submission of the project Proposal

- a) The project Principal Investigator (PI) will complete the project submission form (Annexure-I)
- b) All proposals for submission of research projects to the various funding agencies should be forwarded through the Head of the concerned Department, Dean Research and Registrar of the University, who will certify that it would be possible/not possible for the Department/Center/University to accommodate the Research Project work and staff with in the existing Laboratory pace. The PI of the proposed project shall clearly state the extra space that would be needed and HOD/Registrar of the Institute shall certify the availability/non availability of the same.
- c) The project proposal containing the financial statement ad summary of the Project along with the project submission form should be submitted to the Registrar by the Finance Branch and should be cleared within seven working days.
- d) The project proposals to all agencies must ask for a minimum of 20% overhead charges (of the total grant of the project) to the University
- e) Teaching posts should not be asked for in the project proposals. However, posts of Research Scientists, A, B and C as per the UGC pay scales, may be included in the proposals. Other posts asked in the project proposal should carry scales of pay identical to those of the corresponding posts in the University. Post(s) on a consolidate salary, not exceeding the total emoluments at the minimum of the scale of the identical posts in the University, may also be included in the budget proposal
- f) If the project is with a non-government agency, a statement on terms and conditions of the project including the right of patents and royalties must be spell out clearly
- g) If an MOU is to be signed, the exact term and conditions of the MOU, including a summary of the project, progress of the project, should be submitted to the Finance Section and Registrar.

*Full*

*M. V. S.*

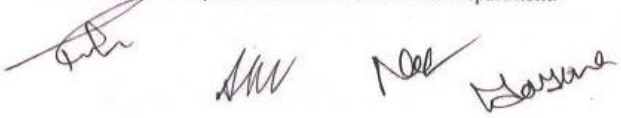
*M. V. S.*

### 3. Sanction of the Projects

- a) The letter of sanction and details of the amount sanctioned under different budget heads, duration of the Project and other terms and conditions should be communicated to the Finance Branch along with a copy of the Project, if sanctioned, after revision/changes by the funding agency. Before the start of Project PI must fill up the project initiation form. (Annexure II).
- b) The date of start of project will be the date of actual receipt of first installment of the grant sanctioned or as specified by the funding agency.
- c) The PIs of research projects may be provided with telephone extension by the University during the tenure of the Project if funds sanctioned by the funding agency exceed Rs. 25,00,000/- to facilitate smooth functioning of the project work (only one extension for each PI, irrespective of the number of Projects). The charges on shifting and installation of telephone extension, shall however be met out of the P. I. share of overhead charges.

### 4. Operation of the Projects

- a) All purchases shall be supervised and handled by a committee called the "Project Purchase Committee (PPC)" for each project consisting the PI, Co-PI, One member from the Teaching Faculty of any allied Department and One member as FO or his nominee. This committee, proposed by the PI and approved by the Registrar shall be constituted in the beginning of the Project and would serve the entire duration of the project.
  - b) All purchases should be made strictly by following General Financial Rules 2005 unless and otherwise specified by the funding agency.
  - c) All bills in respect of project (including bills for advance) will be signed by the Project in-charge and sent to the Finance Office duly completed in all respects for payment. It will be the responsibility of the Project-in-charge to see that the bills are complete in all respects and that they are in order.
  - d) Payment of bills should be made through the PI by cheques drawn in favour of the parties concerned.
  - e) In respect of salary of all part time, ad-hoc, regular, daily-wage based honorarium and consolidated salary based employees of project, it will be made by cheques in the name of the concerned employees only or by cheque to be credited to their respective bank accounts which must be mentioned on the fellowship or salary bills, duly countersigned by the concerned person and Project-in-charge.
  - f) The TA/DA in the project for field work and visits outside Haryana (in India or Abroad) or within Haryana can be paid as per rules of the University or as per guidelines of the funding agency to the PI, Co-PI and Project staff as well as Ph.D. students working on jobs related to the Project work upon approval and justification by the PI.
- Note: The Finance Office should make the University rules available to each PI in this respect.**
- g) The period spent by the PI, Co-PI and Project Staff on field work or collaborative work in another Laboratory relating to research work of the project (in India or Abroad) should be treated on duty (provided this does not affect the teaching obligation) and will need the approval by Registrar and on recommendation by the concerned Head of the Department.





h) In case the funding agency makes ad-hoc payments of the installments, the PIs may provide the break-up under different heads of the project. However, re-appropriation within different Heads, which was provided by PI himself, can be affected by the PIs with the approval of the Dean (Research) within the total overall budget given by the funding agency.

#### 5. Annual statement of Expenditure and Utilization Certificate.

The PI should prepare the statement of expenditure and utilization certificate of every project as per the time schedule prescribed by the funding agency. The same may be sent to the Finance Office within 15 days of the said date for confirmation/reconciliation for onward transmission to the funding agency, or vice-versa.

#### 6. Management of Overhead Charges

In case of industry sponsored project/consultancy, the complete overhead grant will be given to University towards the development funds. While, in case of project funded by Government agencies, from the overall overhead charges, 40 % of it will be given to the University towards the development funds. Sixty percent of the overhead charges shall be at the disposal of the PI. The funds under this head could be utilized by the PI up to six months beyond the tenure of the project. Any unspent amount from the sixty percent share of PI after this period shall be transferred to the miscellaneous account maintained by the University. The following expenses can be made by the PI from her/his share of the overhead charges:

- a) **Infrastructure:** All expenses related to Laboratory maintenance and renovation, purchase of furniture, personal computers including laptops, minor equipment costing up to Rs 50,000 and printers to be used as office equipment; repair of existing furniture, wooden work like partitions, shelves etc. flooring, making dust free rooms, water and electricity connections including labour charges, purchasing of air conditioners, invertors, voltage stabilizers, UPS and air curtains. This type of work could be assigned to the outside agencies to avoid delays. Proper procedure of inviting quotations should, however, be followed. No structural changes can be made without the consent of the Registrar and such changes can be made after certification by the University Engineering Dept.
- b) Repair and up gradation of scientific equipment, computers and peripherals, payment of annual maintenance/service contracts, purchase of minor accessories for equipment.
- c) Cost of advertisements in newspapers for project positions as well as other notices.
- d) Hiring manpower including secretarial assistance (typing/computer operator/accounting, etc.) subject to approval by the Registrar, as appropriate at University approved rates. Assistance on part time basis to Master's and Ph.D. students not getting any financial support can be provided on fixed honorarium basis not exceeding the 50% of CSIR/UGC fellowship amount after getting approval of the REGISTRAR.
- e) Expenses to meet local, domestic or international travel, hotel expenses (actual up to 100 Euro/150 USD per day), DA/per diem (in addition to Hotel Expenses),



registration fee towards participation of PI, Co-PI and project staff in Conferences/Symposia and on visits to other laboratories (in India and abroad) for discussions in collaborative research-work subject to prior approval of University.

f) Expenses to meet filing of Indian or USA or global patents or PCTs as per rules in consultation with Finance Office and after getting prior approval of Registrar.

g) Provision of communication facilities, including installation and periodical bill payment of telephone, intercom, fax and E-mail in office/Laboratory of the PI/Co-PI. In addition to above, charges on calls made from the residential telephone of PI and Co-PI or public call office and E-mail charges including cell phone charges for project work may be paid from this head up to a ceiling of Rs. 12,000 per financial year.

h) Life membership or annual membership of the academic societies directly related to the activities of the project may be claimed by PI / Co-PI.

i) Expenditure towards entertainment/hospitality/snacks/lunch etc. be allowed from the fifty percent share of the PI from the overhead grant. Due financial prudence be exercised by the PI while incurring such expenditure and PI should certify that such bills pertain to the concerned project.

j) Note: In view of the exigencies that may arise during the work in the project, which are not covered under the above provisions, the PI/Co-PI may with prior approval of Registrar and in consultation with Finance Office, meet such expenditure as may be necessary for the smooth functioning of the Project from the P. I. share of the overhead charges of the project.

#### 7. Provisions for Posts

Prior approval for all the appointments against the sanctioned posts in respect of various projects shall be obtained from Registrar. The qualifications and scales of pay/consolidated pay for all the posts will be the same as those prescribed for the corresponding posts in the University. Any relaxation will require the prior approval of Registrar. Creation of the posts of Professors, Associate Professors and Assistant Professors will not be accepted by the University.

#### *Appointments*

a) For appointments to the posts under the Project, applications should be invited after giving wide publicity regarding the vacancies.

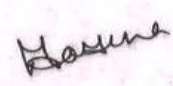
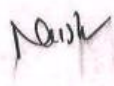
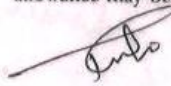
(i) The cases where the vacancies are for less than 6 months, such posts need not be advertised but should be circulated in the Departments of the University.

(ii) In cases where the vacancies are for more than 6 months but less than one year, such posts need not be advertised in the newspaper but circulated in various institutions in India including Departments of the University.

(iii) In case the posts are for more than one year, the posts should be advertised in at least one national newspaper. The post should be displayed on the website of the University for at least three weeks.

(iv) The ad-hoc appointments against different posts shall normally not continue beyond 6 months.

b) The applications will be processed by the Project-in-charge and persons will be called for interview before selection committee. Traveling allowance/ dearness allowance may be paid to the outside candidate for interview for employment in



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the project as per rules of the University from the contingency or travel head of the project provided sufficient funds are available.

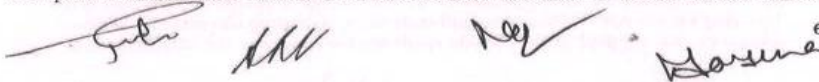
- c) There will be a Selection Committee for selection of the candidates. This committee, called the "Project Appointment Committee (PAC)", for each project shall consist of PI (Chairperson), Dean Research or his nominee, Head of the Department/Director of the Centre; Co-PI (if any) and two members of the teaching faculty of the concerned department. This committee shall be constituted in the beginning of the project by PI with the approval of Registrar and shall serve throughout the duration of the Project. The PAC shall recommend the appointments to the posts of Junior/Senior Research Fellows, Project Fellows, Research Assistants and all other Technical and non-technical staff.
- d) The appointment letters shall be issued to the selected candidates by the Project-in-charge except in the case of project in respect of which the appointment letters to the candidates are to be issued by the sponsoring bodies. A copy of the appointment letter should be sent to Registrar/Finance Office. All appointment letters should clearly indicate the terms and conditions of appointment. In case wherein approval of the funding agency is required, the appointment letters should be issued only when the clearance in writing is received from the funding agency.
- e) Appointment of the above staff will be purely on temporary basis and for the duration of the project only and the appointed staff will have no claim for regular appointment in the University on the termination of project.
- f) The staff employed in the projects will be governed by the same rules and conditions of service as applicable to temporary employees in the University from time to time except in those projects where the conditions have been laid down by sponsoring body.
- g) The leave to the members of the staff under projects will be admissible to the same extent as its admissible to the corresponding employees of the University unless the sponsors specify otherwise. The Project-in-charge will be competent to sanction leave to the extent admissible.
- h) The joining report of the selected candidates should be countersigned by the Project-in-charge and forwarded to the Registrar. A copy may be retained by the Project In charge.
- i) Such Project Fellows/Assistants whose work has been judged meritorious by the Project Appointment Committee may be allowed to draw fellowship amount that the NET qualified candidates are entitled, unless otherwise specified by the funding agency.

#### **Fixation of Pay**

The pay of employees will be fixed by the Project-in-charge at the minimum of the scale of pay. If, however, a higher initial pay is to be given for reasons to be recorded, the PAC may recommend not more than five advance increments for the approval of the REGISTRAR. Rates of fellowship approved by the various sponsoring bodies may be paid to Research Fellows employed in Research Projects.

#### **Settlement of bills**

- a) The payment of bills and clearance of accounts is one of the most important aspects of smooth running of Projects. If Finance Office has procedural objections to a bill, it should be returned to the PI in a week's time. Bills which are in order should be cleared and the whole process including the issue of cheques should be completed within three weeks of submission of the bills. If the bill is not settled



within three weeks from the date of submission, PI should report to the REGISTRAR.

b) If any note-sheets/bills of purchase are sent to the Finance Office, concerned branch should acknowledge the receipt of note- sheets/bills.

**Maintenance of Stock Registers**

a) Each project should have separate stock register for assets, accession, consumable and non-consumable articles.

b) Separate account should be opened for each article purchase on separate page with full particulars unless the transactions in respect of articles are small in number, in which case a page may be utilized for recording receipts and issue for more than one article provided the accounts in respect of different articles are not mixed up on that page.

c) All entries in the stock book should be initialed by the Project-in-charge.

d) Physical verification of stock should be conducted at least once in a year; the result thereof should be reported to the Finance Officer.

e) Equipments purchased specifically for each project will be the property of the University on the termination of the project unless the sponsoring body desire otherwise.

**8. Interim progress and accounts reports of the Project**

The PI should prepare the Progress report along with the settlement of accounts which should be submitted to the concerned official in Finance Office looking after the project who would verify it within a week of submission of the accounts. On verification, the reports and accounts with a forwarding letter should be returned to the PI for onward transmission to the funding agency. Any minor discrepancy should be solved mutually. In case of any major discrepancy, the PI should approach the REGISTRAR to get the matter sorted out.

**9. Final Technical, Fiscal report of the Project**

Closure of the project should be done within six months of the completion of the project. The final technical and fiscal report should be prepared by the PI in accordance with the requirements of the funding agency and submitted to the Finance Branch for verification of the financial aspects and any discrepancy should be immediately removed by mutual discussions. In case of any major problems, the PI should approach the REGISTRAR.

**10. Closing of the projects**

a) Statement of final accounts showing the year-wise receipts and expenditure and a list of articles (consumables and non-consumables) left over at the time of termination of the project and purchased out of the project funds should be sent in triplicate to the Finance Office in the prescribed Performa (Annexure-III) and verified by the Internal Audit Officer of the University. These articles may be transferred to the Department stock register except where the sponsoring bodies do not allow the Department to retain the articles without paying them the book

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value of the articles. In case the Department does not want these articles, the same will be auctioned through the Engineer's office.

b) The list will be given to Head of the Department for entering the permanent assets in the stock register of the Department within four weeks of the submission of the list. After entry into the Stock Register of the Department, the list with proper entry of the pages of the stock register in the Performa to be supplied by the Finance Branch should be sent to Internal Audit Office for verification. It is mandatory for the Department to enter all items in stock register and to reissue them to the teacher concerned for his research and to take back into the stores the items the PI does not want to use. It is also mandatory for the Head of the Department to move the papers for writing off of any items which none of the teachers of the Department is willing to take and has been returned to the stores from the project.

c) The PI and Head of the Department should ensure that all pieces of equipment which are obsolete/beyond repair are written off after following due process. The PIs/teachers should give this in writing as soon as situation arises. In case of any missing item/component of the items falling under this category, the cost to be recovered from the PI/Teachers (when he needs no dues certificate) will be decided by REGISTRAR in consultation with Head of the Department and Finance Officer.



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**CENTRAL UNIVERSITY OF HARYANA  
PROJECT SUBMISSION FORM**

(Enclose Two Copies of the Project Proposals with this form)

1. Name of the Investigator
2. Designation
3. Date of Birth
4. Department/Center/Institute
5. Name of the Co-Investigator
6. Designation
7. Date of Birth
8. Department/Center/Institute
9. Title of the project
10. Tentative Duration of the Project  
From: To:
11. Funding Agency
12. Details of Funding requested:
  - a. Salaries
  - b. Consumables
  - c. Equipment
  - d. Contingency
  - e. Overhead –(20 % of the total cost of the project)
  - f. Total funds requested
13. Requirement from the University
  - a. Space
  - b. Funding
14. a. Total no. of ongoing projects with the PI  
b. Total no. of projects completed by the PI

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15. Details of completed projects (In the last 5years)

- a. Title of the project
- b. Funding agency
- c. Total grant of the Project
- d. Date of the commencement
- e. Date of Completion
- f. Project closure Yes / No

16. Details of ongoing projects (In the last 5years)

- a. Title of the project
- b. Funding agency
- c. Total grant of the Project
- d. Date of the commencement
- e. Date of Completion

We certify that no civil/electrical modifications shall be carried out without the express permission of the University Engineering Department and the PVC/DSC. We will follow the norms for the operation of the projects framed from time to time by the Research Project Advisory Committee:

Signature of the Investigator: Date:

Signature of the Co – Investigator: Date:

Name: Head of the Department/Director of Center/Institute

Signature:

Date:

Seal

Notes:

1. Faculty member should be allowed to work as a Project-in-charge (PI) only up to the age of Superannuation i.e. 65 years.
2. "When a PI attains the age of <sup>65</sup> years, then all documents/bill/utilization certificates etc. retaining to his/her project should be signed by both i.e. PI as well as the Co-PI (a permanent teacher of the Department). The Co-PI will be responsible for all the assets, pending advances and subsequent transactions under the project".
3. "The PI should stop signing all the financial documents at least six months before the due date of his/her superannuation in order to facilitate issuance of No Dues Certificates to him".
4. "No Project proposal should be forwarded by the University to the funding agency if two or more tenure expired projects are pending for closure by the concerned PI.

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**CENTRAL UNIVERSITY OF HARYANA  
PROJECT INITIATION FORM**

(Enclose Two Copies of the Project Proposals with this form)

1. Name of the Investigator
2. Designation
3. Date of Birth
4. Department/Center/Institute
5. Name of the Co-Investigator
6. Designation
7. Date of Birth
8. Department/Center/Institute
9. Title of the project
10. Tentative Duration of the Project      From:                      To:
11. Funding Agency
12. Details of Funding Sanctioned:
  - a. Salaries
  - b. Consumables
  - c. Equipment
  - d. Contingency
  - e. Overhead -(20 % of the total cost of the project)
  - f. Total funds requested
13. Requirement from the University
  - a. Space
  - b. Funding
14. a. Total no. of ongoing projects with the PI  
b. Total no. of projects completed by the PI

The bottom of the form features several handwritten signatures and initials. On the left, there are three distinct signatures. In the center, there is a signature that appears to be 'Haryana'. On the right, there is a small number '11'.



15. Details of completed projects (In the last 5years)

- a. Title of the project
- b. Funding agency
- c. Total grant of the Project
- d. Date of the commencement
- e. Date of Completion

f. Project closure

Yes /  
No

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of ongoing projects (In the last 5years)

- a. Title of the project
- b. Funding agency
- c. Total grant of the Project
- d. Date of the commencement
- e. Date of Completion

We certify that no civil/electrical modifications shall be carried out without the express permission of the University Engineering Department and the PVC/DSC. We will follow the norms for the operation of the projects framed from time to time by the Research Project Advisory Committee:

Signature of the Investigator:

Date:

Signature of the Co – Investigator:

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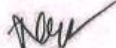
**CENTRAL UNIVERSITY OF HARYANA**  
**FORMAT FOR CLOSURE OF RESEARCH PROPOSALS**  
(Submit 5 copies)  
Closure of the Terminated/Completed Project entitled " \_\_\_\_\_ "

The above noted project has terminated/completed on \_\_\_\_\_, the relevant details of the project are being given.

1. Name of Investigator
2. Designation
3. Department/center
4. Name of the Co-Investigator
5. Designation
6. Department/Center
7. Title of the Project
8. Duration of the Project Date of commencement Date of completion  
From To
9. Funding agency
10. Total funds received including salaries without overhead charges
11. Total overhead charges received
12. Whether the final accounts of the completed projects for all the years have been submit closed. If not, reasons thereof.
13. Amount of the unspent balance
14. Whether the unspent balance is to be returned to the sponsoring body.
15. Whether the certificate of „no liability“ against the project to enable the University to refund the unspent balance, if any, to the sponsoring body is enclosed or not. If not, reasons thereof.



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16. Whether the final Technical Report of the project for onward transmission to the sponsoring body, is enclosed or not. If not, reasons thereof:

17. List of non-consumable articles

S.No.	Item(s)	Date of Purchase	Cost at time of Purchase	Present Condition	Whether transferred to the Department Details thereof

18. Whether all the advances have been rendered and reconciled with the Finance Office. If not, reason thereof:

Signatures of the Investigator :

Signatures of the Co-Investigator(if any) :

Name: Head of the Department/Director of Centre/Institute :

Signature :  
Seal :

*M. V. V. V.*  
25/7/16

*[Signature]*

*[Signature]*

*[Signature]*

REPORTENQUIRY COMMITTEE

An Enquiry Committee comprising of the following Members met on 24-25 October, 2016 to examine the enactment and implications of Mahasweta Devi's story 'Draupadi' on the CUH campus on 21.08.2016:

- 1) Prof. Sukhbir Kaushik, Professor Emeritus, Department of English, Osmania University, Hyderabad - Chairman
- 2) Prof. Kuldip Chand Agnihotri, Vice Chancellor, C.U., Himachal Pradesh
- 3) Prof. Malashri Lai, Former Head, Department of English and Dean of Colleges, D.U
- 4) Prof. Amar Singh, Academic Consultant, CUH
- 5) Prof. Umed Singh, Academic Consultant, CUH
- 6) Sh. O.P. Yadav, Founder Director, RPS Education Society
- 7) Prof. Vijay Kumar, Department of History, MDU, Rohtak - Special Invitee

Prof. Kuldip Chand Agnihotri and Prof. Malashri Lai could not attend the meeting.

The committee found out from the screening of the enactment that:

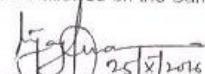
1. There was no deviation from the main text and there was no addition to and subtraction from the original narration. The Committee found nothing wrong with the dramatization of the story in respect of tempering with the original version.
2. However, the Committee felt that the occasion for performance was wrongly decided and emanated from the organisers' inattentiveness to the Uri incident.
3. The Committee also found that the Epilogue which was read out subsequent to the performance by Dr. Snehsata of Department of English and Foreign Languages was irrelevant and totally unwanted. It had no connection whatsoever with the text of the story. It seemed as if Dr. Snehsata had a personal intent in the exposition of the Epilogue.
4. The Committee felt that the dramatization of the story at a time when the whole nation was charged with emotions over the Uri killings of 18 soldiers caused public furore and led to the public protests to uphold the dignity and integrity of our Army soldiers.
5. The Committee even found that the Epilogue seemed to create a kind of dissension among the students in particular and the public in general. It was

because the sacrifices of our Army soldiers to save the country from external and internal dangers cannot be underrated and compromised in any way.

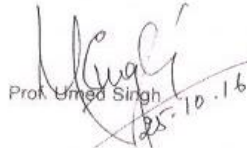
6. In all, the Committee felt that the performance could have been postponed to another convenient date and the Epilogue could have been avoided due to its utter irrelevance to the story or performance.
7. The Committee felt that there was a mistake on the part of the organisers and coordinators to have the play enacted in the backdrop of the ghastly Uri incident and to have allowed Dr. Snehsata the reading of the Epilogue subsequent to the performance. However, the organiser Dr. Sanjiv Kumar and Coordinator Dr. Manoj Kumar have unequivocally registered their regret and apology orally as well as in writing. They can, therefore, be absolved of the mistake by serving them a warning against future repetition of such incidents.
8. The Committee is of the view that Dr. Snehsata who wrote and read out the Epilogue should be warned against such interventions in a general, departmental or university programme.
9. The Committee felt that the teachers committed this mistake inadvertently first time, perhaps without sensing the gravity and consequences of the incident. They can, therefore, be treated with a little leniency this time. If any such repetition occurs and these people are associated with it again, a strict disciplinary action should be taken against them.

**SUGGESTIONS:**

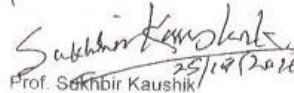
The committee suggests that the University constitute a Central Committee/Body to examine all the presentations, performances, lectures or any other events prior to their exposure in public. It should be made mandatory for anyone who ever wants to present an event at the University Campus to submit the script/manuscript in advance to the Committee and seek its approval. The Committee would decide whether the submitted script/manuscript should be allowed or not in the University in the interest of the students and public at large. No presentation/performance should be allowed on the Campus without the due permission of the Committee.

  
25/8/2016  
Prof. Vijay Kumar

  
O.P. Yadav

  
25.10.16  
Prof. Umesh Singh

  
25.10.16  
Prof. Amar Singh

  
25/10/2016  
Prof. Sekhbir Kaushik

## ORDINANCE-XXI

### Qualifications, Appointment, Emoluments and other Terms and Conditions of Service of Vice-Chancellor

[See Section 11, and Statutes 2 and 3]

#### 1. Qualifications:

For appointment as Vice-Chancellor of the University, the person should possess the highest level of competence, integrity, morals and institutional commitment. He/she should be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in a reputed research and/or academic/administrative organisation.

#### 2. Appointment:

- (i) The Vice-Chancellor shall be appointed by the Visitor from out of a panel recommended by a Committee as constituted under clause 2(ii);

Provided that if the Visitor does not approve any of the persons included in the panel, he/she may call for an extended fresh panel from the committee so constituted.

- (ii) The Committee referred to in clause 2(i) shall consist of five persons, out of whom three shall be nominated by the Executive Council and two by the Visitor, and one of the nominees of the Visitor shall be the convener of the Committee:

Provided that none of the members of the Committee shall be an employee of the University or a College or an Institution maintained by the University or a member of any authority of the University.

- (iii) The Vice-Chancellor shall be a whole-time, salaried officer of the University.

- (iv) The Vice-Chancellor shall hold office for a term of five years from the date on which he/she enters upon his/her office, or until he/she attains the age of seventy years, whichever is earlier, and he/she shall not be eligible for re-appointment:

Provided that notwithstanding the expiry of the said period of five years, he/she shall continue in office until his/her successor is appointed and enters upon his/her office:

Provided further that the Visitor may direct the Vice-Chancellor after his/her term has expired, to continue in office for such period, not exceeding a total period of one year, as may be specified by him/her.

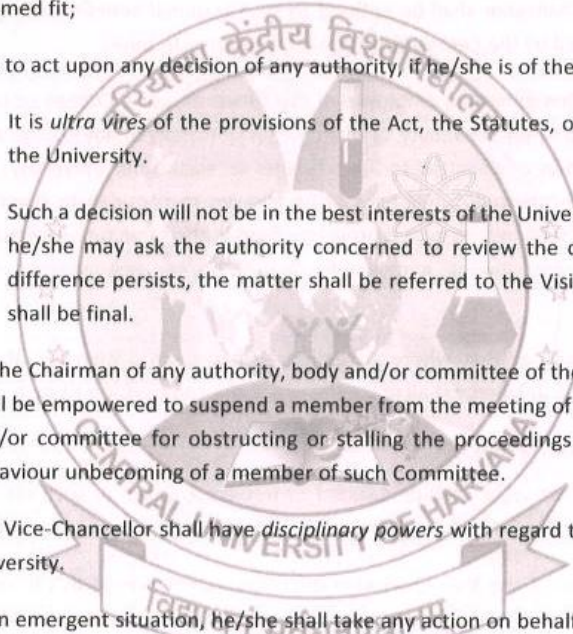
### 3. Powers and Duties

- (i) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.
- (ii) The Vice-Chancellor may, if he/she is of the opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority at its next meeting the action taken by him/her on such matter:

Provided that if the authority concerned is of the opinion that such action ought not to have been taken, it may refer the matter to the Visitor whose decision thereon shall be final:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to represent against such action to the Executive Council within three months from the date on which decision on such action is communicated to him/her and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

- (iii) The Vice-Chancellor, if he/she is of the opinion that any decision of any authority of the University is beyond the powers of the authority conferred by the provisions of the Act, the Statutes or the Ordinances of the University or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor whose decision thereon shall be final.
- (iv) The Vice-Chancellor shall be *ex officio* Chairman of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees and at meetings of the Court.
- (v) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he/she is a member of such authority or body.
- (vi) It shall be the duty of the Vice-Chancellor to see that the Act, the Statutes, the Ordinances, and the Regulations of the University are duly observed and he/she shall have all the powers necessary to ensure such observance.

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- (vii) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he/she may delegate any such powers to such person or persons as he/she deems fit.
- (viii) The Vice-Chancellor shall have the power to convene, or cause to be convened, the meetings of the Executive Council, the Academic Council, and the Finance Committee.
- (ix) To appoint Deans, Heads, Proctor, Dean of Students' Welfare, Provost, and Wardens, etc., except the Pro-Vice-Chancellor.
- (x) To delegate such powers and duties for day-to-day work to such person(s) as deemed fit;
- (xi) Not to act upon any decision of any authority, if he/she is of the opinion that:
- It is *ultra vires* of the provisions of the Act, the Statutes, or the Ordinances of the University.
  - Such a decision will not be in the best interests of the University. In either case, he/she may ask the authority concerned to review the decision, and if any difference persists, the matter shall be referred to the Visitor, whose decision shall be final.
- (xii) As the Chairman of any authority, body and/or committee of the University, he/she shall be empowered to suspend a member from the meeting of the authority, body and/or committee for obstructing or stalling the proceedings or for indulging in behaviour unbecoming of a member of such Committee.
- (xiii) The Vice-Chancellor shall have *disciplinary powers* with regard to employees of the University.
- (xiv) In an emergent situation, he/she shall take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.
- (xv) He/she shall be empowered to allocate responsibilities and to audit the performance of officers, faculty members and staff against the expected standards.
- (xvi) He/she shall exercise all administrative and financial powers considered necessary for smooth and efficient functioning of the University.
- (xvii) He/she shall pass such orders and take such measures that are necessary to implement any of the above powers and duties.



- (xviii) He/she shall be empowered to appoint/engage members of teaching and non-teaching employees possessing necessary qualifications for a period not exceeding one year to meet the urgent requirement of the University.

#### 4. Emoluments

- (i) The Vice-Chancellor shall be paid a monthly salary and allowances, other than house rent allowance, at the rates fixed by the Central Government from time to time and he/she shall be entitled, without payment of rent, to use a furnished residence throughout his/her term of office and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence.
- (ii) The Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Central Government from time to time:

Provided that where an employee of the University, or a College or an Institution maintained by the University, or of any other University or any College or Institution maintained by or admitted to the privileges of, such other University, is appointed as the Vice-Chancellor, he/she may be allowed to continue to contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as the Vice-Chancellor:

Provided further that where an employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme.

#### 5. Other Terms & Conditions

- (i) The Vice-Chancellor shall be entitled to travel allowance at such rates as may be fixed by the Executive Council.
- (ii) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he/she is unable to perform his/her duties due to ill-health or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor:

Provided that if the Pro-Vice-Chancellor is not available, the senior-most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office or the existing Vice-Chancellor resumes the duties of his/her office, as the case may be.

#### 6. Amenities

- (i) The Vice-Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.

- (ii) The Vice-Chancellor shall be entitled to the facility of a free official car. He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence.
- (iii) The Vice-Chancellor shall be entitled to one cook and two attendants at his/her residence (for all 24 hours of the day).

#### 7. Leave

- (i) The Vice-Chancellor shall, during the tenure of his/her office, be entitled to leave on full pay at the rate of 30 days in a calendar year. The leave shall be credited to his/her account in advance in two half yearly instalments of 15 days each on the first day of January and the first day of July every year.

*Provided that if the Vice-Chancellor assumes or relinquishes the charge of the Office of the Vice-Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed months of service.*

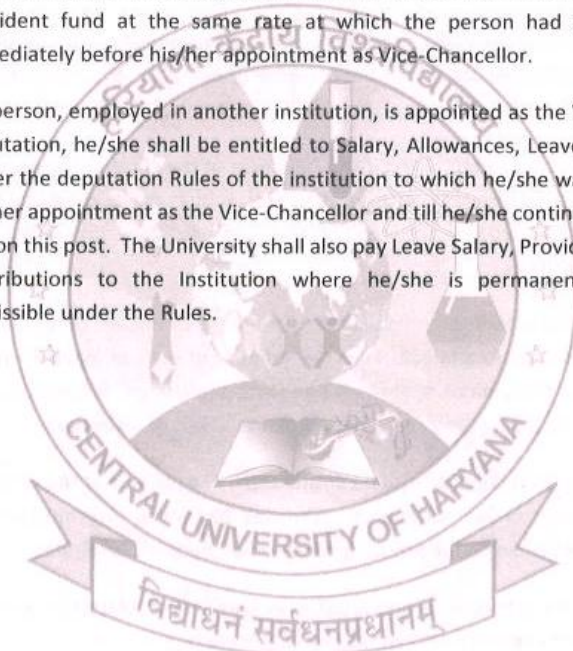
- (ii) The leave at the credit of the Vice-Chancellor at the close of the previous half-year shall be carried forward to the new half year, subject to the condition that the leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
- (iii) The Vice-Chancellor, on relinquishing the charge of his/her office, shall be entitled to the leave salary admissible for the number of days of leave on full pay due to him/her at the time of his/her relinquishing the charge, subject to a maximum of 300 days, including the encashment benefit availed of elsewhere.
- (iv) The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. The half pay leave may also be availed of as Commuted Leave on full pay on production of medical certificate:

*Provided that when such commuted leave is availed of, twice the amount of half pay leave shall be debited against the half pay leave due.*

- (v) The Vice-Chancellor shall also be entitled to avail himself/herself of Extra-Ordinary Leave without pay for a period of upto three months during the entire term of five years, either on medical ground or otherwise.
- (vi) When the Vice-Chancellor wishes to avail himself/herself any kind of leave, he/she shall intimate the same to the Chancellor:

*Provided that if the Vice-Chancellor goes abroad, an intimation in this regard shall also be sent to the Ministry of Human Resource Development. This shall be reported to the Executive Council at its next meeting.*

- (vii) In the case of any absence of the Vice-Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.
- (viii) Where an employee of the University is appointed as the Vice-Chancellor, he/she shall be allowed to avail himself/herself of any Leave at his credit before his/her appointment as the Vice-Chancellor, and, in the event of his/her re-joining the old post, he/she shall be entitled to carry back the leave at his/her credit to the new post.
- (ix) He/she may be allowed to contribute to the provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as Vice-Chancellor.
- (x) If a person, employed in another institution, is appointed as the Vice-Chancellor on deputation, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary as per the deputation Rules of the institution to which he/she was entitled prior to his/her appointment as the Vice-Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension contributions to the Institution where he/she is permanently employed, as admissible under the Rules.



**ORDINANCE-XXII****Qualifications, Appointment, Emoluments and other Terms and Conditions of Service of the Finance Officer**

[See Section 15 of the CU Act, 2009 and Statute 7 of the CUH Statutes]

**1. Qualifications**

The qualifications for the post of Finance Officer shall be as specified in the Cadre Recruitment Rules, framed by the Executive Council (Ordinance.....)

**2. Appointment**

- (i) The Finance Officer shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose, for a term of five years and shall be eligible for re-appointment.
- (ii) He/she shall be placed in the scale of pay as prescribed by the University Grants Commission and adopted by the Executive Council from time to time.
- (iii) If he/she is appointed on a deputation basis from an organisation/Accounts/Audit service/Cadre, his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.
- (iv) He/she shall retire on attaining the age of sixty-two years.
- (v) Where an employee of the University or any other Institution/Government and its organisation is appointed as Finance Officer, he/she shall continue to be governed by the same provident fund and pension schemes, to which he was entitled prior to his appointment as Finance Officer, and till he/she continues to hold his/her lien on that post.
- (vi) If the services of the Finance Officer are borrowed from Government or any other organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
- (vii) A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
- (viii) When the office of the Finance Officer falls vacant or when he/she is, by reason of illness, absence or any other cause, unable to perform his/her duties, the Vice-Chancellor may assign his/her work to any other officer, as he may deem fit.

**3. Emoluments and Entitlements**

- (i) The Finance Officer shall be placed in the scale of the pay as prescribed by the UGC and adopted by the Executive Council from time to time.

- (ii) The Finance Officer shall be entitled to unfurnished residential accommodation for which he shall pay the prescribed license fee as also free telephone facility.
- (iii) The Finance Officer shall be entitled to such leave, allowances, provident fund and other terminal benefits as prescribed by the University from time to time for its non-teaching staff.
- (iv) The Finance Officer shall be entitled to the facility of a staff car for the journeys between the office and his/her residence.

**4. Responsibilities and Duties**

The Finance Officer shall:

- (i) Exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
- (ii) Hold and manage the property and investments of the University including trust and endowed property;
- (iii) Ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
- (iv) Be responsible for the preparation of annual accountants and the budget of the University and for their presentation of the Executive Council;
- (v) Keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (vi) Watch the progress of the collection of revenue and advise on the methods of collection employed;
- (vii) Ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking of equipment and other consumable materials in all-offices, Departments, Centres and Specialized Laboratories is conducted;
- (viii) Bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against the person(s) at fault;
- (ix) Call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University; any information or returns that he may consider necessary for the performance of his duties;
- (x) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money; and
- (xi) Perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.

**ORDINANCE-XXIII****Qualifications, Appointment, Emoluments and other Terms and Conditions of Service of the Controller of Examinations**

[Section 16; Statute 8]

**1. Qualifications**

The qualifications for the post of Controller of Examinations shall be as specified in the Cadre Recruitment Rules framed by the Executive Council (Ordinance-XVIII).

**2. Appointment**

- 1) The Controller of Examinations shall be (a whole-time salaried officer) appointed on the recommendation of a Selection Committee constituted for the purpose, for a term of five years and shall be eligible for re-appointment. He/she shall be placed in the scale of pay as prescribed by the University Grants Commission and adopted by the Executive Council from time to time.
- 2) The Controller of Examinations shall retire on attaining the age of sixty-two years.
- 3) Where an employee of this University or any other Institution/Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same provident fund and pension scheme, to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.
- 4) The terms and conditions of service of the Controller of Examinations shall be such as prescribed by the Executive Council from time to time.
- 5) If the services of the Controller of Examinations are borrowed from a Government or any other organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
- 6) When the office of the Controller of Examinations falls vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform his/her duties, the Vice-Chancellor may assign the work to any other person as he may deem fit.
- 7) The Controller of Examinations, on deputation, may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.

**3. Emoluments and Entitlements**

- (i) The Controller of Examinations shall be placed in the scale of the pay prescribed by the UGC and adopted by the Executive Council, from time to time.
- (ii) The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he/she shall pay the prescribed license fee as also free telephone facilities.
- (iii) He/she shall be entitled to such leave, allowances, provident fund and other terminal benefits as prescribed by the University, from time to time, for its non-teaching staff.
- (iv) He/she shall be entitled to the facility of a staff car between the office and his/her residence.

#### 5. Responsibilities and Duties

- (a) Subject to the provisions of the Act, Statutes and Ordinances, the Controller of Examinations shall perform the duties related to the arrangements for the conduct of examinations, declaration of results, issue of marks sheets and degree certificates, etc.
- (b) He/she shall be responsible for implementing the Scheme of National Academic Depository (NAD) in accordance with the directions from the Union Ministry of Human Resource Development.
- (c) He/she shall arrange the holding of Annual and Special Convocations of the University, in consultation with the Vice-Chancellor.
- (d) He/she shall attend to the students' complaints and grievances pertaining to the examination matters and ensure their timely redressal.
- (e) He/she shall perform such other duties and functions as may be assigned to him/her, from time to time, by the Executive Council and/or Vice-Chancellor.

## ORDINANCE-XXIV

### Qualifications, Appointment, Emoluments and other Terms and Conditions of Service of the Librarian

[Section 17, Statute 9]

#### 1. Qualifications

The qualifications for the post of Librarian shall be as specified in the Cadre Recruitment Rules framed by the Executive Council (Ordinance-XVIII).

#### 2. Appointment

1. The Librarian shall be a whole-time salaried officer of the University appointed on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as prescribed by the University Grants Commission and adopted by the Executive Council from time to time:

2. Provided that if the Librarian is appointed on deputation basis from any organisation his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs:

Provided further that the Librarian shall retire on attaining the age of sixty two years.

3. Where an employee of the University or any other Institution/Government Department/organisation is appointed as Librarian, he/she shall continue to be governed by the same provident fund and pension schemes, to which he was entitled prior to his appointment as Librarian, and till he/she continues to hold his/her lien on that post.

4. The terms and conditions of service of the Librarian shall be such as prescribed for other non-teaching employees of the University.

5. If the services of the Librarian are borrowed from Government or any other organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

6. When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

7. A Librarian on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice Chancellor.

#### 3. Emoluments and Entitlements



- (i) The Librarian shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also free telephone facilities.
- (ii) The Librarian shall be entitled to such Leave, Allowances, Provident Fund and other terminal benefits as prescribed by the University from time to time for its non-teaching staff.

**8. Responsibilities and Duties**

The Librarian shall take all necessary steps for:

- i) Acquiring, organising, managing and distributing the library resources and ensuring that the library meets the needs of all its users;
- ii) Selecting, developing, cataloguing and classifying library resources;
- iii) Using library systems and specialist computer applications;
- iv) Managing of staff training and/or supervisory duties;
- v) Managing budgets and resources;
- vi) Supporting independent research and learning;
- vii) Developing Information Technology facilities in the Library;
- viii) Assisting readers to use computer equipment and conduct Library searches;
- ix) Promoting the library's resources to users; and
- x) Any other responsibility or work entrusted to the Librarian by the Executive Council/Vice-Chancellor from time to time.

**9. Other Terms and Conditions**

The Librarian shall exercise such other powers and perform such duties as may be delegated or assigned to him/her by the Executive Council and/or the Vice-Chancellor.

## ORDINANCE-XXV

### Appointment, Honorarium, Powers and Functions of Proctor

[Statute-28(2)]

#### A. Appointment

1. The Proctor shall be an officer of the University and shall be appointed by the Executive Council from amongst the Professors and Associate Professors of the University, on the recommendation of the Vice-Chancellor.
2. The Proctor shall be appointed for a period of three years and shall be eligible for re-appointment.
3. The Proctor shall be assisted by Deputy Proctor(s) and Assistant Proctor(s), appointed by the Vice-Chancellor.

#### B. Honorarium and Amenities

1. The Proctor shall be entitled to such honorarium, allowances and amenities as the Executive Council may approve, from time to time.
2. The Proctor shall be entitled to a free telephone at his/her residence.
3. The Deputy Proctor(s) and Assistant Proctor(s) shall be entitled to such honorarium and allowances as the Executive Council may approve from time to time. They shall be reimbursed their telephone bills, limited to only one telephone each to the extent as approved by the Vice-Chancellor.

#### C. Duties and Powers

1. The Proctor shall assist the Vice-Chancellor in matters relating to the maintenance of discipline among the students of the University.
2. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
3. The Proctor shall:
  - (i) Monitor the disciplinary climate prevailing in the student community;
  - (ii) Take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling any act of any individual or collective indiscipline;
  - (iii) Collect relevant facts about any incident of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring student(s). Whenever considered necessary, the Proctor shall place the

relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and

- (iv) Issue all orders relating to disciplinary proceedings against students.
  - (v) Maintain liaison with the District Administration in matters regarding the law and order situation in the University Campus.
4. The Proctor shall have the power:
- (i) To institute or suspend proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
  - (ii) To suspend or gate a student up to a maximum period of thirty days;
  - (iii) To impose fine as prescribed from time to time; and
  - (iv) To record adverse entry in the Character Certificate to be issued to the student at the time of leaving the Department/University in regard to misbehaviour, misconduct, indiscipline, etc. committed by him/her.
5. The Proctor shall perform such other functions, and exercise such other powers, as the Vice-Chancellor may assign or delegate to him/her from time to time.

**ORDINANCE-XXVI****Machinery for Redressal of Grievances of Employees & Students**

[See Section 28(n) of the CU Act, 2009]

1. The University shall set up a machinery for redressal of grievances of its teaching and non-teaching employees and students, and shall constitute Grievance Redressal Committee in the manner provided hereunder.

**Explanations:**

- a) 'Student' means any student who is registered for a programme of study in any School/ Centre/Department of the University.
  - b) 'Employee' means any person appointed by the University and shall include teachers and other employees of the University.
2. The Grievances Redressal Committees shall observe the following rules:
    1. It shall make the campus community fully aware of the grievance-redressal machinery.
    2. Every grievance or complaint from any student or employee shall be registered and acknowledged.
    3. If a final decision is not possible within a fortnight, an acknowledgement shall be sent to the complainant along with an indication as to when he/she can expect a final reply.
    4. A grievance shall ordinarily be disposed of within three months.
    5. The officer nominated by the Vice-Chancellor and the person responsible for addressing the grievance shall make himself/herself available to hear the grievances personally, at least once a week at fixed timings.
    6. He/she shall take decisions on the grievance which are pending for more than three months. Any aggrieved person who is not satisfied with the redressal can approach the Vice-Chancellor for a decision.
  3. There shall be Grievance-Redressal Committees, the composition of which shall be as given below:

**(A) Students' Grievance-Redressal Committee**

1. A person nominated by the Vice-Chancellor - Chairman
2. Three representatives of Students' Council to be nominated by the Dean, Students' Welfare - Members
3. Three nominees of the Vice-Chancellor - Members
4. The Dean of Students' Welfare (*Ex-officio*) - Member-Secretary.

5. Dean of the School, or in his absence, the Head of the Department concerned - Special Invitee

**(B) Teachers' Grievance-Redressal Committee**

1. The Vice Chancellor or his/her nominee - Chairman
2. Five representatives from the teaching staff representing Gender, Minority, Scheduled Castes, Scheduled Tribes, Other Backward Classes, to be nominated by the Vice-Chancellor
3. A nominee of the Vice-Chancellor - Member-Secretary

**(C) Non-Teaching Employees' Grievance-Redressal Committee**

1. A person nominated by the Vice-Chancellor - Chairman
2. Five representatives from the non-teaching staff, representing Gender, Minority, Scheduled Castes, Scheduled Tribes, Other Backward Classes, to be nominated by the Vice-Chancellor.
3. The Registrar or his nominee  
(of the rank of at least Dy. Registrar or Assistant Registrar) - Member-Secretary

**4. Powers and Functions of the Grievance-Redressal Committees**

- (i) To entertain written and signed complaints and petitions of the students, teachers and non-teaching employees, in respect of matters directly affecting them individually or as a group;
- (ii) To enquire into the grievances, and make recommendations and report to the authority concerned, for redressal, or suitable action; and
- (iii) To recommend appropriate action against the complainant, if allegations made in the documents are found to be frivolous, false or mischievous.

## ORDINANCE-XXVII

### Qualifications, Appointment, Honorarium and other Terms and Conditions of Service of Visiting Professor

[See Section 6(xvi), Statute 12(xviii)]

1. A Visiting Professor should be a Scholar of Eminence in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University system, may be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum shall be three months.
3. The University may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Professor should not be appointed as a Visiting Professor in the University if he/she was holding the post immediately before or after superannuation.
5. If a superannuated person is appointed as a Visiting Professor, the honorarium payable excluding any superannuation benefits.
6. A person appointed as Visiting Professor from outside the country shall be paid an honorarium determined by the EC of the University.
7. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University shall also contribute towards pensionary benefits or CPF/GPF as per rules.
8. It is expected that when a serving person is appointed as a Visiting Professor, the parent University would give him/her duty leave without pay.
9. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. A Visiting Professor may be paid travel expenses within India in accordance with the rules of the University.
10. A modest Guest House accommodation shall be provided free of charge by the University, but food charges shall be borne by the Visiting Professor.
11. A Visiting Professor shall be granted leave for attending meetings, seminars, selection committee meetings, UGC Committees and NAAC meetings/visits.

## ORDINANCE-XXVIII

### **Qualifications, Appointments, Honorarium and other Terms and Conditions for Visiting Fellow**

[See Section 6(xvi), Statute 12(xviii)]

1. A Visiting Fellow should be a Scholar of Eminence in his/her subject.
2. A superannuated person up to the age of 70 years may also be considered for appointment as Visiting Fellow. The period should not be less than a week and not more than three months.
3. The Visiting Fellow may be paid daily allowance not exceeding Rs. 3,000/- per day for visits up to one month or as amended by the Executive Council from time to time. For visits beyond one month, the rate may be as in the case of Visiting Professor.
4. Travel expenses may be met in accordance with the rules of the University.
5. The parent institution shall grant duty leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
6. The university shall provide accommodation to the Visiting Fellow in the University Guest House, free of charge, but food charges would be borne by the Visiting Fellow.
7. The same person may not be invited as Visiting Fellow more than once in a year, but the period of three months can be split up as desired by the University within the period of one year.

