MINUTES

65th Meeting of the Executive Council

Dated: 26-09-2025

The 65th meeting of the Executive Council of the Central University of Haryana was held on Friday, September 26, 2025 at 11:30 AM in the Central University of Haryana, Mahendergarh.

The following members attended the meeting:

1.	**Prof. (Dr.) Tankeshwar Kumar**	-	**Chairman**
2.	Prof. Pawan Kumar Sharma	-	Member
3.	Prof. (Retd.) Suhas Pednekar	-	Member
4.	Prof. Narendra Bahadur Singh	-	Member (Joined via Video Conference)
5.	Prof. Ashu Rani	-	Member (Joined via Video Conference)
6.	Prof. R.K. Gupta	-	Member
7.	Prof. (Mrs.) Viney Kapoor Mehra	-	Member
8.	Prof. B. B. Goel	-	Member (Joined via Video Conference)
9.	Dr. Vinod K. Verma	-	Member
10.	Prof. Pardeep Kumar	-	Member
11.	Prof. Mukhtiar Singh	-	Member
12.	Prof. Dinesh Kumar Gupta	-	Member
13.	Prof. Ranjan Aneja	-	Member
14.	Prof. Rajesh Kumar Gupta	-	Member
15.	Prof. Payal Kanwar Chandel	-	Member
16.	Prof. Nandkishor	-	Member
17.	**Prof. (Dr.) Suneel Kumar, Registrar**	-	**Secretary**

The following members could not attend the meeting due to prior preoccupations: -

1.	Secretary, Higher Education, MoE	-	Member

At the outset, the Vice-Chancellor welcomed all members of the Executive Council specially the new members namely **Prof. (Retd.) Suhas Pednekar**, Former Vice-Chancellor, University of Mumbai, Mumbai; **Prof. Narendra Bahadur Singh**, Vice-Chancellor, Raja Mahendra Pratap Singh University, Aligarh, Uttar Pradesh; **Prof. Ashu Rani**, Vice-Chancellor, Dr. Bhimrao Ambedkar University, Agra, Uttar Pradesh & **Dr. Vinod K. Verma,** President, Aditya Birla Group.

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Thereafter, the Vice-Chancellor apprised the members about the University and also about the recent developments, programs & projects undertaken regarding infrastructure developments. The Council members appreciated the significant progress made by the University during the last two years.

The Council members also congratulated the Vice-Chancellor on receiving the *"Award for Vice-Chancellor of the Year at LEAP 2025"* by London School of Digital Business, acknowledging the recognition as a testament to his visionary leadership and dedication.

Thereafter, the Agenda Items were taken up.

Item No.	DESCRIPTION
65.0	**Joining of Registrar:** Prof. Suneel Kumar, Professor, Department of Physics and Astrophysics, Central University of Haryana has joined as Registrar of the University, on deputation, w.e.f. 29-07-2025 (FN). The Executive Council extends its heartfelt congratulations to Prof. Suneel Kumar, Professor, Department of Physics and Astrophysics, on his joining as the Registrar of the Central University of Haryana. The Council places on record its appreciation and welcomes him to this important administrative role, wishing him a successful and productive tenure.
A	**Confirmation of minutes of previous meeting(s) & the actions taken on the resolutions of the previous meeting(s).**
65.1	Confirmation of the Minutes of the 63rd meeting of the Executive Council held on 30.05.2025. **(Minutes already circulated)** **Note:** Draft Minutes of the 63rd meeting were circulated to all the esteemed members of the Council for any comments/observations (If any), through email dated 04-06-2025. The observations, received from esteemed members of the Council, have been incorporated and the minutes were finalised accordingly. The approved minutes were circulated to all the esteemed members of the Council for information vide email dated 09.06.2025. **Resolution Passed:** The Minutes of the 63rd meeting of the Executive Council were confirmed.
65.2	To report, record and confirm the actions taken on the resolutions of the 63rd meeting of the Executive Council held on 30.05.2025. **(Annexure-I, Page-19 to 60)** **Resolution Passed:** The actions taken on the resolutions of the 63rd meeting of the Executive Council held on 30.05.2025, Council, were reported, recorded and confirmed with the following minor typographical correction in ATR Item No-63.7: ***In the Action Taken of Item No-63.7, "65.11" be read as "65.12".***
65.3	Confirmation of the Minutes of the 64th meeting of the Executive Council held on 04.06.2025. **(Minutes already circulated)**

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	The approved minutes were circulated to all the esteemed members of the Council for information vide email dated 04.06.2025. **Resolution Passed:** The Minutes of the 64th meeting of the Executive Council were confirmed.
65.4	To report, record and confirm the actions taken on the resolution of the 64th meeting of the Executive Council held on 04.06.2025. **(Annexure-II, Page-61)** **Resolution Passed:** The actions taken on the resolution of the 64th meeting of the Executive Council held on 04.06.2025, were reported, recorded and confirmed.
B	**Items for Consideration**
65.5	To recommend a fresh panel of persons (not less than three persons) of eminence in the academic or public life of the country for submission to the Visitor of the University, for appointment of the Chancellor of the University, for a period of five years, as per the provisions of Statute 1(1). **Note:** Under Secretary to the Govt. of India, Ministry of Education, Department of Higher Education, CU-II Section, vide its letter No. 58-8/2021-CU.III/CU.II dated 14-08-2025 has requested to place the matter before the Executive Council for consideration and formal recommendation of the panel. **(Annexure-III, Page-62)** **Resolution Passed:** After detailed deliberations, the Council members recommended the following panel of persons, for submission to the Visitor of the University, for appointment of the Chancellor of the University: 1. **Prof. K.T.S. Sarao**, Department of Buddhist Studies, University of Delhi, Delhi 2. **Prof. N.K. Taneja**, Former Vice-Chancellor, Chaudhary Charan Singh University, Meerut, Uttar Pradesh 3. **Prof. B.K. Kuthiala**, Former Vice-Chancellor, Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal, Madhya Pradesh 4. **Prof. K.N. Pathak**, Former Vice-Chancellor, Panjab University, Chandigarh
65.6	To consider the terms and conditions of deputation in respect of Prof. Suneel Kumar, Professor, Department of Physics & Astrophysics as per DOPT OM No. 1716267027220 dated 28-03-2024 regarding consolidated guideline on deputation/ foreign services for Central Government Employee(s), as amended from time to time, wherever applicable. **(Annexure-IV, Page-63 to 122)** **Resolution Passed:** Prof. Suneel Kumar, Registrar recused himself from the meeting of the Council during the course of this particular Agenda Item and Prof. Pawan Kumar Sharma, Pro-Vice-Chancellor took up the Agenda Item. The Council members resolved that terms & conditions will be as per the DOPT OM No. 1716267027220 dated 28-03-2024 regarding consolidated guideline on deputation/ foreign services for Central Government Employee(s), as amended from time to time. The Council members further resolved that for future the University should frame its own Rules/Guidelines in the matter of deputations. The Council members authorized the Vice-Chancellor

	to constitute a Committee for making University's own rules/guidelines in the matter. Till then, DoPT Rules/Guidelines will be followed.
65.7	To consider the Regulations of the University for the Re-Employment of Superannuated University faculty members. **(Annexure-V, Page-123 to 134)** **Note:** A committee was constituted to suggest changes in regulations of the University for re-employment of superannuated faculty members. The recommendations of the Committee are placed at Annexure-V, Page-85 to 96. **Resolution Passed:** After detailed deliberations, the Council members resolved to approve the guidelines for Re-Employment of Superannuated University faculty members, with the addition of following under clause-4: **Clause-4: Emoluments and other Privileges:** *4(d) Re-employed faculty will ordinally not be provided accommodation on the campus.*
65.8	To consider the recommendations of the committee regarding finalization of the guidelines for counting of Post-Doctoral Research Experience for promotion under Career Advancement Scheme (CAS), in reference to the Notification issued vide CUH/2025/Estt.Sec./T/620 dated 31-07-2025. **(Annexure-VI, Page-135 to 138)** **Resolution Passed:** Approved.
65.9	To consider the confirmation of services of Dr. Ashish Kumar Dhawan, Assistant Professor, Department of Teacher Education, CUH w.e.f. 20.02.2025. **(Annexure-VII, Page-139 to 141)** **Resolution Passed:** The Council approved the confirmation of services of Dr. Ashish Kumar Dhawan, Assistant Professor, Department of Teacher Education, CUH w.e.f. 20.02.2025.
65.10	To consider the legal opinion regarding the confirmation of services of Prof. Rajeev Kumar Singh, Professor, Department of Political Science, CUH w.e.f. 22.12.2023. **(Annexure-VIII, Page-142 to 144)** **Note:** An Item regarding confirmation of services of Prof. Rajeev Kumar Singh was placed before the EC in its 63rd meeting (Item No-63.6) held on 30-05-2025. The Council resolved the following: "*After detailed deliberations, the Council members resolved to defer the item and suggested obtaining legal opinion on the matter*". **Resolution Passed:** The Council approved the confirmation of services of Prof. Rajeev Kumar Singh, Professor, Department of Political Science, CUH w.e.f. 22.12.2023, subject to the final outcome of the court decision.

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65.11 To consider the inclusion of Security Officer and Security Inspector in the list of eligible employees for dress allowance, with reference to the Resolution No-15 passed by the Executive Council in its 50th meeting held on 15-10-2022. **(Annexure-IX, Page-145 to 146)**

Background Note:

An agenda item regarding dress allowance to the employees of the University, in terms of the O.M No. 19051/1/2017-E. IV. dated 2nd August 2017, was placed before the Executive Council in its 50th meeting held on 15-10-2022. The Council passed the following resolution in the matter:

Resolution No-15 passed by the Executive Council in its 50th meeting held on 15-10-2022:

Existing	Proposed
The Committee recommended that two pairs of Uniform of Sky blue shirt and dark blue pant for males and Sky Blue Kurta and dark blue Salwar (or Saree in the same colour) for females, may be provided to the following regular employees of the University: a. Drivers b. Office Attendants c. Kitchen Attendants d. Library Attendants e. MTS f. Hostel Attendants g. Medical Attendants h. Computer Lab Attendants Note: - White aprons should be provided to Kitchen Attendants in addition to Uniforms	The concerned employees be paid dress allowance as per the Ministry of Finance, Department of Expenditure O.M No. 19051/1/2017-E.IV dated 02.08.2017, instead of dress.

Resolution Passed:

The Council approved the inclusion of Security Officer and Security Inspector in the list of eligible employees for dress allowance, with reference to the Resolution No-15 passed by the Executive Council in its 50th meeting held on 15-10-2022, with following amended resolution:

The following employees be paid dress allowance as per the Ministry of Finance, Department of Expenditure O.M No. 19051/1/2017-E.IV dated 02.08.2017, instead of dress:

a. Drivers
b. Office Attendants
c. Kitchen Attendants
d. Library Attendants
e. MTS
f. Hostel Attendants
g. Medical Attendants
h. Computer Lab Attendants
i. Security Officer
j. **Security Inspector**

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65.12	To consider the recommendations of the Committee constituted vide notification no. CUH/2024/Estt.Sec./NT/297 dated 18-07-2024 regarding adoption of UGC Model Cadre Recruitment Rules-2022 issued vide letter no. F.No.7-1/2022 (JCRC) dated 27.09.2022. **(Annexure-X, Page-147 to 243)** **Resolution Passed:** The Council resolved to adopt the UGC Model Cadre Recruitment Rules-2022 issued vide letter no. F.No.7-1/2022 (JCRC) dated 27.09.2022. This needs to be sent to the Visitor for approval.
65.13	To consider the case of Sh. Sushil Kumar Gupta, Semi Professional Assistant (Pay Level-05) for promotion to the post of Professional Assistant in Pay Level-06 against the post under direct recruitment reserved for UR-PwD category. **Background Note:** 1. Sh. Sushil Kumar has worked in the University to the post of Semi Professional Assistant since 31.05.2017. 2. As per the CRR, 2018 of the University, five-year regular service required as Semi Professional Assistant for promotion to the post of Professional Assistant. 3. At present, there are two sanction post of Professional Assistant, out of which one is under direct recruitment quota and one is under Promotion quota. The post of Promotion quota has been filled by promoting Sh. Vijender Singh to the post of Professional Assistant. The remaining one post has been advertised various times vide advertisement 01/NTR/16, 03/NTR/2022, 03/NTR/2023 and no eligible candidate has applied for the said post. 4. Currently the post has been advertised vide 04/NTR/2024. 5. Proposed promotion may be given with an undertaking from concerned staff that I will revert back to my original position if candidate join against advertised post. **Resolution Passed:** Deferred and resolved that the post be advertised one more time.
65.14	To consider the ICT and CCTV policy of the Central University of Haryana. **(Annexure-XI, Page-244 to 286)** **Resolution Passed:** Approved.
C	**Recommendations of the Academic Council**
	To consider the following recommendations made by the Academic Council in its 40th meeting held on 30.06.2025:
65.15	**Item No-40.5:** To consider the revised Ordinance-XV related to "Programmes leading to the Award of Postgraduate Degrees/Diplomas", as recommended by the Committee constituted to revise the Ordinances of the University, as per latest NCrF/NHEQF guidelines. **(Annexure-XII, Page-287 to 309)** **Resolution of AC:** Approved and recommended to be placed before the Executive Council. **Resolution Passed by EC:** Approved.

65.16	**Item No-40.6:** To consider the revised Ordinance-XXIX related to "Programmes leading to the Award of Bachelor of Technology (B.Tech) Degree", as recommended by the Committee constituted to revise the Ordinances of the University, as per latest NCrF/NHEQF/AICTE guidelines. **(Annexure-XIII, Page-310 to 335)** **Resolution of AC:** Approved and recommended to be placed before the Executive Council. **Resolution Passed by EC:** Approved.
65.17	**Item No-40.7:** To consider the revised Ordinance-XXX related to "Programmes leading to the Award of Bachelor of Vocation (B.Voc) Degree", as recommended by the Committee constituted to revise the Ordinances of the University, as per latest NCrF/NHEQF/NSQF guidelines. **(Annexure-XIV, Page-336 to 363)** **Resolution of AC:** Approved and recommended to be placed before the Executive Council. **Resolution Passed by EC:** Approved.
65.18	**Item No-40.8:** To consider the revised Ordinance-XXXIV related to "UNDERGRADUATE PROGRAMMES AND INTEGRATED UG-PG PROGRAMMES", as recommended by the Committee constituted to revise the Ordinances of the University, as per latest NCrF/NHEQF guidelines. **(Annexure-XV, Page-364 to 395)** **Resolution of AC:** Approved and recommended to be placed before the Executive Council. **Resolution Passed by EC:** Approved.
65.19	**Item No-40.10:** To consider the following amendments in the Ordinance-XX related to Convocation: **Proposed amendments:** Addition of Librarian in the clause 8.5 related to Members of Procession and rearranging the position of the Finance Officer, Librarian and Controller of Examinations, after Registrar in the Procession, as per details below:

Existing Clause	Proposed Amendments
8.5. The Chancellor, the Chief Guest, the Special Guest, Guest(s) of Honour, the Vice Chancellor, the Pro-Vice Chancellor (if any), the Registrar, the Deans, the Controller of Examinations, the Finance Officer and the members of the University authorities shall assemble in the meeting room/robing area at the appointed hour and shall walk in procession in the following order to the Convocation Hall:	8.5. The Chancellor, the Chief Guest, the Special Guest, Guest(s) of Honour, the Vice Chancellor, the Pro-Vice Chancellor (if any), the Registrar, the Deans, the Controller of Examinations, the Finance Officer, **Librarian** and the members of the University authorities shall assemble in the meeting room/robing area at the appointed hour and shall walk in procession in the following order to the Convocation Hall:

	Members of the Procession: ➢ The Registrar ➢ The Deans ➢ The Academic Council ➢ The Executive Council ➢ The Court ➢ The Finance Officer ➢ The Controller of Examinations ➢ The Pro-Vice Chancellor ➢ The Vice Chancellor ➢ Guest(s) of Honour ➢ Special Guest ➢ The Chief Guest ➢ The Chancellor	**Members of the Procession:** ➢ The Registrar ➢ The Finance Officer ➢ **Librarian** ➢ The Controller of Examinations ➢ The Deans ➢ The Academic Council ➢ The Executive Council ➢ The Court ➢ The Pro-Vice Chancellor ➢ The Vice Chancellor ➢ Guest(s) of Honour ➢ Special Guest ➢ The Chief Guest ➢ The Chancellor
	Resolution of AC: Approved and recommended to be placed before the Executive Council. **Resolution Passed by EC:** Approved.	
D	**Recommendations of the Finance Committee**	
	To consider the following recommendations made by the Finance Committee in its 41st meeting held on 27.06.2025:	
65.20	**Item No-5:** To consider revision of daily allowance of selected players for Inter-University competitions from Rs. 50/- to Rs. 100/- per day for preparation in training camp for minimum of two weeks duration. **(Annexure-XVI, Page-396 to 404)** **Resolution of Finance Committee:** Considered and recommended that the same be placed in forthcoming Executive Council meeting. Expenditure for the same shall be met from IRG of the University. **Resolution Passed by EC:** Approved.	
65.21	**Item No-6:** To consider extra duty allowance to the additional charge of Director Sports. **(Annexure-XVI, Page-396 to 404)** **Resolution of Finance Committee:** Considered Rs. 3000/- per month and recommended that the same be placed in forthcoming Executive Council meeting. Expenditure for the same shall be met from IRG of the University. **Resolution Passed by EC:** Approved.	

65.22 **Item No. 7:** To consider the proposal for the creation of the following two posts for the Legal Cell of the University and resolution No. 63.9 passed by Executive Council in its 63rd Meeting held on 30.05.2025:- **(Annexure-XVII, Page-405 to 407)**

S.No	Name/Designation of Post	No. of Posts Required	Group	Pay Level of the post in Pay Matrix (7th CPC)
1.	Law Officer	01 (One)	A	Pay Level-10 (₹ 56,100 - ₹ 1,77,500)
2.	Legal Assistant	01 (One)	B	Pay Level- 6 (₹ 35,400 - ₹ 1,12,400)

Resolution of Finance Committee:

Approved. The same item has already been approved by the Executive Council vide Resolution No. 63.9 in its 63rd Meeting held on 30.05.2025, the proposal may be sent to UGC/MoE through the Samarth Portal and the same be reported in forthcoming Executive Council meeting.

Resolution Passed by EC:

Approved.

65.23 **Item No. 8:** To report extra work allowance to the teacher assigned with additional charge of Chief Security Officer and Deputy Chief Security Officer at a Uniform rate of 2% of the basic pay per month for a maximum period of one-year w.e.f. date of issue of the Office Order and resolution No. 63.16 passed by Executive Council in its 63rd Meeting held on 30.05.2025.

Resolution of Finance Committee:

Approved. Rs. 3000/- per month for Chief Security Officer, Rs. 2000/- per month for Deputy Chief Security Officers for a period of one year. Expenditure for the same shall be met from IRG of the University. The matter may be reported to the Executive Council in accordance with the resolution No. 63.16 in its 63rd Meeting held on 30.05.2025.

Resolution Passed by EC:

Approved.

E **REPORTING ITEMS**

65.24 To report, record and confirm the action taken by the Vice-Chancellor in approving the following recommendations made by the Finance Committee in its 41st meeting held on 27-06-2025:

Item No-4: To consider the Annual Accounts of the University for the Financial Year 2024-25. **(Annexure-XVIII, Page-408 to 444)**

Resolution of Finance Committee:

Considered and recommended that the same be placed in forthcoming Executive Council meeting.

Resolution Passed:

Confirmed.

65.25 To report and record the action taken by the Vice-Chancellor in approving the following recommendations of the Selection Committee made in its meetings held on 10th and 11th June, 2025 for appointment to the post of Registrar on regular basis in the University:

Sr. No.	Name of the Post	Date of Meeting of Selection Committee	Candidate Selected	Candidate in Waiting List
1	Registrar	10-06-2025 & 11-06-2025	Prof. Suneel Kumar	Yogesh Chandra Sharma

Subsequently, offer of appointment for the post of Registrar has been issued to Dr. Suneel Kumar, Professor, Department of Physics and Astrophysics, Central University of Haryana vide letter No. CUH/2025/Estt.Sec./NT/345 dated 28-07-2025.

As per the advertisement & request submitted by Prof. Suneel Kumar, his request for joining the post of Registrar on Deputation basis has been accepted and he has joined as Registrar, on deputation basis, w.e.f. 29-07-2025 (FN).

Resolution Passed:

Noted.

65.26 To report and record the relieving of Prof. Suneel Kumar, Department of Physics & Astrophysics w.e.f. 29-07-2025 (FN) to enable him to join as Registrar on deputation at Central University of Haryana. **(Annexure-XIX, Page-445)**

Resolution Passed:

Noted.

65.27 To report and record the action taken by the Vice-Chancellor in approving the following recommendations of the Selection Committees for appointment on regular basis in the University, regarding offer of appointment to waiting list candidate in the Department of Computer Science and Engineering:

Sr. No.	Department	Post	Date of Meeting of Selection Committee	Category	No. of Posts	Name of Candidates in Waiting
1.	Computer Science & Engineering	Associate Professor	05.06.2025	ST	01	Vipin Kumar

Note: Dr. Bhukya Raghuram was selected on the post of Associate Professor in the Department of CSE under ST category. He was offered the appointment to the post vide offer letter No. CUH/2025/Estt.Sec./T/462 dated 09-06-2025.

Dr. Bhukya Raghuram was sent two reminders vide email dated 23-07-2025 and 30-07-2025, in response to the emails, Dr. Bhukya Raghuram not joined the University.

Hence, the offer of appointment was sent to the waiting list candidate i.e. Dr. Vipin Kumar vide letter CUH/2025/Estt.Sec./T/671 dated 08-08-2025.

Resolution Passed:

Noted.

65.28 To report and record the action taken by the Vice-Chancellor in approving the following recommendations of the Selection Committees for appointment to various teaching posts on regular basis in the University:

Sr. No.	Department	Post	Date of Meeting of Selection Committee	Category	No. of Posts	Name of Selected Candidates	Name of Candidates in Waiting
1.	Sociology	Associate Professor	05.06.2025	*EWS/ UR	01	Reema Gill	Aditya Mohanty

2.	Computer Science & Engineering	Associate Professor	05.06.2025	ST	01	Bhukya Raghuram	Vipin Kumar
3.	Law	Associate Professor	26.04.2025	OBC	01	Dharam Pal Singh Punia	NIL
4.	Tourism and Hotel Management	Associate Professor	30-04-2025	OBC	01	Kankanam Neeli Lokesh Kumar	Abilash Rajasekaran

Resolution Passed:

Noted.

65.29 To report the joining of the following teachers on regular basis in the University:

Sr. No.	Name	Designation	Department	Category	DOJ	FN/ AN
1.	Dr. Vikram Kumar Ranga	Assistant Professor	Geography	SC	16.06.2025	AN
2.	Dr. Reema Gill	Associate Professor	Sociology	UR	09.06.2025	AN
3.	Dr. Dharam Pal Singh Punia	Associate Professor	Law	OBC	23.05.2025	AN
4.	Dr. Vipan Kumar Parihar	Professor	Pharmaceutical Science	UR	28.05.2025	FN
5.	Dr. Kankanam Neeli Lokesh Kumar	Associate Professor	Tourism & Hotel Management	OBC	02.06.2025	FN
6.	Dr. Vipin Kumar	Associate Professor	Computer Science and Engineering	ST	21-08-2025	FN

Resolution Passed:

Noted.

65.30 To report the action taken by the Vice-Chancellor in approving the recommendations of the Screening-Cum Evaluation Committee /Selection Committees, in promoting the following faculty members under Career Advancement Scheme (CAS) as per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for The Maintenance of Standards in Higher Education, 2018 as per the details given below:

A. Assistant Professor (Academic Level-10) to Assistant Professor (Academic Level-11):

Sr. No.	Name of the teacher	Department	Date of meeting of screening-cum evaluation committee	Date of Eligibility (w.e.f)
1.	Dr. Anoop Yadav	Environmental Studies	05.06.2025	24.02.2023
2.	Dr. Bhupendra Pratap Singh	Environmental Studies	05.06.2025	25.02.2023
3.	Dr. Jagjeet	Mathematics	06-08-2025	01-11-2021
4.	Dr. Saurabh Chandra Saxena	Biochemistry	31-07-2025	07-02-2020
5.	Dr. Jaswant Kumar	Physics and Astrophysics	06-08-2025	19-02-2020

6.	Dr. Arun Kajla	Mathematics	06-08-2025	01-12-2020
7.	Dr. Mulaka Maruthi	Biochemistry	31-07-2025	04-03-2024

B. Assistant Professor (Academic Level-11) to Assistant Professor (Academic Level-12):

Sr. No.	Name of the teacher	Department	Date of meeting of screening-cum evaluation committee	Date of Eligibility (w.e.f)
1.	Dr. Munish Manas	Electrical Engineering	26.05.2025	13.01.2025
2.	Dr. Amit Kumar	Applied Science & Humanities	26.05.2025	28.01.2025
3.	Dr. Kalpana Chauhan	Electrical Engineering	26.05.2025	16.01.2025
4.	Dr. Manish Kumar	Geography	31-07-2025	25-02-2025
5.	Dr. Pawan Kumar (T-95)	Mathematics	06-05-2025	19-07-2025

C. Associate Professor (Academic Level-13A) to Professor (Academic Level-14)

Sr. No.	Name of the teacher	Department	Date of Meeting of the Selection Committee	Date of Eligibility (w.e.f)
1.	Dr. Jitendra Kumar	Mathematics	05.06.2025	10.05.2025
2.	Dr. Shri Ram Pandey	Library & Information Science	05.06.2025	03.03.2025
3.	Dr. Moan Sharma	Environmental Studies	05.06.2025	08.04.2025
4.	Dr. Ajai Pal Sharma	Management Studies	05.06.2025	20.12.2024

D. Professor (Academic Level-14) to Senior Professor (Academic Level-15)

Sr. No.	Name of the teacher	Department	Date of Meeting of the Selection Committee	Date of Eligibility (w.e.f)
1.	Prof. Pawan Kumar Sharma (T-224)	Chemistry	18-01-2025	16-05-2023

Resolution Passed:

Noted.

65.31 To note the action taken by the Vice-Chancellor in relieving Dr. Reema Gill from the post of Assistant Professor in the Department of Sociology of the University, w.e.f. 09.06.2025 (AN) to enable her to join as Associate Professor in the Department of Sociology, Central University of Haryana.

The lien will be protected in respect of Dr. Reema Gill on the post of Assistant Professor in the Department of Sociology of this University for a period of one year or till her confirmation on the post of Associate Professor, Department of Sociology, Central University of Haryana, whichever is earlier.

(Annexure-XX, Page-446)

Resolution Passed:

Noted.

65.32 To report and record the Office Order No. CUH/2025/Estt.Sec./T/476 dated 12.06.2025 vide which the resignation of Prof. Pawan Kumar Sharma was withdrawn w.e.f. his date of re-joining.

(Annexure-XXI, Page-447)

Resolution Passed:

Noted.

Subsequently, Prof. Pawan Kumar Sharma, Pro Vice-Chancellor, recused himself from the agenda item.

65.33 To note the action taken by the Vice-Chancellor in approving the confirmation of the following teachers of the University: **(Annexure-XXII, Page-448)**

Sr. No.	Name	Designation	Department	Date of Confirmation of Services
1	Prof. Pawan Kumar Sharma	Professor	Chemistry	12.06.2025

Resolution Passed:

Noted.

Subsequently, Prof. Pawan Kumar Sharma, Pro Vice-Chancellor, recused himself from the agenda item.

65.34 To report and record the action taken by the Vice-Chancellor in approving the request of Prof. Pawan Kumar Sharma, a Professor in the Department of Chemistry to continue discharge the duties of Pro Vice-Chancellor as an additional charge. **(Annexure-XXIII, Page-449)**

Resolution Passed:

Noted.

Subsequently, Prof. Pawan Kumar Sharma, Pro Vice-Chancellor, recused himself from the agenda item.

65.35 To report and record the action taken by the Vice-Chancellor in approving the enhancement of Dearness Allowance of Assistant Professor working on Contract basis w.e.f. 19.06.2025, from @53% to @55% (Rs. 89,435/-; Basic Pay Rs. 57,700/- plus DA @55% of Rs. 31,735/-)

(Annexure-XXIV, Page-450)

Resolution Passed:

Noted.

65.36 To report and record the action taken by the Vice-Chancellor in approving the request of Prof. Chanchal Kumar Sharma, a Professor in the Department of Political Science for grant of Sabbatical leave for 06 months i.e. from 01-08-2025 to 31-01-2026. **(Annexure-XXV, Page-451)**

Resolution Passed:

Noted.

65.37 To report and record the action taken by the Vice-Chancellor in approving the sabbatical leave in respect of Prof. Sanjiv Kumar a Professor in the Department of English and Foreign Languages from 04-08-2025 to 03-05-2026 (273 days). **(Annexure-XXVI, Page-452)**

Resolution Passed:

Noted.

65.38	To report the lien termination in respect of Dr. Prakash Kanoo retained by him on the post of Assistant Professor, Department of Chemistry of this University, w.e.f. 26.02.2024 (AN). **(Annexure-XXVII, Page-453)** **Resolution Passed:** Noted.
65.39	To report and record the action taken by the Vice-Chancellor in extension of validity of the Advt. No. 03/NT/R/2024 dated 25.10.2024, for further six months i.e. upto 23.11.2025 for recruitment to the post of Registrar. **Resolution Passed:** Noted.
65.40	To report and record the action taken by the Vice-Chancellor in extension of validity of the Advt. No. 04/NT/R/2024 dated 29.11.2024, for further six months i.e. upto 04.01.2026 for recruitment to various Non-Teaching posts. **Resolution Passed:** Noted.
65.41	To report and record the action taken by the Vice-Chancellor in accepting the request of Sh. Kashish Sood regarding withdrawal of resignation and re-joining on the post of Security Officer. **(Annexure-XXVIII, Page-454)** **Resolution Passed:** Noted.
65.42	To report and record the action taken by the Vice-Chancellor in approving the extension of Lien in respect of Mr. Vinod Kumar Singh, Former Assistant Librarian for a period of Six months, i.e. upto 13.02.2026 or till his confirmation at University of Delhi, whichever is earlier. **(Annexure-XXIX, Page-455)** **Resolution Passed:** Noted.
65.43	To report and record the action taken by the Vice-Chancellor, on the recommendations of the HoDs, in approving the extension of term of the Assistant Professors appointed on contractual basis, from 19-06-2025 to 21-12-2025. **(Annexure-XXX, Page-456 to 457)** **Resolution Passed:** Noted.
65.44	To report and record the action taken by the Vice-Chancellor in accepting the resignation of Sh. Ravi Prakash Narayan, Junior Engineer (Civil) & he has been relieved w.e.f 28.07.2025 (AN). **(Annexure-XXXI, Page-458)** **Resolution Passed:** Noted.
65.45	To report and record the action taken by the Vice-Chancellor in approving the offer of appointment for the post of Junior Engineer (Civil), on regular basis, to Mr. Raman Kumar Malik, a candidate from the waiting list drawn by the Selection Committee in its meeting held on 11-03-2025. Mr. Raman Kumar Malik has joined the post of Junior Engineer (Civil) w.e.f. 07-08-2025(FN).

Note: Sh. Ravi Prakash Narayan was selected for the post of Junior Engineer (Civil) by the Selection Committee in its meeting held on 11-03-2025. An offer of appointment was issued to him vide letter No. CUH/2025/Estt.Sec./NT/124 dated 12-03-2025 and he has joined the post w.e.f. 18-03-2025 (AN).

Subsequently, Sh. Ravi Prakash Narayan has submitted his resignation from the post of Junior Engineer (Civil), which was accepted by the Competent Authority and he was relieved from the post of Junior Engineer (Civil) w.e.f. 28-07-2025 (AN).

Resolution Passed:

Noted.

65.46 To report and record the action taken by the Vice-Chancellor in approving grant of MACP to the following Non-Teaching Employee as per the details given below:

Name of Employee	Post	D.o.J	Date of Eligibility for MACP	Pay Matrix Level after Upgradation
Mr. Mahesh (A-01)	Junior Engineer (Electrical)	26-11-2013	26-11-2023	Level-07 (44900-142400)

Resolution Passed:

Noted.

65.47 To report and record the signing of the following Memorandum of Understanding (MoUs) with various Institutes/Organizations, as per the details below: **(Annexure-XXXII, Page-459 to 558)**

S.No.	Name of the Institutes/Organization
1	Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment
2	Ministry of Education (MoE) & UGC (Tripartite MoU 2025-26)
3	S.M. Rehabilitation & Research Centre (SMRRC), Narnaul
4	Chaudhary Charan Singh Haryana Agricultural University, Hisar
5	Delhi Metro Rail Corporation Ltd. Academy, Delhi
6	M/S RCICO Liveable Seven Blu Reform Farmer Producer Company Limited
7	National Digital Library of India
8	Universitas Multimedia Nusantara (UMN), Indonesia
9	Fortis Escorts Hospital, Jaipur
10	Centre for Narendra Modi Studies (CNMS)

Resolution Passed:

Noted.

65.48 To report, record and confirm the action taken by the Vice-Chancellor in approving the submission of AQAR 2023-24. **(Annexure-XXXIII, Page-559 to 663)**

Resolution Passed:

Confirmed.

65.49 To report the action taken by the Vice-Chancellor in approving the Empanelment of the following advocates upto the term of current panel of advocates i.e. upto 23.02.2029:

Sr. No.	Advocate Name & Address	Name of the Court for which Empaneled
1.	Mr. Vinay Kumar, Advocate, Chamber No. 66, Block-C, Lawyer's Chamber, District Court Gurugram	District Court Gurugram, Tribunals, Commissions and Other Judicial Bodies & Quasi-Judicial Bodies at Gurugram
2.	Mr. Hemant Kumar, Chamber No. 112, Block-C, Lawyer's Chamber, District Court Gurugram	District Court Gurugram, Tribunals, Commissions and Other Judicial Bodies & Quasi-Judicial Bodies at Gurugram
3.	Mr. Abhinav Kalia, Advocate, Chamber No.25, Punjab and Haryana, High Court Chandigarh	Punjab & Haryana High Court, Tribunals, Commissions and Other Judicial Bodies & Quasi-Judicial Bodies at Chandigarh
4.	Ms. Anu Pal, House No. 665, Sector 11-B, Chandigarh	Punjab & Haryana High Court, Tribunals, Commissions and Other Judicial Bodies & Quasi-Judicial Bodies at Chandigarh
5.	Mr. Rahul Gautam, Advocate, House No. 456, Sector-2, Mansa Devi Complex (MDC), Opposite Villege Saketri, Panchkula-134109	Punjab & Haryana High Court, Tribunals, Commissions and Other Judicial Bodies & Quasi-Judicial Bodies at Chandigarh
6.	Mr. Aditya Jain, Advocate, Bungalow No. 133, Sector-35A, Chandigarh-160022	Punjab & Haryana High Court, Tribunals, Commissions and Other Judicial Bodies & Quasi-Judicial Bodies at Chandigarh
7.	Mr. Sahil Batra, Advocate, House NO-1005, Sector-38B, Chandigarh-160014	Punjab & Haryana High Court, Tribunals, Commissions and Other Judicial Bodies & Quasi-Judicial Bodies at Chandigarh
8.	Mr. Meenal Garg, Advocate, House No-13, Type-I, Sector-25, Panjab University Campus, Chandigarh-160014	Punjab & Haryana High Court, Tribunals, Commissions and Other Judicial Bodies & Quasi-Judicial Bodies at Chandigarh

Resolution Passed:

Noted.

65.50 To report the action taken by the Vice-Chancellor in approving the enhancement of the monthly retainer fee from ₹5000/- per month to ₹10000/- per month for receiving Petitions, Notices, Orders, etc., by the designated advocates.

Note: This revision is made under Clause A (11) Fee Structure & Other condition(s) for payment of fee for the Advocate(s) as approved vide Resolution No. 6 (e) of the Minutes of the 42nd Meeting of the Executive Council of the Central University of Haryana held on dated 09.03.2019.

(Annexure-XXXIV, Page-664)

Resolution Passed:

Noted.

65.51 To note the action taken by the Vice-Chancellor in approving the following amendments in the 'Rules for Allotment of Residences in the Central University of Haryana-2022":

To add following categories in Clause-8.1 after Sr. No-8:

Security Officer, Security Inspector & One for Vice-Chancellor's Secretariat (Type-II)

Existing	Proposed Amendments
Clause-8: Out of Turn Allotment 8.1 The Houses for the following categories shall be earmarked:	**Clause-8: Out of Turn Allotment** 8.1 The Houses for the following categories shall be earmarked:
Sr. No. Category 1 Vice-Chancellor 2 Pro Vice-Chancellor 3 Registrar 4 Finance Officer 5 Controller of Examinations 6 Librarian 7 Medical Officer(s) 8 Executive Engineer	**Sr. No. Category** 1 Vice-Chancellor 2 Pro Vice-Chancellor 3 Registrar 4 Finance Officer 5 Controller of Examinations 6 Librarian 7 Medical Officer(s) 8 Executive Engineer **9 Security Officer** **10 Security Inspector** **11 One for Vice-Chancellor's Secretariat (Type-II)**

Resolution Passed:

Noted.

65.52	To note the action taken by the Vice-Chancellor in approving the extension of Lien, in respect of Mrs. Tania Kaushik, on the post of Lower Division Clerk for a period of one year, i.e. upto 11-06-2026 or till further orders. **(Annexure-XXXV, Page-665)** **Resolution Passed:** Noted.
65.53	To note the action taken by the Vice-Chancellor in approving the extension of Lien, in respect of Sh. Amarjeet Singh, Former Executive Engineer on the post of Executive Engineer for a period of one year, i.e. upto 24-06-2026 or till confirmation at National Brain Research Centre, Manesar, whichever is earlier. **(Annexure-XXXVI, Page-666)** **Resolution Passed:** Noted.
65.54	To report and record the action taken by the Vice-Chancellor on 02-09-2025 in fixing the Fee of Rs. 550 for issuance of Certificate/Diploma/Advanced Diploma to the students at par with others. **Resolution Passed:** Noted.
65.55	To report and record the action taken by the Vice-Chancellor on 23-03-2025 in approving the Recommendations of Examination Disciplinary Committee 2024-25. **(Annexure-XXXVII, Page-667 to 672)** **Resolution Passed:** Noted.

F.	Under Any other item with the permission of the Chair
65.56	To consider the nomination of two members in the Finance Committee of the University. **Annexure-S1, Page-673** **Background Note:** **Statute-17 (Finance Committee):** Statute-17 (1) related to composition of Finance Committee provides the following: *(iv) there persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council;* **The following persons have been nominated under clause (iv):** a. **Prof. Om Prakash Arora**, Emeritus Fellow, Department of Chemistry, Kurukshetra University, Kurukshetra - In the Capacity of Executive Council Nominee (***Tenure**: Upto 21-08-2025)* b. **Prof. B. B. Goel (Retd.)**, Professor of Public Administration, Panjab University, Chandigarh - In the Capacity of Executive Council Nominee (As a Member of Executive Council) *(**Tenure**: Upto 21-08-2025)* c. **Prof. (Dr.) R K Gupta**, Vice-Chancellor Maharaja Agrasen University Solan, Himachal Pradesh –In the Capacity of Executive Council Nominee (As a Member of Executive Council) *(**Tenure:** Upto 02-06-2027 or he remains member of the Executive Council till 28-01-2028)* The term of **Prof. Om Prakash Arora** & **Prof. B. B. Goel (Retd.)** have been completed on 21-08-2025. **Resolution Passed:** The Council authorized the Vice-Chancellor for nomination of two members, under clause-(iv), in the Finance Committee of the University.
65.57	The meeting ended with a vote of thanks to the chair.

T. Kum 7/10/25

VICE-CHANCELLOR
(Chairperson)

S Kumar 7/10/2025

REGISTRAR
(Secretary)

ACTION TAKEN REPORT

63rd Meeting of the Executive Council

Dated: 30-05-2025 (11:30 AM)

Item No.	DESCRIPTION	Action Taken
63.1	Confirmation of the Minutes of the 62nd meeting of the Executive Council held on 02.05.2025. **Note:** Draft Minutes of the 62nd meeting were circulated to all the esteemed members of the Council for any comments/observations (If any), through email dated 05-05-2025. Since no comments were received from any member, the minutes were finalised accordingly. The approved minutes were circulated to all the esteemed members of the Council for information vide email dated 07-05-2025. **Resolution Passed:** The Minutes of the 62nd meeting of the Executive Council were confirmed.	No action required
63.2	To report, record and confirm the actions taken on the resolution of the 62nd meeting of the Executive Council held on 02.05.2025. **(Annexure-I, Page-11 to 49)** **Resolution Passed:** The Council members suggested to incorporate the following in the Action Taken Report of Item No-11 of the 62nd meeting: *The minutes of the 62nd meeting were provided to all concerned parties i.e. to Dr. Monika and Dr. D.P.S. Punia and also to Dr. Pardeep Singh vide email dated 16-05-2025.* The revised actions taken on the resolution of the 62nd meeting of the Executive Council, held on 02.05.2025, were reported, recorded and confirmed.	No action required
Items for Consideration		
63.3	To consider the Legal opinion obtained from the Hon'ble Judge (Retd.), Punjab and Haryana High Court Judge, as per the directions of the Executive Council vide Resolution No-11 of its 62nd meeting held on 02-05-2025. **(Annexure-II, Page-50 to 56)** **Resolution Passed:** The Council accepted the Legal Opinion. Opportunity be given to Dr. Monika and Dr. D.P.S. Punia by giving notice to defend their cases for recovery of the salary paid to them after their appointment as Associate Professor at Central University of Haryana.	A letter has been issued to Dr. Monika and DPS Punia vide letter No. CUH/2025/Estt.Sec./T/497 dated 19-06-2025 & CUH/2025/Estt.Sec./T/498 dated 19-06-2025.
63.4	This is with reference to the 57th meeting of the Executive Council, which was scheduled to be held on 04-07-2024. The agenda papers, alongwith annexures, were circulated to all the esteemed members via email dated 27-06-2024. However, the meeting was subsequently postponed.	Noted

	The Vice-Chancellor has taken action on Items No- 6, 7, 9, 10 & 13 listed in the Agenda of the postponed 57th meeting using the authority vested in the Vice-Chancellor under Section-11(3) of the Central Universities Act, 2009. The Vice-Chancellor approved to issue chargesheet to Prof. Rajesh Kumar Malik, a Professor in the Department of Law of the University. The Copy of the chargesheet issued to Prof. Rajesh Kumar Malik is attached at **Annexure-III, Page-57 to 71**, for reporting to the Executive Council. The matter could not be reported in the 62nd meeting, as the meeting was convened without soliciting items from the branches, in order to comply with the directions of the Hon'ble High Court before 15th May, 2025. **Resolution Passed:** Noted.	
63.5	To consider the Legal Opinion rendered by Mr. Puneet Gupta, Advocate on the request of Prof. Pawan Kumar Sharma, Pro-Vice-Chancellor regarding withdrawal of his resignation from the post of Professor, Department of Chemistry, CUH. **(Annexure-IV, Page-72 to 77)** **Resolution Passed:** Approved the withdrawal of his resignation. **Note:** Prof. Pawan Kumar Sharma recused himself from the meeting of the Council during the course of this particular Agenda Item.	Office Order has been issued vide CUH/2025/Estt.Sec./T/476 dated 12-06-2025 and Prof. Pawan Kumar Sharma has re-joined the department w.e.f. 12-06-2025 (FN).
63.6	To consider the confirmation of services of Prof. Rajeev Kumar Singh, Professor, Department of Political Science, CUH w.e.f. 22.12.2023 (DoJ: 22-12-2022). **Resolution Passed:** After detailed deliberations, the Council members resolved to defer the item and suggested obtaining legal opinion on the matter.	Legal opinion has been sought on the matter and is included in the Agenda of the 65th meeting (65.10)
63.7	To consider the recommendation of the committee, constituted by the Competent Authority to explore the possibilities to implement the promotion scheme of the DoPT for the Drivers of the University. **(Annexure-V, Page-78 to 81)** **Resolution Passed:** The Council resolved to adopt the promotion scheme of the DoPT for the Drivers of the University, as recommended by the Committee. It was further resolved that the same has to be incorporated in the Cadre Recruitment Rules of the University before implementation. The University should explore adoption of UGC Model CRR.	An Item regarding adoption of the UGC Model CRR is included in the Agenda of the current (65th) meeting (65.12)
63.8	To consider the scheme for Compassionate Appointment prepared/recommended by the Committee constituted for the purpose in compliance of Resolution No-11 of the 55th meeting of the Executive Council of the University. **(Annexure-VI, Page-82 to 105)**	Notification regarding Compassionate Appointment Scheme has been issued vide no.

	Resolution No-11 of the 55th meeting of the EC dated 25-01-2024: *The Council accept the background note and approve the agenda item in principle. The Council recommend to prepare regulations for the University and submit the draft regulations for consideration of the Executive Council.* **Resolution Passed:** Approved. The Council members also suggested that the *Group Insurance Scheme* and *Employees' Welfare Fund* be made operational to further support the welfare of the employees.	CUH/2025/Estt.Sec./T/518 dated 26.06.2025. **(Annexure-A, Page-29 to 51)** For *Group Insurance Scheme – A Committee n*otification has already been issued vide no. CUH/VCS/2023/notification/762 dated 20.06.2023 **(Annexure-B, Page-52)** For Employees' Welfare Fund Scheme - notification has already been issued vide no. CUH/2021/Estt.Sec./NT/50 dated 28.01.2021 **(Annexure –C, Page-53 to 60)**
63.9	To consider the proposal for the creation of the following two posts for the Legal Cell of the University: **S.No. / Name/Designation of Post / No. of Posts Required / Group / Pay Level of the post in Pay Matrix (7th CPC)** 1. Law Officer — 01 (One) — A — Pay Level-10 (₹ 56,100 - ₹ 1,77,500) 2. Legal Assistant — 01 (One) — B — Pay Level-6 (₹ 35,400 - ₹ 1,12,400) **Justification for the Proposal:** **A. Need for Sanctioning the Posts:** **i. Increasing Legal Obligations:** With the University's rapid growth, the number of legal issues have been increased significantly. Currently, the university is facing the challenges. Over 37 Court Cases are currently pending in various Courts and Tribunals and there is frequent receipt of Legal Notices and RTI appeals requiring prompt legal review. There is requirement of regular vetting of MoUs. Contracts, Agreements and University policies to align with National Legal Frameworks. **ii. Compliance with Statutory Mandates:** The University is bound to comply with various Acts and Regulations, including the RTI	Item has been placed before the 41st meeting of the Finance Committee held on 27-06-2025. Recommendations of the Finance Committee are included in the Main Agenda of the 65th meeting of EC.

Act, UGC Regulations/Norms, Anti-Ragging Laws, and Service-related rules etc.

B. Cost Effectiveness:

The creation of these posts will significantly reduce recurring legal costs and enhance efficiency.

C. Proposed Roles and Responsibilities:

S.No.	Name/Designation	Roles and Responsibilities
1.	Law Officer	i. To Assist the Counsel/Advocates in all legal proceedings and to assist in dispute resolution. ii. Draft, vet, and finalize all legal documents, contracts, and agreements. iii. Provide legal opinions on statutory obligations and university ordinances. iv. Ensure compliance with government regulations and liaise with regulatory bodies
2.	Legal Assistant	i. Assist the Law Officer in preparing affidavits, replies, and case documents. ii. Maintain case records and oversee legal correspondence. iii. Support administrative units in legal documentation and procedures.

D. Financial Implications:

S.No.	Post	Pay Level	Approximate Annual Financial Implication
1	Law Officer	Pay Level-10 (₹ 56,100 - ₹ 1,77,500)	₹ 12,00,000 /-
2	Legal Assistant	Pay Level-6 (₹ 35,400 - ₹ 1,12,400)	₹ 7,00,000 /-

This financial outlay is a prudent investment considering the long-term savings on external legal expenses and the mitigation of risks associated with delayed legal actions.

E. Benefits to the Institution:

Timely resolution of legal issues, thereby safeguarding the University's reputation Enhanced compliance with legal and statutory requirements. Improved internal efficiency by reducing dependency on external counsel

Resolution Passed:

Approved to forward to Finance Committee/UGC.

63.10	To reconsider the recommendations of the Committee constituted to consider the matter regarding counting of Post-Doctoral Research experience as Past-Service under CAS based promotions. **(Annexure-VII, Page-106 to 108)**	No action needed.

Note: The Item was placed before the Executive Council in its 59th meeting held on 07-01-2025 (Item No-10). The Executive Council passed the following resolution:

"The Council deferred the item subject to the final outcome of the latest UGC Regulations 2025 and comparison with Central University of Punjab and Rajasthan be made. It may be approved through circulation, if required."

Resolution Passed:
Deferred.

Recommendation of the Finance Committee made in its 40th meeting held on 27-02-2025

63.11 To consider the following recommendations made by the Finance Committee in its 40th meeting held on 27-02-2025: **(Annexure-VIII, Page-109 to 116)** — Under process

Item No.5: To consider the recommendation of the Committee for establishment of the University Computer Centre and sanctioning of various posts. Resolution No. 38.10 passed in the 38th meeting of the Academic Council is attached.

Resolution:

Resolved and recommended to be placed in the next meeting of the Executive Council. Then a detailed proposal should be sent to Ministry of Education through UGC.

Resolution Passed:
Approved.

REPORTING ITEMS

63.12 To report the action taken by the Vice-Chancellor in approving the confirmation of services of the following teachers of the University w.e.f. the date mentioned against each: **(Annexure-IX, Page-117 to 121)** — Noted

Sr. No.	Name	Designation	Department	Date of Joining	AN/FN	Date of Confirmation of Services
1	Dr. Pavitra Kumari	Assistant Professor	Statistics	05-01-2024	AN	06-01-2025
2	Dr. Anoop Kumar	Assistant Professor	Statistics	10-01-2024	FN	10-01-2025
3	Dr. Ajay Kumar	Assistant Professor	Teacher Education (Pedagogy of Physical Sciences)	19-02-2024	FN	19-02-2025
4	Dr. Mahendar Kakkerla	Assistant Professor	Teacher Education (Pedagogy of Mathematics)	19-02-2024	AN	20-02-2025
5	Dr. Kiran Rani	Assistant Professor	Teacher Education (Education)	06-03-2024	FN	06-03-2025
6	Dr. Chandvir	Assistant Professor	Teacher Education (Education)	06-03-2024	FN	06-03-2025
7	Dr. Neha Bishnoi	Assistant Professor	Teacher Education (Education)	06-03-2024	AN	07-03-2025

	8	Dr. Ritu Bala	Assistant Professor	Teacher Education (Pedagogy of Mathematics)	10-04-2024	F N	10-04-2025
	9	Prof. Bir Pal Singh Yadav	Professor	Hindi	23-11-2022	F N	22-11-2024

Resolution Passed:
Noted.

63.13 To report, record and confirm the action taken by the Vice-Chancellor in approving the recommendations of the Screening-Cum Evaluation Committee /Selection Committees, in promoting the following faculty members under Career Advancement Scheme (CAS) as per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for The Maintenance of Standards in Higher Education, 2018 as per the details given below:

Noted

A. Assistant Professor (Academic Level-10) to Assistant Professor (Academic Level-11):

Sr. No.	Name of the teacher	Department	Date of meeting of screening-cum evaluation committee	Date of Eligibility (w.e.f)
1.	Dr. Bhushan Singh	Commerce	17.04.2025	18.07.2022
2.	Dr. Amit Kumar	Applied Science and Humanities	17.04.2025	28.01.2020
3.	Dr. Sandeep Boora	Printing & Packaging Technology	13.05.2025	28.08.2024

B. Assistant Professor (Academic Level-11) to Assistant Professor (Academic Level-12):

Sr. No.	Name of the teacher	Department	Date of meeting of screening-cum evaluation committee	Date of Eligibility (w.e.f)
1.	Dr. Rashmi Tanwar	Economics	17.04.2025	27.12.2024
2.	Dr. Azaj Ansari	Chemistry	17.04.2025	21.03.2025
3.	Dr. Manoj Kumar Gupta	Chemistry	17.04.2025	12.02.2025
4.	Dr. Reema Gill	Sociology	17.04.2025	01.03.2025
5.	Dr. Anita Kumari	Nutrition Biology	13.05.2025	11.02.2025
6.	Dr. Inderjeet Kaur	Biotechnology	13.05.2025	30.01.2025
7.	Dr. Jitendra Kumar Saini	Microbiology	13.05.2025	01.03.2025
8.	Dr. Avijit Pramanik	Microbiology	13.05.2025	15.02.2025

9.	Dr. Vinod Yadav	Microbiology	13.05.2025	16.02.2025
10.	Dr. Puja Yadav	Microbiology	13.05.2025	15.02.2025

C. Assistant Professor (Academic Level-12) to Associate Professor (Academic Level-13A)

Sr. No.	Name of the teacher	Department	Date of Meeting of the Selection Committee	Date of Eligibility (w.e.f)
1.	Dr. Samiksha Godara	Law	26.04.2025	19.11.2023

Resolution Passed:

Noted.

63.14 To report, record and confirm the action taken by the Vice-Chancellor in approving the following recommendations of the Selection Committees for appointment to various teaching posts on regular basis in the University:

Sr. No.	Department	Post	Date of Meeting of Selection Committee	Category	No. of Posts	Name of Selected Candidates	Name of Candidates in Waiting
1.	Political Science	Associate Professor	12.03.2025	UR	01	Mukesh Kumar Mishra (Subject to final Outcome of CWP-4242 of 2025 titled Dr. Pawan Kumar versus Central University of Haryana and Others)	1. Shreesh Kumar Pathak 2. Sanjay Sharma
2.	Tourism and Hotel Management	Associate Professor	30.04.2025	OBC	01	Lokesh Kumar Kanakanam Neeli	1. Abilash Rajasekaran
3.	Journalism and Mass Communication	Associate Professor	30.04.2025	EWS/ UR	01	Amita	1. Sunil Kumar Mishra 2. Neeraj Karan Singh

Resolution Passed:

Noted

Noted.

63.15 To note the joining of the following teachers on regular basis in the University:

Sr. No.	Name	Designation	Department	Category	DOJ	FN/AN
1.	Dr. Mukesh Kumar Mishra(T-258)	Associate Professor	Political Science	UR	05.05.2025	FN
2.	Dr. Pawan Singh (T-259)	Associate Professor	Computer Science and Information Technology	SC	08.05.2025	FN
3.	Dr. Amita (T-260)	Associate Professor	Journalism and Mass Communication	UR	21.05.2025	FN

Resolution Passed:

Noted.

Noted

63.16 To report, record and confirm the action taken by the Vice-Chancellor, in approving the Extra work allowance to the teacher assigned with additional charge of Chief Security Officer and Deputy Chief Security Officer at a Uniform rate of 2% of the basic per month for a maximum period of one-year w.e.f. date of issue of the Officer Order: **(Annexure-X, Page-122)**

Sr. No	Name of Employee	Emp. ID	Addition Charge
1	Prof. Manoj Singh	T-93	Chief Security Officer
2	Dr. Indu Bala	T-236	Deputy Chief Security Officer
3	Dr. Sumit	T-170	Deputy Chief Security Officer

Resolution Passed:

Noted and resolved that the same be forwarded to the Finance Committee of the University.

Noted

63.17 To report the action taken by the Vice-Chancellor, regarding confirmation of services of the following employee w.e.f. the date mentioned against each: **(Annexure-XI, Page-123)**

Sr. No.	Name of Employee	Designation	Date of Confirmation
1	Sh. Rajesh Bansal	Assistant	03.08.2024
2	Sh. Basar Singh	Assistant	03.08.2024
3	Sh. Pradeep Jakhar	Assistant	03.08.2024
4	Sh. Dinesh Singh Chauhan	Assistant	18.08.2024
5	Sh. Harsh Kumar	Assistant	13.02.2025

Resolution Passed:

Noted.

Noted

63.18 To note the purchase of new AC Bus, duly approved by the Executive Council (R.No-24 of its 55th meeting dated 25-01-2024) and Finance Committee (R.No-9 of its 38th meeting dated 01-07-2024).

The Bus has been procured through GeM and the same has been put in service w.e.f. 22-04-2025.

<table>
<tr><td></td><td><u>Resolution Passed:</u>
Noted.</td><td></td></tr>
<tr><td>63.19</td><td>To report the joining of the following Non-Teaching employee to the post as mentioned against each.
<table><tr><th>Sr. No.</th><th>Name</th><th>Designation</th><th>Date of Joining</th></tr><tr><td>1</td><td>Smt. Parul Yadav</td><td>Deputy Registrar</td><td>20-05-2025 (FN)</td></tr></table><u>Resolution Passed:</u>
Noted. Agenda Item No. 63.29 was taken before taking up Item 63.19.</td><td>Noted</td></tr>
<tr><td colspan="3">Supplementary Agenda Items</td></tr>
<tr><td>63.20</td><td>To Report and Record the Signing of Memorandum of Understanding between Central University of Haryana and Maharshi Dayanand Saraswati University, Ajmer. (Annexure-S1, Page-124 to 128)
<u>Resolution Passed:</u>
Noted.</td><td>Noted</td></tr>
<tr><td>63.21</td><td>To Report and Record the Signing of Memorandum of Understanding between Central University of Haryana and National Forensic Sciences University (NFSU), Gandhinagar.
(Annexure-S2, Page-129 to 131)
<u>Resolution Passed:</u>
Noted.</td><td>Noted</td></tr>
<tr><td>63.22</td><td>To Report and Record the Signing of Memorandum of Understanding between Central University of Haryana and Haryana Knowledge Corporation Limited (HKCL), Panchkula.
(Annexure-S3, Page-132 to 140)
<u>Resolution Passed:</u>
Noted.</td><td>Noted</td></tr>
<tr><td>63.23</td><td>To Report and Record the Signing of Memorandum of Understanding between Central University of Haryana and Telecommunications Consultants India Limited (TCIL), New Delhi.
(Annexure-S4, Page-141 to 160)
<u>Resolution Passed:</u>
Noted.</td><td>Noted</td></tr>
<tr><td>63.24</td><td>To Report and Record the Signing of Memorandum of Understanding between Central University of Haryana and Offset Printer's Association (OPA), Ludhiana. (Annexure-S5, Page-161 to 166)
<u>Resolution Passed:</u>
Noted.</td><td>Noted</td></tr>
<tr><td>63.25</td><td>To Report and Record the Signing of Memorandum of Understanding between Central University of Haryana and Nakhon Ratchasima Rajabhat University (NRRU), Thailand. (Annexure-S6, Page-167 to 174)
<u>Resolution Passed:</u>
Noted.</td><td>Noted</td></tr>
</table>

<table>
<tr><td>63.26</td><td>To Report and Record the Signing of Memorandum of Understanding between Central University of Haryana and Indian Institute of Packaging (IIP), Delhi. (Annexure-S7, Page-175 to 183)

<u>Resolution Passed:</u>
Noted.</td><td>Noted</td></tr>
<tr><td>63.27</td><td>To Report and Record the Signing of Memorandum of Understanding between Central University of Haryana and UltraTech Cement.
(Annexure-S8, Page-184 to 188)

<u>Resolution Passed:</u>
Noted.</td><td>Noted</td></tr>
<tr><td>63.28</td><td>To Report and Record the Signing of agreement between Central University of Haryana and NBCC (India) Limited. (Annexure-S9, Page-189 to 293)

<u>Resolution Passed:</u>
Noted.</td><td>Noted</td></tr>
<tr><td>63.29</td><td>To report, record and confirm the action taken by the Vice-Chancellor in approving the following recommendations of the Selection Committees for appointment to the following posts on regular basis in the University:
<table>
<tr><th>Sr. No.</th><th>Date of Meeting of Selection Committee</th><th>Post</th><th>Category</th><th>No. of Posts</th><th>Name of Selected Candidates</th><th>Name of candidate in waiting list</th></tr>
<tr><td>1.</td><td>11.03.2025</td><td>Deputy Registrar</td><td>UR</td><td>01</td><td>Sh. Radhe Shyam Singh</td><td>Sh. Sunder Lal Sharma</td></tr>
<tr><td>2.</td><td>11.03.2025</td><td>Deputy Registrar</td><td>OBC</td><td>01</td><td>Smt. Parul Yadav</td><td>Smt. Rekha</td></tr>
<tr><td>3.</td><td>11.02.2025</td><td>System Analyst</td><td>UR</td><td>01</td><td>Sh. Amit Kumar</td><td>Sh. Sumit Kumar</td></tr>
</table>
<u>Resolution Passed:</u>
Noted. This item was taken up before Item No-63.19.</td><td>Noted</td></tr>
<tr><td colspan="3">Any Other Item with the permission of the Chair</td></tr>
<tr><td>63.30</td><td>The Council members were apprised that it has been observed that court cases are being filed against the Statutory Officers of the University by name due to the decisions taken by them in their official capacity. Since the term of the Statutory Officers, Executive Council members and Vice-Chancellor is term based, it can have a long term financial implications on the concerned officer.

In this connection, the Council members unanimously resolved that in such cases, where the Vice-Chancellor, Statutory Officers or the Executive Council members having completed the term or retired from the services of the University, the University shall bear/reimburse the expenses incurred on hiring of his/her Legal Counsel by the concerned Officer and other expenses like travel etc.</td><td>Notification has been issued vide No. CUH/Reg.Off./2025/ notification/1765 dated 18-06-2025.</td></tr>
<tr><td></td><td>The meeting ended with a vote of thanks to the Chair.</td><td></td></tr>
</table>

Annexure-A

हरियाणा केंद्रीय विश्वविद्यालय

(संसद के अधिनियम संख्या-25 (2009) के तहत स्थापित)
जांट-पाली, महेंद्रगढ़- 123031 (हरियाणा)

CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)
Jant-Pali, Mahendergarh-123031 (Haryana)

No: CUH/2025/Estt.Sec./T/518 **Date: 26.06.2025**

अधिसूचना / NOTIFICATION

यह सूचित किया जाता है कि अनुकंपा नियुक्ति योजना को विश्वविद्यालय की कार्य परिषद की 63वीं बैठक में दिनांक 30.05.2025 को पारित संकल्प संख्या 63.8 के माध्यम से अनुमोदित किया गया है, उक्त संलग्नक संलग्न किया गया है।

यह सभी संबंधितों की जानकारी एवं आवश्यक कार्रवाई हेतु जारी की जाती है।

It is notified that the Compassionate Appointment Scheme has been approved vide Resolution No. 63.8 passed in the 63rd meeting of the Executive Council of the University, held on dated 30.05.2025. The same is enclosed herewith.

This is issued for the information and necessary action of all concerned.

उप-कुलसचिव (स्था.) / Deputy Registrar (Estt.)

सूचनार्थ एवं आवश्यक कार्यार्थ प्रतिलिपि:
Copy of above is forwarded to the following for information and necessary action:

1. सभी संबंधित /All Concerned
2. सहायक कुलसचिव, शैक्षणिक एवं परिषद शाखा (कार्यकारी परिषद, हकेंवि की अगली बैठक में रिपोर्टिंग के लिए) /Assistant Registrar, Academic & Council Branch (for reporting in the next meeting of the Executive Council, CUH)
3. कुलपति सचिवालय, (माननीय कुलपति महोदय के सूचनार्थ), हकेंवि / Vice-Chancellor's Secretariat (for kind information of Hon'ble Vice-Chancellor), CUH
4. कुलसचिव कार्यालय, (कुलसचिव महोदय के सूचनार्थ), हकेंवि /Office of the Registrar (for kind information of Registrar), CUH
5. कार्यालय प्रतिलिपि/ Office Copy

सहायक कुलसचिव (स्था.)/ Assistant Registrar (Estt.)

SCHEME FOR COMPASSIONATE APPOINTMENT

The Central University of Haryana, located in Jant-Pali, Mahendergarh, Haryana has established its policy for Compassionate Appointments in accordance with the Office Memorandum F.No. 14014/1/2022-Estt. (D) dated August 2, 2022 issued by the Department of Personnel and Training (DOPT), Ministry of Personnel, Public Grievances and Pensions, Government of India. This policy incorporates some marginal modifications to better align with the specific needs and context of the University Employees.

1. OBJECT

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of regular employee of the Central University of Haryana dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the University Employee (Regular) concerned from financial destitution and to help it get over the emergency. By offering this support, the Scheme seeks to help families navigate the crisis and restore their financial stability in the wake of their loss.

[Para 1 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998]

2. TO WHOM APPLICABLE

To a dependent family member of a regular employee of the Central University of Haryana who-

(a) dies while in service (including death by suicide); or

(b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Employees); or

(c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules, 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for erstwhile Group 'D' Employees).

Note-I **"Dependent Family Member"** means

(a) Spouse; or

(b) son (including adopted son); or

(a) daughter (including adopted daughter); or

(b) brother or sister in the case of unmarried University Employee

--who was wholly dependent on the University Employee at the time of his/her death in harness or retirement on medical ground, as the case may be.

Note-II **"University Employee"** for the purpose of these instructions means a University Employee appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or on contract or re-employment basis.

Note-III **"Service"** includes extension in service (but not re-employment) after attaining the normal age of retirement in civil post.

Note-IV **"Re-employment"** does not include employment of ex-serviceman before the normal age of retirement in a civil post.

[Para 2 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998]

3. **AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT**

The Appointing Authority of Group C Employees of University based on the recommendations made by a three-member Committee constituted

[as mentioned at Clause-14 (viii)] for the purpose and with due approval of the Vice-Chancellor/Executive Council.

4. **POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE**

Group 'C' posts against the direct recruitment quota.

[Para 4 of DOPT O.M. No. 14014/02/2012-Estt. (D) dated 16.01.2013]

5. **ELIGIBILITY**

(a) The family is indigent and deserves immediate assistance for relief from financial destitution; and

(b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

[Para 5 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998]

6. **EXEMPTION**

Compassionate appointments are exempted from observance of the Recruitment Procedure.

7. **RELAXATIONS**

(a) Age Limit

Upper age limit could be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 Years of age.

Note-I- Age eligibility shall be determined with reference to the date of application and not the date of appointment.

Note-II-Authority Competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

[Para 6 B of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998]

(b) Minimum Qualification

The University may consider recruiting persons not immediately meeting the minimum educational standards. The University may engage them as trainees who will be given the regular pay bands and grade pay only on acquiring the minimum qualification prescribed under the recruitment rules. The emoluments of these trainees, during the period of their training and before they are absorbed in the University as employees, will be equal to the lowest/first cell (minimum) of Pay Level-1 Rs. 18,000-56,900 (pre-revised -1S pay band). In addition, they will be granted all applicable Allowances, like Dearness Allowances, House Rent Allowances and Transport Allowances at the admissible rates. The same shall be calculated on the minimum of Pay Level-1. The period spent in Pay Level-1 by the future recruits will not be counted as service for any purpose as their regular service will start only after they are appointed in the Group 'C' post after acquiring minimum educational qualifications. The pay of those governed by the 1S scale under 6th CPC Pay Rules may be revised by using the Fitment Factor of 2.57 for placement in Level-1 in conformity with the Rule 7 of the CCS (RP) Rules, 2016. All pre-revised pay stages lower than pre-revised pay of Rs.7,000 in the pre-revised scale shall not be considered for determining the benefit of bunching, on the same lines as has been clarified by Department of Expenditure's O.M dated 03.08.2017 on application of the benefit on account of bunching. This will be effective from 01.01.2016.

[Para 1 of O.M. No.14014/2/2009-Estt.(D) dated 11.12.2009 and Para 2 of O.M. No.14014/2/2009-Estt.(D) dated 09.10.2017]

(c) Exemption from passing Typing Test for LDC (Lower Division Clerk)

In the matter of exemption from the requirement of passing the typing test, those appointed on compassionate grounds to the post of Lower Division Clerk will clear typing test in six months times, extendable upto maximum of two years with the permission of the Competent Authority.

No increment will be given unless he/she clears the typing test. Standard Typing Speed will be followed.

(d) Educational Qualifications of Widow

In case of appointment of a widow not fulfilling the requirement of educational qualification, against the post of MULTI TASKING STAFF, she will be placed in minimum of Pay Level-1 directly without insisting on fulfillment of educational qualification norms, provided the appointing authority is satisfied that the duties of the post against which she is being appointed can be performed with help of some on-the-job training. This dispensation is to be allowed for appointment on compassionate ground against the post of MULTI TASKING STAFF only.

[Para 2 of O.M. No.14014/2/2009-Estt. (D) dated 03.04.2012]

8. **DETERMINATION/AVAILABILITY OF VACANCIES**

a. Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.

b. Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz SC/ST/OBC/General depending upon the category to which she/he belongs. For example, if she/he belongs to SC category, she/he will be adjusted against the SC reservation point, if she/he is ST/OBC, she/he will be adjusted against ST/OBC point and if she/he belongs to General category, she/he will be adjusted against the vacancy point meant for General category.

c. While the ceiling of 5% for making compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of University Employee on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering her/him for such appointment if she/he is eligible as per the normal rules/orders governing such appointments

d. The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy e.g. sports quota vacancy.

[Para 7 of O.M. No.14014/02/2012-Estt. (D) dated 16.01.2013]

e. The Committee constituted for considering a request for appointment on compassionate grounds should limit its recommendation to appointment on compassionate grounds only in a really deserving case and only if vacancy meant for appointment on compassionate grounds are available within a year in the University that too within the ceiling of 5% of vacancies falling under DR quota in Group 'C' posts.

[Para 1 of O.M.No.14014/18/2000-Estt.(D) dated 22.06.2001]

f. Calculation of vacancies by grouping of posts- Grouping of various posts in Group-C for the purpose of calculation of vacancies for appointment on compassionate ground is allowed. Consequently, Group-C posts in which there are less than 20 direct recruitment vacancies in a recruitment year may be grouped together and out of the total number of vacancies, 5% may be filled on compassionate grounds subject to the condition that appointment on compassionate grounds in any such post should not exceed one. For the purpose of calculation of vacancies for compassionate appointment, fraction of a vacancy either half or exceeding half but less than one may be taken as one vacancy.

[Para 2 and 3 of O.M. No. 14014/24/1999-Estt.(D) dated 28.12.1999]

g. Liberalized method of calculation of vacancies - The University may apply a more liberalized method of calculation of vacancies under 5%

quota for compassionate appointment. The University, for the purpose of these instructions, is defined as an organization where no vacancy for compassionate appointment could be located under 5% quota for the last 3 years. The University may add up the total of DR vacancies in Group 'C' and erstwhile Group 'D' posts (excluding technical posts) arising in each year for 3 or more preceding years and calculate 5% of vacancies with reference to the grand total of vacancies of such years, for locating one vacancy for compassionate appointment. This is subject to the condition that no compassionate appointment was/has been made by the University during 3 years or number of years taken over and above 3 years for locating one vacancy under 5% quota.

[Para 4 of O.M. No. 14014/3/2005-Estt.(D) dated 09.10.2006]

h. The compassionate appointment can also be made against technical 'posts' at Group 'C' and erstwhile Group 'D' level. The 5% quota of vacancies will be calculated on the basis of total DR vacancies arising in a year in the technical posts.

[Para 2 of O.M. No. 14014/3/2005-Estt(D) dated 19.01.2007]

9. **TIME LIMIT FOR CONSIDERING APPLICATIONS FOR COMPASSIONATE APPOINTMENT:**

Any application for compassionate appointment is to be considered without any time limit and decision taken on merit i.e. Point Based Criteria for considering and recommending for appointment on compassionate ground in each case. All cases of Compassionate Appointment will be kept in order of merit (Point Based Criteria) and year of Death of the deceased employee for consideration subject to availability of posts in future.

10. **BELATED REQUESTS FOR COMPASSIONATE APPOINTMENT**

(a) Request for compassionate appointment even where the death or retirement on medical grounds of a University employee took place long back, say five years or so, can be considered. While considering such

belated requests, it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the University Employee in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of a Committee constituted in this regard.

(b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a University Employee and not the age of the applicant at the time of consideration.

(c) The onus of examining the penurious condition of the dependent family will rest with the authority making compassionate appointment.

[Para 9 of O.M. No.14014/02/2012-Estt. (D) dated 16.01.2013 and Para 4 of O.M No.14014/3/2011-Estt.(D) dated 26.07.2012]

11. **WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED**

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

[Para 9 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998]

12. **WHERE THERE IS AN EARNING MEMBER**

(a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Vice-Chancellor concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to

number of dependents, assets and liabilities left by the University Employee, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the University Employee and whether he should not be a source of support to other members of the family.

(b) In cases where any member of the family of the deceased or medically retired University Employee is already in employment and is not supporting the other members of the family of the University Employee, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the University Employee so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

[Para 10 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998]

13. **MISSING UNIVERSITY EMPLOYEE**

Cases of missing University Employee are also covered under the scheme for compassionate appointment subject to the following conditions: -

(a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the University Employee has been missing, provided that:

(i) an FIR to this effect has been lodged with the Police,

(ii) the missing person is not traceable, and

(iii) the Competent Authority feels that the case is genuine;

(b) This benefit will not be applicable to the case of a University Employee:

(i) who had less than two years to retire on the date from which he has been missing; or

(ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.

(c) Compassionate appointment in the case of a missing University Employee also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;

(d) While considering such a request, the results of the Police investigation should also be taken into account; and

(e) A decision on any such request for compassionate appointment should be taken only at the level of the Vice-Chancellor.

14. **PROCEDURE**

(a) The nominated Welfare Officer or a Senior officer may be deputed to meet the family members of the deceased University Employee and apprise them of the terminal benefits available to the family. This may be done at the earliest possible, preferably, within 30 days of death.

(b) In case it is observed by the nominated Welfare Officer/Senior Officer that the condition of the family of the deceased University Employee is indigent, the family should also be apprised of the scheme for compassionate appointment.

(c) In such cases, the nominated Welfare Officer/Senior Officer would assist the family member of the deceased University Employee in applying for appointment on compassionate grounds. The application should be made in the format prescribed as in **Annexure-I**. All assistance should be extended to enable such family member to fill the Application Form for compassionate appointment. The applicant should be advised in person about the requirements and formalities to be completed by him/her. The Applicant should also be given detailed information of the posts to which they can apply.

(d) The Administration shall satisfy itself regarding the correctness of the details entered in the application form and family income and other details computed for processing the application. During scrutiny, if any

additional details or information, having a bearing on the case, emerge, the same should be added as supplementary note to the application.

(e) Every application found to be in order, should be acknowledged by assigning a unique registration number. All pending applications should also be assigned unique registration number. This may be done within 2 to 3 weeks of time. Once a unique registration number has been assigned to an application, the applicant, including those whose applications are pending, may be informed through email or other forms of communication (including digital modes of communication) of their Unique Application Registration Number.

(f) While informing the applicants of the registration number of their application, they may also be informed of the number of vacancies likely to be available to be filled on compassionate grounds. They may also be provided with a copy of the point based merit system.

(g) To consider the various applications and to recommend individual applicant for grant of compassionate appointment, a Committee, comprising three members (one Chairman and two Members), may be constituted. The Committee may be chaired by an Officer not below the rank of Registrar or Officers of equivalent rank in the University. The following will be composition of the Committee:

1. Registrar / Officers of equivalent or higher rank to the Registrar-Chairperson
2. Nominated Welfare Officer or Other Senior Officer -Member
3. Joint Registrar (Estt.)/ Deputy Registrar (Estt.) / Assistant Registrar (Estt.)-Convener

(h) The Committee may preferably meet once in a year, to consider all fresh requests received in the last calendar year, in addition to pending applications. In case large number of applications are received during the calendar year, the Committee may meet twice or more to consider the applications.

(i) Prior to every meeting of the Committee, the applicants whose applications are being considered, should be informed, through email or other forms of communication (including digital modes of communication), of the number of vacancies in each grade for which they are being considered as also the date the Committee is due to meet to consider their application. However, the applicant(s) would not be required to have any personal interaction, either with the administration or the Committee and that the applicants may not be asked to be present during the meeting of the Committee.

(j) Every valid application shall be assessed strictly on the basis of the point based merit system formulated/adopted by the University.

(k) The Committee should make its recommendation for appointment on compassionate ground as per the total points obtained by each applicant, under the applicable point based merit system.

(l) The result of each round of selection should be communicated to the applicants. The points awarded against each parameter alongwith total merit points earned, should be provided to the applicants through email or other forms of communication.

(m) The minutes of each meeting of the Committee including the merit points earned by each applicant should also be placed, within a period of three weeks from the date of meeting of the Committee, in public domain, on the website of the University for Information of all concerned.

(n) Recommendations of the Committee should be placed before the Competent Authority for consideration and approval. If the Competent Authority disagrees with the recommendations of the Committee, the case may be referred to the next higher authority for a decision.

[O.M No.43019/9/2019-Estt.(D) dated 23.08.2021]

15. **UNDERTAKING FOR MAINTENANCE OF THE FAMILY OF THE DECEASED EMPLOYEE**

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure-I) that he/she will maintain the other family members who were dependent on the University Employee in question, properly and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith. It has been decided that it should be incorporated as one of the additional conditions in the offer of appointment applicable only in the case of appointment on compassionate grounds.

[Para 1 of O.M No.14014/16/1999-Estt.(D) dated 20.12.1999]

16. **POINT BASED MERIT CRITERIA**

(a) The point criteria to be followed for considering and recommending the cases for appointment on compassionate grounds covering various attributes/parameters viz. (i) monthly family pension (ii) terminal benefits (DCRG, GPF, Leave Encashment, DGEGIS, pension commutation etc.) (iii) monthly income of earning members of the family or income from property (iv) immovable property in the name of the govt. servant or any of his dependent (v) no of dependents (vi) no of unmarried/divorce daughters (vii) no of minor children (viii) remaining service of the deceased govt. servant and (ix) applicant being physically handicapped/disabled dependent daughter(s), Physically/Mentally Challenged and Chronic disease case (x) Liabilities i.e. bank loan, borrowings etc.

(b) The details of the Relative Merit Point Assessment on 100 Point Scale for compassionate appointment is given in OM No.-12012/01/2021-Ad.I-dated 6th April, 2022, issued by Cabinet Secretariat, Rastrapati Bhavan.

(c) The Proforma as in OM No.-12012/01/2021-Ad.I-dated 6th April, 2022 issued by Cabinet Secretariat, Rastrapati Bhavan may be used by Committee for ascertaining necessary information and processing the cases of compassionate appointment.

(d) An application for appointment on compassionate grounds should be considered in the light of the University Policy and instructions issued from time to time by the Department of Personnel and Training (Establishment Division) on the subject by a committee constituted for the purpose. The applicant may also be granted personal hearing by the Committee, if necessary, for better appreciation of the facts of the case.

(e) Recommendation of the Committee should be placed before the Appointing Authority of Group C for decision.

(f) While applying point based merit scheme, as mentioned in OM No.-12012/01/2021-Ad.I-dated 6th April, 2022, if situation arises that some candidates secure equal marks in merit and cadre controlling authority is unable to decide the merit of such candidates, in such cases the tie-breaking factor can be income available per dependent i.e. total of first three financial parameter prescribed in OM No.-12012/01/2021-Ad.I-dated 6th April, 2022 (pension annualized), total terminal benefits and income of earning members and income from property) divided by total number of dependents. The lesser the per dependent available income, the higher the rank amongst the applicants whose scores had a tie.

(g) In case of tie even after applying the factor of per dependent available income, then the left over service of University Employee may be taken into account.

17. **REQUEST FOR CHANGE IN POST/PERSON**

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore, -

(a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.

(b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

[Para 14 of DOPT O.M. No. 14014/6/94-Estt. (D) dated 09.10.1998]

18. **SENIORITY**

A person appointed on compassionate ground in a particular year may be placed at the bottom of all the candidates recruited/appointed through direct recruitment, promotion etc. in that year and seniority will be governed as per Cadre Recruitment Rules/Rules for Seniority.

19. **TERMINATION OF SERVICE**

The compassionate appointments can be terminated on the ground of noncompliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by way of issue of show cause notice asking him/her to explain why his/her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary Rules/Temporary Service Rules for his purpose.

In order to check its misuse, it has also been decided that this power of termination of services for non-compliance of the condition(s) in the offer of compassionate appointment should vest only with the Disciplinary Authority as per Ordinance-V (B).

20. **GENERAL GUIDELINES**

(a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential

educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

(b) It is not the intention to restrict employment of a family member of the deceased or medically retired (erstwhile) Group 'D' University Employee to a erstwhile Group 'D' post only. As such, a family member of such erstwhile Group 'D' University Employee can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.

(c) An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the University Employee has received the benefits under the various welfare schemes while considering a request for appointment on compassionate ground balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.

(d) Requests for compassionate appointment consequent on death or retirement on medical grounds of erstwhile Group 'D' Staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.

(e) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and above in respect of Group 'A'/'B'/'C' University Employees and to bring it at par with the upper age-limit of 57 years prescribed therein for erstwhile Group 'D' University Employees on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group 'A'/'B'/'C' University Employees (which is at par with the age of retirement of 60 years applicable to erstwhile Group 'D' University Employees) or on any other ground should invariably be rejected so as

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to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for erstwhile Group 'D' University Employees for the reason that they are low paid University Employees who get meagre invalid pension in comparison to others.

[Para 18 of O.M. No. 14014/02/2012-Estt(D) dated 16.01.2013]

21. **IMPORTANT COURT JUDGEMENTS**

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment: -

(a) The Supreme Court in its judgement dated April 8, 1993 in the case of Auditor General of India and others vs. G. Ananta Rajeswara Rao [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the University Employee who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.

(b) The Supreme Court's judgement dated May 4, 1994 in the case of Umesh Kumar Nagpal vs. State of Haryana and others [JT 1994(3) S.C. 525] has laid down the following important principles in this regard:

(i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.

(ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post

i.e. in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.

(iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.

(iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired University Employee is legally impermissible.

(v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired University Employee is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.

(vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.

(vii) Compassionate appointment cannot be offered by an individual functionary on an ad-hoc basis.

(c) The Supreme Court has held in its judgement dated February 28, 1995 in the case of the Life Insurance Corporation of India vs. Mrs Asha Ramchandra Ambekar and others [JT 1994(2) S.C. 183] that the High Courts and Administrative Tribunals cannot give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.

(d) The Supreme Court has ruled in the cases of Himachal Road Transport Corporation vs. Dinesh Kumar [JT 1996 (5) S.C. 319] on May 7, 1996 and Hindustan Aeronautics Limited vs. Smt A. Radhika Thirumalai [JT 1996 S.C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.

(e) The Supreme Court has held in its judgement in the case of State of Haryana and others vs. Rani Devi and others [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, ad-hoc employees including those who are working as Apprentices, then such scheme cannot be justified on Constitutional grounds.

(f) The Hon'ble Supreme Court in its judgment dated 05.04.2011 in Civil Appeal No. 2206 of 2006 filed by Local Administration Department vs. M. Selvanayagam @ Kumaravelu has observed that "an appointment made many years after the death of the employee or without due consideration of the financial resources available to his/her dependents and the financial deprivation caused to the dependents as a result of his death, simply because the claimant happened to be one of the dependents of the deceased employee would be directly in conflict with Articles 14 & 16 of the Constitution and hence, quite bad and illegal. In dealing with cases of compassionate appointment, it is imperative to keep this vital aspect in mind"

[Para 19 of O.M. No. 14014/02/2012-Estt(D) dated 16.01.2013 and Para 1 of O.M. No. 14014/3/2011-Estt.(D) dated 26.07.2012]

22. Notwithstanding anything stated in this Policy, for any unforeseen issue arising, and not covered by this Policy, or in the event of difference in interpretation, the matter may be referred to the Executive Council for appropriate decision.

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ANNEXURE-I

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF UNIVERSITY EMPLOYEE DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION

PART-A

I.	a.	Name of the University Employee (Deceased/retired on medical ground)	: .....
	b.	Designation of the University Employee	: .....
	c.	Whether it is MTS or other (erstwhile Group-D) or Not	: .....
	d.	Date of Birth of the University Employee	: .....
	e.	Date of death/retirement on medical ground	: .....
	f.	Total length of service rendered	: .....
	g.	Whether permanent or temporary	: .....
	h.	Whether belonging to SC/ST/OBC	: .....
II.	(a)	Name of the candidate for appointment	: .....
	(b)	His/Her relationship with the University Employee	: .....
	(c)	Date of Birth	: .....
	(d)	Educational Qualifications	: .....
	(e)	Whether any other dependent family member has been appointed on Compassionate grounds	: .....
III.	Particulars of total assets left including amount of		: .....
	(a)	Family Pension	: .....
	(b)	D.C.R. Gratuity	: .....
	(c)	G.P.F. Balance	: .....
	(d)	Life Insurance Policies (Including Postal Life Insurance)	: .....
	(e)	Moveable and Immovable properties & annual income earned therefrom by the family	: .....
	(f)	C.G.E. Insurance amount	: .....
	(g)	Encashment of leave	: .....
	(h)	Any other assets	: .....
		Total	: .....
IV.	Brief particular of liabilities, if any		: .....

V. Particulars of all dependent family members of the University Employee (if some are employed, their income and whether they are living together or separately) :

Sr. No.	Name(s)	Relationship with Govt. servant	Age	Address	Employed or not if employed particulars of employment and emoluments

VI. Declaration/Undertaking

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the University Employee mentioned against 1(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated

Date:

Signature of the candidate

Name : .....

Address : .....

.....

Mobile : .....

Email ID : .....

PART-B

(TO BE FILLED BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

I.	a.	Name of the candidate for Appointment	:	.....
	b.	His/Her relationship with the University Employee	:	.....
	c.	Age (date of birth), education qualification and experience, if any	:	.....
	d.	Post (Group C) which employment is Proposed	:	.....
	e.	Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment	:	.....
	f.	Whether the post to be filled is included in the Central Secretariat Clerical Service or not	:	.....
	g.	Whether the relevant Recruitment Rules provide for direct recruitment	:	.....
	h.	Whether the candidate fulfils the requirements of the Recruitment Rules for the post	:	.....
	i.	Apart from waiver of observance of the Recruitment Procedure what other relaxation are to be given	:	.....
II.		Whether the facts mentioned in Part-A have been verified by the Office and if so, indicate the records	:	.....
III.		If the University Employee died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier	:	.....
IV.		Personal recommendation of the Head of the Department (With his signature and office Stamp/seal)	:	.....

Annexure-B

हरियाणा केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

(संसद के अधिनियम संख्या-25 (2009) के तहत स्थापित, नैक से 'ए' ग्रेड प्राप्त)
(Established vide Act No. 25 (2009) of Parliament, Accredited 'A' Grade by NAAC)
जिला महेंद्रगढ़, हरियाणा - 123031 District Mahendergarh, Haryana

No.: CUH/VCS/2023/अधिसूचना/762 **दिनांक: 20.06.2023**

अधिसूचना/Notification

विश्वविद्यालय के कर्मचारियों के लिए समूह बीमा और चिकित्सा बीमा की सुविधा शुरू करने के लिए निम्नलिखित को मिलाकर एक समिति गठित की गई है:

A Committee, consisting of the following, is hereby constituted to start facility of Group Insurance and Medical Insurance for the employees of the University:

1. Prof. Ashish Mathur, Department of Management Studies - Chairperson
2. Prof. Sanjiv Kumar, Dean Academic
3. Prof. Sunil Kumar, Registrar
4. Prof. Parmod Kumar, Department of Teacher Education
5. Dr. Rajendra Prasad Meena, Department of Commerce
6. Dr. Rajat Yadav, Medical Officer

सहायक कुलसचिव, ई एंड जी ए शाखा, समन्वयक होंगे ।

Assistant Registrar, E&GA Branch, will be the coordinator.

समिति विभिन्न बीमा एजेंसियों से परामर्श करने के बाद विश्वविद्यालय को प्रस्ताव प्रस्तुत करेगी ।

The Committee will submit proposal to the University, after having consultation with the various Insurance Agencies.

सक्षम अधिकारी के अनुमोदन से जारी किया गया है ।

This is issued with the approval of the Competent Authority.

Pawan Kumar 20/6/23

निजी सचिव/Private Secretary
कुलपति सचिवालय/Vice-Chancellor's Secretariat

प्रति निम्नलिखित को सूचना एवं आवश्यक कार्रवाई हेतु अग्रेषितः
Copy forwarded to the following for information and further necessary action:

1. समिति के सभी सदस्य, ह.के.वि./All members of the Committee, CUH
2. वित्त शाखा (वित्त अधिकारी की सूचना हेतु), ह.के.वि./Finance Branch, CUH
3. ई. एंड जी.ए. शाखा, ह.के.वि/E&GA Branch, CUH

Annexure-C

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No.: CUH/2021/Estt.Sec./NT/.....50 Date: 28-01-2021

NOTIFICATION

The guidelines for CUH-Employees Welfare Fund Scheme has been approved by the Executive Council in its 47th meeting held on 29-12-2020 vide Resolution No. 08 and same are hereby notifed for information to all concerned.

27/1/2021

Assistant Registrar (Establishment) A/c

CENTRAL UNIVERSITY OF HARYANA

CUH-Employees Welfare Fund Scheme

The Committee constituted for recommending modalities for setting up of CUH –Employees Welfare Fund Scheme and creation of an Employees Welfare Fund hereby recommends the draft of proposed Employees Welfare Fund Scheme after exhaustive study of existing provisions in various Central/State universities and deliberations. The draft Guidelines of the Scheme are submitted as under:

Guidelines Relating to Setting up of CUH-Employees Welfare Fund Scheme and Creation and Maintenance of Employees Welfare Fund (CUH-EWF)

I. SHORT TITLE AND DATE OF COMMENCEMENT

i. The Scheme may be titled as CUH-Employees Welfare Fund (CUH-EWF).
ii. The Scheme shall come into force from the date of notification.

II. DEFINITIONS

i. "Scheme" means CUH –Employees Welfare Fund Scheme
ii. "University" here means Central University of Haryana, Mahendergarh
iii. "Welfare Fund" here means CUH-Employees Welfare Fund
iv. "Member" means a regular employee of the university who has been confirmed after completion of the probation period, and has consented to be the subscriber of the Employees Welfare Fund
v. "Loan" here means the advance issued to the member for specific purpose as defined in appropriate clause of the CUH-Employees Welfare Fund guidelines

III. OBJECTIVES OF THE EMPLOYEES WELFARE FUND SCHEME

i. To establish and manage a welfare fund for the employees created from subscriptions, contributions from members, deductions, donations and other sources. This fund will be used to provide financial assistance, advances or loans to the members of CUH-EWF or their dependents, and ex gratia financial relief in case of accidents, death, or crisis beyond ordinary measures, etc.
ii. To mobilise savings and to help its members in obtaining advances, loans, financial relief and assistance as specified in appropriate clause of the guidelines of Scheme.

IV. MEMBERSHIP

All the regular employees of the university who have been confirmed after completion of the probation period, and have consented to be the subscriber of the CUH-Employees Welfare Fund, are eligible for the membership of CUH-EWF.

IV (A). CANCELLATION OF MEMBERSHIP

Membership of CUH-EWF shall be cancelled/discontinued in the following cases:

a) Resignation from service

b) Resignation from membership of Employees Welfare Fund Scheme (if accepted by the Managing Committee)
c) Retirement/superannuation
d) Suspension from services
e) Dismissal from services
f) Expulsion from the membership of Employees Welfare Fund Scheme
g) Insanity
h) Bankruptcy
i) Death and
j) During the period in which his/her pay is attached by the court

IV (B). EXPULSION OF A MEMBER

A member may be expelled from the CUH-Employees Welfare Fund by a two-thirds majority in General Body meeting in the following cases:

a) Persistent failure to pay subscription, loan instalment, or debt due from him/her to the Employees Welfare Fund (EWF) continuously for 6 months.
b) Dishonesty in dealings with the CUH-EWF or actions contrary to the guidelines of the Welfare Fund Scheme.
c) Conviction for criminal offence involving moral turpitude.

V. GENERAL BODY

a) All the members of the Welfare Fund Scheme shall constitute the General Body.
b) The General Body shall meet at least twice in a year and more meetings can be called as and when required by the Managing Committee.
c) The Secretary shall give notice of at least 7 days for convening the meetings of the General Body.
d) The statement of annual accounts, annual report and budget for the next year will be despatched/emailed to all the members along with other agenda items.
e) 30 percent of the total members of CUH-EWF Scheme shall constitute quorum for the meeting of General Body.
f) The General Body shall be the ultimate authority in all the matters relating to the administration of the CUH-EWF.

VI. MANAGING COMMITTEE

The CUH-Employees Welfare Fund Scheme shall be administrated and managed by the Managing Committee constituted under the guidelines.

1. **Constitution of Managing Committee**

a) Five members of the Managing Committee shall be elected on the basis of direct voting through secret ballot by the subscribed members of the welfare fund scheme for the term of two years.
b) Presidents of all registered associations/organisations of the university or their nominee.

c) The Registrar of the University shall fix the election schedule and finalise various forms for conducting elections to the managing committee members.
d) Registrar of the University shall be the ex officio Vice President of CUH-EWF Scheme.
e) President, Secretary and the Joint Secretary shall be elected by the members of the Managing Committee.
f) A Deputy Registrar/Senior Assistant Registrar of the University shall be the Treasurer (ex officio).
g) All the Ex-officio office bearers of the Managing Committee should be the members of the welfare fund scheme.

2. Meetings of the Managing Committee

a) The meetings of the managing committee shall be held once in three months or when the situation warrants with a notice of seven days.
b) Half of the members of the managing committee shall constitute the quorum.
c) There shall be no quorum for the meetings adjourned for want of quorum and scheduled after at least 10 days' time with proper communication to all the members. The same agenda shall be discussed in such meetings.
d) In case of emergent meetings, the notice of three days may be given through SMS, email or WhatsApp Message.
e) The managing committee shall be responsible for maintenance of Annual Accounts, Annual Reports, Budget Estimates and Register of proceedings to be placed in the meetings of General Body to be held at least twice in a year.

3. Powers and Functions of the Managing Committee

The Managing Committee shall exercise the following powers:

a) To sanction all contingent expenses required for maintenance and management of Employees Welfare Fund Scheme for which the President shall be authorised to incur contingent expenditure up to a limit of Rs.5,000/- in anticipation of the formal sanction of the committee.
b) To generate revenue for the Employees Welfare Fund through contributions, donations, loans, deductions, etc.
c) To design and circulate the application for membership, loans/advances, etc.
d) To admit new members and to recommend the expulsion/discontinuation of membership for reasons recorded in writing.
e) To deal with application for loans, advances or financial assistance to members as per their entitlement.
f) To prepare and present the annual accounts, annual report, balance sheet and budget estimates.
g) To enter into contracts/agreements on behalf of the CUH-EWF Scheme, settle the terms thereof and to authorise an officer to execute all deeds, agreements, documents and to issue receipts in connection with the business of the CUH-EWF.

h) To institute, conduct, defend, compound or compromise any legal proceedings by or against the CUH-EWF.
i) To appoint part-time/outsourced employees to manage the CUH-EWF Scheme on prior approval of the General Body, if necessary.
j) To transact any other business of the CUH-EWF Scheme in accordance with norms.
k) To make arrangements for the maintenance of the accounts and registers as prescribed from time to time.
l) To design and circulate the application for membership, loans/advances, etc.

4. **Registers and Books of Accounts**

The following registers and books of accounts shall be maintained by the Managing Committee of CUH-EWF Scheme:

a) Inventory of Registers and ledgers maintained by the Committee
b) Register of members and monthly subscription
c) A book of proceedings of the General Body and Managing Committee
d) Register containing inspection notes of the designated officers
e) Register of assets
f) A cash book showing all receipts, payments and balance in hand maintained on day-to-day basis
g) Passbook(s) of Bank Accounts and Financial Statements
h) A ledger showing the accounts of each member of the CUH-EWF Scheme.
i) All other relevant registers and books of accounts and loans which may be required to be maintained by Managing Committee of the CUH-EWF Scheme

VII. POWERS OF THE PRESIDENT, SECRETARY AND TREASURER

Subject to such resolutions as the Managing Committee may from time to time pass, the office-bearers of the CUH-EWF Scheme shall have the following powers:

1. **President**
   a) To preside over all general body meetings and meetings of the Managing Committee
   b) Shall exercise overall control of the affairs of the CUH Employees Welfare Fund Scheme
   c) In case of a tie, the President shall have a casting vote
2. **Vice-President**

   The Vice-President shall assist the President in discharging of his duties, and shall discharge the responsibilities of the President in his absence.
3. **Secretary**
   a) To operate the bank accounts of the fund within the limits prescribed by the Managing Committee
   b) To organise and attend all the meetings of General Body and the Managing Committee
   c) To record the proceedings of such meetings and get them signed by the President and the Managing Committee members present in the meeting

d) To provide all necessary information to members and the departmental officers and to make all correspondence on behalf of the CUH-EWF Scheme
e) To maintain and arrange the safe custody of the book of accounts and other registers
f) To receive applications for membership of the CUH-EWF Scheme, to maintain the record and place before the Managing Committee
g) To prepare the Annual Statement/Annual Report or any other reports to be placed before the Managing Committee or the competent authority of the University

4. **Joint Secretary**

The Joint Secretary shall assist the Secretary in discharging of his duties, and to act as the Secretary in his/her absence.

5. **Treasurer**

a) To receive and acknowledge amounts on behalf of the CUH-EWF Scheme
b) To keep accurate and up to date record of amounts and books required to be maintained as per rules
c) To be responsible for the safe custody of money and other assets of the CUH-EWF Scheme

VIII. SOURCES OF FUNDS AND MANAGEMENT

Funds will be raised from the following sources:

a) Initial contribution (as opening Corpus) from the university
b) One-time Contribution from members as joining subscription in following order:

Sr. No.	Level	One-Time Contribution
1	13-15	2000
2	10-12	1500
3	6-9	1200
4	3-5	1000
5	1-2	800

c) Monthly subscription: 0.5% of basic salary
d) 3% of the remuneration for all the activities of CUH including the following:
    i. Evaluation of Answer Scripts, Dissertation, Thesis, Project, etc
    ii. Setting of Question Papers, secrecy work, invigilation and evaluation centre work
    iii. Conduct of Practical Examinations, Entrance Examination, Recruitment Test, End-term Examinations, and Result Preparations
e) 3% of remuneration/honorarium of Project Investigator and his team
f) 3% of amount earned by the PI/Co-PI or his team as remuneration/honorarium from consultancy

g) 3% of the cash prize received by the member
h) Any donation/contribution from any employee, society or outside agency/organisation
i) Any other grant as may be approved by the University

The Finance Section will deduct the prescribed contribution and percentage of amount as listed at 'b' to 'g' above and the transfer the same to the account of CUH-EWF Scheme. The financial year shall be from 1st April to 31st March.

The Treasurer shall be responsible for operating the funds and bank transactions. Every cheque will be signed by three designated members of Managing Committee including the President.

The funds shall be deposited in a nationalised bank branch preferably located in the University Campus in the name of CUH- Employees Welfare Fund Scheme.

IX. LOANS, ADVANCES AND FINANCIAL ASSISTANCE

a) The members of CUH-EWF Scheme shall be eligible for loans, advances and financial assistance as per their entitlements.
b) Loans/advances may be granted for the following purposes:
   i. Medical expenses for a disease/ailment whose cost of treatment is more than one lakh
   ii. Marriage of self/dependent or ceremonial functions
   iii. Education of Children

Note: *Advance/loan (except in case of health emergency) may be sanctioned only after clearance of all previous outstanding loans/advances of any nature.*

c) In case of constraints of funds, the order of preference shall be as follows:
   - Medical Emergency
   - Marriage of Self/Dependent
   - Education of Children
d) The maximum amount of loan entitled to a member is the last monthly contribution X 1000 which will be repayable in 36 EMIs without interest. The EMI for repayment shall be scheduled from the next month of the release of the advance.

   However, in case of advances for the medical emergency of the self or the dependent, the EMI for repayment shall commence with the fitness issued by the Hospital or six months from the date of release of advance, whichever is earlier.
e) In case of default in repayment of loans for more than six months, the member shall be disqualified from the membership of the fund and the due amount shall be recovered from his/her salary/retirement benefits as per the norms fixed by Government of India from time to time.
f) The university administration shall obtain No-dues Certificate from the Secretary/President of the Managing Committee of CUH-EWF Scheme before finalizing his/her retirement benefits.

X. WELFARE MEASURES

The member or his nominee shall be entitled to avail the following amount at the time of his/her retirement/resignation or demise as per the table below, depending upon the availability of funds after clearance of all the outstanding dues of CUH-EWF:

Sr. No.	Length of Service	Rate of amount payable
1.	Up to 10 years	1.25 times of total contribution of concerned employee
2.	Above 10 years but below 20 years	1.5 times of total contribution of concerned employee
3.	20 years and above	2 times of total contribution of concerned employee

XI. NOMINATION

Every member shall nominate a person or persons to whom money/liability due to him shall be transferred. When a member nominates more than one person, he/she shall specify the percentage of amount to be transferred or paid to each nominee.

If a member fails to nominate any person, the nominee(s) recorded in his/her service records shall be considered the legitimate nominee.

XII. RESPONSIBILITIES AND POWERS OF THE UNIVERSITY

a) The University shall contribute an appropriate amount to create Employees Welfare Fund as may be required for the effective functioning of the CUH-EWF Scheme.

b) The University shall provide the logistic support such as deduction of one-time membership fees, deduction of monthly membership subscription from salaries, recovery of instalments against loans from salaries, deduction of prescribed percentage of amount from various sources as mentioned at VIII('b' to 'i') and to provide office space with required facilities.

c) The University may assign the management of the fund to a branch/ officer of the University, if the situation so warrants.

d) The Vice Chancellor may call for any document, details of transactions etc. pertaining to the operation of CUH-EWF Scheme.

e) The University may institute an enquiry upon the functioning or the financial transactions of CUH-EWF Scheme, if required.

f) The Vice Chancellor may review the functioning of the CUH-EWF Scheme from time to time, and direct a special audit, if the situation so warrants.

g) In case of any ambiguity in the interpretation of the guidelines, the decision of the Vice Chancellor shall be final.

All disputes shall be subject to the jurisdiction of the District Court, Mahendergarh and the Hon'ble Punjab and Haryana High Court at Chandigarh.

ACTION TAKEN REPORT

64th (Emergent) Meeting of the Executive Council

Date: 04/06/2025 at 03:30 PM

Item No.	DESCRIPTION	Action Taken
1.	To consider the nomination of two members of the Executive Council and one person not in the service of the University, under clause-2 (ii) of the "Statute-18: Selection Committee" on the Selection Committee for appointment to the post of Registrar advertised vide Advt. No. 03/N/R/2024 dated 25-10-2024. **Clause-2 (ii) of the Statute-18 provides the following:** **ii. Registrar/ Finance Officer/ Controller of Examinations:** a. The Vice Chancellor - Chairperson b. A nominee of the Visitor **c. Two members of the Executive Council nominated by it** **d. One person not in the service of the University nominated by the Executive Council** An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the selection committee does not belong to that category. **Resolution Passed by EC:** The Council unanimously authorized the Vice-Chancellor to nominate the members at Point c and d of the Clause-2 (ii) of the Statute-18-Selection Committee for appointment to the post of Registrar.	Complied. The selection committee for appointment to the post of Registrar has been constituted accordingly.

Annexure-III

No. 58-8/2021-CU.III/CU.II
Government of India
Ministry of Education
Department of Higher Education
CU-II Section
****

Shastri Bhawan, New Delhi
Dated: 14th August, 2025

प्राप्ति सं./ Diary No. ....24666....
दिनांक/Dated .....22/8/25.....
कुलपति सचिवालय, ह.के.वि.
Vice-Chancellor's Secretariat, C.U.H

To

The Registrar,
Central University of Haryana,
Jant-Pali, Mahendergarh
Haryana - 123029

Sub: Appointment of Chancellor of Central University of Haryana -reg.

Sir,

I am directed to refer to CU Haryana's letter No. CUH/VCS/2025/1773 dated 06.08.2025 regarding the subject mentioned above and to say that the University has informed that the action of the Vice-Chancellor of submission of panel for appointment of chancellor was verbally reported to the Executive Council (EC) of the University in its 63rd EC meeting.

2. It may be re-iterated as per Statute 1(1) of the Central Universities Act, 2009, the Executive Council of the University alone is empowered and authorised to recommend a panel of not less than three persons from amongst persons of eminence in academic or public life of the country for consideration of the Hon'ble Visitor for appointment of one of them as the Chancellor of the University. Therefore, it may be noted that the recommendation of the panel must come from the Executive Council itself in accordance with the provisions of the Act.

3. It is, therefore, requested to place the matter before the Executive Council for consideration and formal recommendation of the panel and forward the same to this Ministry along with the duly approved minutes of the relevant EC meeting.

Yours faithfully,

Rajesh Kumar
(Rajesh Kumar)
Under Secretary to the Govt. of India

No.DOPT-1716267027220
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
ESTT.(Pay-II)
****

Dated 28 March, 2024

OFFICE MEMORANDUM

Subject:- Consolidated guidelines on deputation/foreign service for Central Government employees

Subject:- Consolidated guidelines on deputation/foreign service for Central Government employees

D/o Personnel & Training (DoPT) had vide OM No. AB-14017/2/07-Estt(RR) dated 29.02.2008 issued consolidated guidelines governing appointments of the Central Government employees to the posts filled on deputation / foreign service.

2. In so far as Central Government employees are concerned, foreign service has been defined as service in which a Government servant received his pay with the sanction of Government from any source other than the Consolidated Fund of India **{ FR 9(7)}**.

3. Instructions contained in the OM referred above cover cases involving appointments under following categories:

[DOPT OM No. AB-14017/2/07-Estt(RR) dated 29.02.2008]

(a) Central Staffing Scheme (CSS)

Central Staffing Scheme (CSS) provides a systematic arrangement for selection and appointment of officers to senior administrative posts at Centre, excluding posts which are specifically encadred within the Organised Group 'A' Services or filled by recruitment through the Union Public Service Commission. Instructions governing various aspects of the Central Staffing Scheme issued from time to time have been consolidated and placed on the official website of DoPT. Matters relating to appointment under Central Staffing Scheme and other related issues are handled in the Office of the Establishment Officer (O/o the EO), DoPT.

[DoPT OM No.DOPT-1705650752584 dated 19.01.2024]

(b) Non-Central Staffing Scheme (Non-CSS)

Appointments to following categories of posts are covered under Non-Central Staffing Scheme:

Posts of **Chief Vigilance Officer (CVOs)**. Guidelines/procedure for appointment of CVOs in CPSEs and other organizations under Central Government and their service conditions have been consolidated and placed on DoPT's official website. Matters relating to appointment of CVOs and other related issues are handled in O/o the EO, DoPT.

[DoPT OM No.40/1/2022-EO(CVO) dated 18.11.2022]

Posts in **Statutory Bodies and Autonomous Institutions wholly or substantially funded or controlled by the Central Government**. Selection to fill these posts is made through Search-cum-Selection Committee process as laid down in DoPT's OM No. AB-14017/11/2004-Estt(RR) dated 30.07.2007 OR as per the approved Recruitment Rules OR as per the statutory provisions for institutions covered by specific statutes (with the approval of ACC for Chief Executives of Joint Secretary or above level). Tenure of these appointments shall be as prescribed under Central Staffing Scheme. Instructions on setting up Search Committees /Search-cum-Selection Committees and related topics have been placed on DoPT's official website.

[AB.14017/24/2022-Estt.(RR) dated 31.08.2022]

Posts in **Central Public Sector Understakings**. Subject to exemption from Immediate Absorption Rule, appointment to the posts under this category is made through Public Enterprises Selection Board (PESB)/ Search Committee (with the approval of ACC for Joint Secretary and above level posts). Tenure of these appointments shall be as prescribed under Central Staffing Scheme.

Further, in partial modification of the existing instructions governing deputation/foreign service as also para 1.3 of this Department's OM No.AB-14017/2/2007-Estt (RR) dated 29.02.2008, instructions have been issued vide DoPT's OM No.*6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV* 15.03.2024 regulating the appointment and other terms and conditions of deputation of Group 'A' officers of the Central Government **to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/Local Bodies under the States/UT Administration**.

[DoPT's OM No.6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV dated 15.03.2024]

Posts in **Constitutional Bodies or Staff Officers of Heads of Constitutional Bodies**. Selection and appointments to the posts under this category is made through Civil Services Board OR on request by name, subject to vigilance clearance and suitability (with the approval of ACC for Joint Secretary and above level posts). Tenure of these appointments shall be as prescribed under Central Staffing Scheme.

Posts in **Statutory Bodies set up by an Act of Parliament or Staff Officers of Heads of such Statutory Bodies**. Selection to the posts below Joint Secretary level shall be made by a Committee under the Chairmanship of Secretary(Personnel) with the approval of MoS(PP). Appointment to Joint Secretary and above level posts shall be made through Civil Services Board and with the approval of ACC. Tenure of these appointments shall be as prescribed under Central Staffing Scheme.

Posts in **Non-permanent, Non-Statutory Bodies with a specific term set up through executive orders/notification by the Central Government** – like Administrative Reforms Commissions, Pay Commission, National Manufacturing Competitiveness Commission, Sachar Committee, Inquiry Commissions etc. Appointment to the posts under this category is made through Civil Services Board (with the approval of Appointments Committee of the Cabinet for Joint Secretary and above level posts). Tenure of these appointments shall be as prescribed under Central Staffing Scheme. If an officer moves from a Central Staffing Scheme post to Non-Central Staffing Scheme post, or vice versa, he/she shall be eligible for an additional tenure of two years, subject to at least two years on either post.

(c) <u>Deputation to International Organisations</u>

Appointments to posts in the following organisations are covered under this category:

UN Organisations

International Financial Institutions like World Bank, IMF, ADB etc.

Multilateral organisations of which India is a member, like IAEA, WTO, Commonwealth Organisation, International Court of Justice, SAARC etc.

Bilateral Bodies set up under the Vienna Convention i.e. Embassies and Bodies set up under them, like USAID, DFID, NORAD etc.

International NGOs or Funding Organisations from which India receives technical / financial assistance like international Red Cross Society, Action Aid, Aga Khan Foundation, Ford Foundation etc.

A Committee under the Chairmanship of Cabinet Secretary with Secretary(Personnel), Finance Secretary will screen all proposals for deputation on foreign service terms of officers of the level of Joint Secretary and above, on a case to case basis, after the proposals have been approved by the Cadre Controlling Authority. Such screening in the case of officers below the level of Joint Secretary will be done by a Committee chaired by the Secretary of the Cadre Controlling Ministry/Department with a member each, not below the level of Joint Secretary from the Department of Personnel & Training and Department of Expenditure. A final decision on the recommendation of the Screening Committee may be taken at the level of Minister-in-charge in the case of officers holding posts below Joint Secretary level and with the approval of the Prime Minister in the case of officers holding Joint Secretary level posts or above.

For appointments to the posts listed at (iv) above, the Foreign Secretary or the MEA Secretary concerned shall also be a member of the Committee under the chairmanship of Cabinet Secretary for officers of Joint Secretary and above level. For officers below Joint Secretary level, a nominee of Foreign Secretary not below the level of Joint Secretary would be included in the Screening Committee. Further, for appointments to the posts listed at (v) above, concurrence of Ministry of Home Affairs shall be taken. Maximum tenure of appointments under this category shall be 5 years at a stretch.

(d) <u>Autonomous body, trust, society etc. not controlled by the Government or a private body</u>

Appointments in the following bodies are covered under this category:

Registered Societies or Trusts or Foundations or non-profit organisations or NGOs or cooperatives;

Apex bodies of Industries and Commerce.

For appointments to the posts in such autonomous or private bodies, all the conditions of the following criteria need to be fulfilled:

They are functionally autonomous of the Central and State Governments;

They are not substantially funded by the Central and State Governments;

Central or State Governments do not have powers to give them directions; and

They are not companies registered under the Registration of Companies Act.

Procedure for appointment to the posts in these bodies shall be as detailed in para 3(c) above. Maximum tenure of appointments under this category shall be 5 years at a stretch.

(e) <u>Ex-Cadre deputation</u>

D/o Personnel & Training has from time to time issued instructions / guidelines regulating appointment, pay, Deputation (Duty) Allowance, tenure of deputation/ foreign service and other terms and conditions of deputation/foreign service of the Central Government employees to ex-cadre posts under the Central/State Governments/ Union Territories (UTs) Administration/ Public Sector Undertakings (PSUs)/ Autonomous Bodies/ Statutory Bodies/ Universities/ Local Bodies etc. and *vice-versa*.

APPLICATION

2.. These provisions apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with the provisions of the Recruitment Rules (RRs) of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ UTs Administration/Local Bodies or under Central or State PSUs/Autonomous Bodies/Statutory Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/Autonomous Bodies/Statutory Bodies has been permitted in relaxation of appointment on immediate absorption basis. They also cover the cases of regular appointment on deputation/foreign service of employees of State Government/Local Bodies etc. as well as PSUs/Autonomous Bodies/Statutory Bodies of Central/State

Governments as per RRs in the Central Government. In short, these instructions cover cases of deputation/foreign service where Central Government is either lending authority or borrowing authority or both.

2.1 However, in partial modification of the existing instructions governing deputation/foreign service as also para 1.3 of this Department's OM No.AB-14017/2/2007-Estt (RR) dated 29.02.2008, **appointment and terms and conditions of deputation of Group 'A' officers of the Central Government to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/Local Bodies under the States/UT Administration**, would be regulated as per the revised instructions issued in this regard vide **DoPT's OM No. *6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV* dated 15.03.2024**. The terms and conditions governing such appointments, which have not been spelt out in the said OM shall be regulated by the instructions indicated herein.

[DoPT's OM No. AB-14017/2/07-Estt.(RR) dated 29.02.2008; ***DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010; DoPT's OM No. 2/9/2018-Estt.(Pay-II) dated 12.4.2021* and *DoPT's OM No. OM No.6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV dated 15.03.2024***]

2.2. However, the following cases are governed by separate set of instructions / guidelines, and they are not covered by these provisions: -

(a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;
(b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders issued from time to time continue to apply;
(c) Deputation to posts operated outside India;
(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions contained herein will apply to those cases to the extent they are not specifically covered under such special orders.
(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no Deputation (Duty) Allowance will be admissible - e.g. (i) interim arrangements in the event of conversion of a Government office/organization or a portion thereof into a PSU/ Autonomous Body or *vice-versa*; and (ii) appointments to the same post in another cadre.

[Para 2.1 and 2.2 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

SCOPE OF THE TERM 'DEPUTATION/FOREIGN SERVICE' RESTRICTIONS ON TREATING AN APPOINTMENT AS ON DEPUTATION/ FOREIGN SERVICE.

3.1 The terms 'Deputation'/ 'Foreign Service' will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) Appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis;

(b) Permanent appointment made by transfer/absorption;

(c) Temporary appointment made based on personal requests of employees;

(d) Arrangements necessitated by staff imbalances arising on reorganization of offices on the same or different stations, subject to the specific condition that no Deputation (Duty) Allowance will be admissible in such cases.

3.3 A person in a higher Level (in Pay Matrix) shall not be appointed on deputation to a post in lower Level (in Pay Matrix) if the deputation is from Central Government to Central Government and also in cases where the scale of pay and Dearness Allowance (DA) in the parent cadre post and ex-cadre post are similar.

[Para 3.1-3.3 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/an organization where the scale of pay and DA pattern in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus Dearness Allowance (s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus Dearness Allowance(s) including interim relief, if any, at the maximum of the pay Level in the Pay Matrix/pay scale of the ex-cadre post.

Note: In the revised pay structure under 7th CPC, the maximum of the scale would mean the last cell of any Level in the Pay Matrix.

Illustration:

In case of an appointment on deputation basis, from an organization to an ex-cadre post in the Central Government in Level 7 in the Pay Matrix, where the pay scale and DA pattern of the parent cadre post and ex-cadre post in Central Government are dissimilar, no appointment can be made to such post, if the basic pay in the parent cadre increased by one increment plus Dearness Allowance (s) including Interim Relief, if any, admissible in the parent cadre post exceeds the basic pay at the maximum of the Level 7 of the Pay Matrix i.e. Rs. 1,42,400/- plus Dearness Allowance (s), including Interim Relief, if any.

[DoPT's OM No. 2/9/2018-Estt.(Pay-II) dated 12.04.2021]

EXERCISE OF OPTION.

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the Level (in the Pay Matrix)/Scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus Deputation (Duty) Allowance thereon plus Personal Pay, if any. However, in case of appointment of

Government employees on deputation/ foreign service to CPSEs, this option will not be allowed, and in such cases their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

a. When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;

b. When he/she is reverted to a lower grade in the parent cadre;

c. When the scale of pay/level (in the Pay Matrix) of the parent cadre post based on which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date;

d. Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional selection grade/revision/upgradation of scales of pay/level (in the Pay Matrix) in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organization shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed based on revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

[Para 4 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

PAY FIXATION.

5.1 When an employee on deputation/foreign service elects to draw pay in the Level (in Pay Matrix) attached to the ex-cadre post, his/her pay may be fixed as under:

(i) **Deputation from Central Government to Central Government**:

If the Level (in Pay Matrix) of the ex-cadre post is higher than that of the parent cadre post, an increment shall be given in the Level (in Pay Matrix) of parent cadre post and he/she shall be placed at a Cell equal to the figure so arrived at in the Level (in Pay Matrix) of the excadre post; and if no such Cell is available in the Level (in Pay Matrix) of the ex-cadre post, he/she shall be placed at the next higher cell in that Level. However, if the cell so arrived at after adding an increment is less than the minimum of the cell in the Level (in Pay Matrix), the pay will be fixed at the minimum of the cell in the Level (in Pay Matrix).

In case Levels (in Pay matrix) of the ex-cadre post and the parent cadre post of the employee are identical, the employee would continue to draw his/her basic pay.

(ii) **In case of Foreign Service/Reverse Foreign Service**:

(a) When the Level (in Pay Matrix)/Pay Scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) If the appointment is made to a post whose pay structure and/or Dearness Allowance (DA) pattern is dissimilar to that in the parent organization, pay may be fixed by adding one increment to the basic pay of the substantive post in the parent cadre, (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, interim relief etc., if any) with emoluments comprising of basic pay plus DA, ADA, Interim Relief etc., if any, admissible, in the borrowing organization and the pay may be fixed at the stage in the Pay Scale/ Level (in Pay Matrix) of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the parent cadre and if there is no such stage, pay may be fixed at the next higher stage.

Illustration:

A person drawing emoluments as Basic Pay - Rs. 34,000/- and Dearness Allowance - Rs.44,200/- (DA @ 130%) with increment @ 3% per annum on the basic pay, is appointed in Central Govt. in the Level 11 of Pay Matrix (in 7th CPC) with DA @ 10% on deputation basis, his pay will be fixed as under:-

a. Adding one increment to the basic pay in the substantive post in parent cadre:

Pay in parent cadre post = Rs. 34,000/-.
Increment = 3% of Rs. 34,000/- = Rs. 1,020/-

Adding one increment = Rs. 35,020/- [i.e. Rs. 34,000/- + Rs. 1,020/-]

b. Pay and DA admissible in parent cadre:

DA @ 130% on basic pay = Rs. 45,526/- (130% of Rs. 35,020/-) Total emoluments in the parent cadre = Rs. 80,546/- (Rs. 35,020/- + Rs. 45,526/-)

c. Now, fixing pay in ex-cadre post in Level 11 of Pay Matrix (with DA @10%) on the basis of emoluments drawn in parent cadre:

Pay in ex-cadre i.e. Rs. 80,546/- shall comprise of Rs. 73,224/- (Basic Pay) + Rs. 7,322/-(DA @ 10%)

Pay Matrix

Band Pay	**15600-39100**
Grade Pay	**6600**
Level	11
3	71800
4	74000

Since there is no cell in Level 11 of Pay Matrix matching Rs. 73,224/-pay will be fixed at Rs.74,000/- i.e. next cell in higher stage. So, the pay in ex-cadre post will be fixed at Rs.74,000/.

In case of reverse foreign service if the appointment is made to post whose pay structure and/or DA pattern is dissimilar to that in the parent organization, the option for electing to draw the basic pay in the parent cadre [along with the Deputation (Duty) Allowance thereon and the personal pay, if any] will not be available to such employee.

(ii) <u>Deputation from State Government/UTs Administration to Central Government</u>:

(a) When the Level (in Pay Matrix)/Pay Scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as provided under 5.1(i) above.

(b) If the appointment is made to a post whose pay structure and/or Dearness Allowance (DA) pattern is dissimilar to that in the parent organization, the pay may be fixed as provided under 5.1(ii) (b) above.

The basic pay from time to time after pay fixation should not exceed the maximum of the pay in the level of the ex-cadre post.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the Level (in Pay Matrix)/Pay Scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Level (in Pay Matrix)/Pay Scale identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher Level (in Pay Matrix)/Pay Scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as Personal Pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the Level (in Pay Matrix)/Pay Scale attached to the ex-cadre posts.

Note-1: The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/ admissible in such a post respectively.

Note-2: An officer who may be holding a higher post on ad-hoc basis in the cadre at the time of proceeding on deputation/foreign service would be considered to have vacated the post held on ad-hoc basis and proceeded on deputation/foreign service from his/her regular post. During the period of deputation/foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or ad-hoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his/her pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organizations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organization.

Note-3: Pay of an officer appointed on deputation/foreign service on ad hoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Paras 5.1 & 6.1 of this O.M.

Note-4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

[Para 5 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 read with OM No. 2/10/2018-Estt.(Pay-II) dated 2.3.2021]

DEPUTATION (DUTY) ALLOWANCE

6.1 The Deputation (Duty) Allowance admissible shall be at the following rates:

(a) Within the same station, the allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 4500/- p.m.;

(b) In case of change of station, the allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs. 9000/- p.m.;

(c) The ceilings will further rise by 25 percent each time Dearness Allowance increases by 50 percent; and

(d) Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the basic pay in the Apex level i.e. Rs. 2,25,000/-. In the case of Government servants receiving Non-Practicing Allowance, their basic pay plus Non-Practicing Allowance plus Deputation (Duty) Allowance shall not exceed the average of basic pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary i.e. Rs. 2,37,500/-.

6.1.2 In cases where the basic pay in parent cadre has been upgraded (upto Level 13 A) on account of Non-Functional Upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non-Functional Selection Grade (NFSG) etc., and the officer has opted for such upgraded pay of the parent cadre, in that event, the upgraded basic pay under such upgradations shall not be taken into account for the purpose of Deputation (Duty) Allowance. In such cases, the Deputation (Duty) Allowance will be calculated taking the basic pay of the parent cadre which the officer was getting before such upgradation and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

6.1.3 However, if the upgradation is to Level 14 (in the Pay Matrix) or above, he shall be given the option to draw the upgraded basic pay under such upgradations without Deputation (Duty) Allowance or the pay which he was drawing before such upgradation with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer.

6.1.4 In the case of Proforma Promotion under Next Below Rule (NBR), if such a Proforma Promotion (upto Level 13 A) is in a Level of the Pay Matrix which is higher than that of the ex-cadre post, and the officer has opted for the upgraded pay of the Proforma Promotion, the basic pay under such Proforma Promotion shall not be taken into account for the purpose of Deputation (Duty) Allowance. Deputation (Duty) Allowance will be calculated taking into account the basic pay which the officer was getting before such Proforma Promotion. The amount of Deputation (Duty) Allowance would be calculated on the basis of the pre-upgraded presumptive pay that the officer was drawing prior to Proforma Promotion and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

6.1.5 However, if such a Proforma Promotion under NBR is in a Level of the pay matrix which is equal to or below that of the ex-cadre post, Deputation (Duty) Allowance shall be admissible on the basic pay of the parent cadre post allowed under the Proforma Promotion, if opted by the deputationist.

6.1.6 However, if the upgradation is to Level 14 or above of the Pay Matrix, he shall be given the option to draw the upgraded basic pay under such Proforma Promotion without Deputation (Duty) Allowance or the pay which he was drawing before grant of Proforma Promotion with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer. The amount of Deputation (Duty) Allowance would be calculated on the basis of pre-upgraded presumptive pay that the officer was drawing prior to the grant of Proforma Promotion and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

[DoPT's OM No. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 and DoPT's OM No. 2/11/2017-Estt.(Pay-II) dated 15.3.2021]

Note: Basic Pay in the revised pay structure (the pay structure based on 7th CPC recommendations) means the pay drawn by the deputationist, from time to time, in the prescribed Level (in Pay Matrix) of the post held by him substantively in the parent cadre, but does not include any other type of pay like personal pay, etc.

Note: 1 The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of Deputation (Duty) Allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organization without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of Deputation (Duty) Allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him. The rate of Deputation (Duty) Allowance will be refixed as per 6.1 (b).

[Para 6.2 and 6.3 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

ADMISSIBILITY OF PAY, ALLOWANCES AND BENEFITS WHILE ON DEPUTATION/FOREIGN SERVICE

7.1 Any project allowance admissible in a project area in the borrowing organization may be drawn in addition to Deputation (Duty) Allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organization should not be allowed in addition to Deputation (Duty) Allowance. However, the borrowing department may allow in addition to Deputation (Duty) Allowance, under special circumstances, any special allowance attached to the post held by the employee in his/her parent Department, by suitably restricting the Deputation (Duty) Allowance. This will require the specific and prior approval of Department of Personnel &Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such

special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus Deputation (Duty) Allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre plus Deputation (Duty) Allowance. No Deputation (Duty) Allowance on this personal pay will, however, be admissible.

7.5 **Increments** - The employee will draw increment in the parent cadre or in the Level (in the Pay Matrix) attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus Deputation (Duty) Allowance or the pay of the deputation post. If he has opted for pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/organization for the purpose of regulation of pay on repatriation to the parent cadre/post at the end of the tenure.

7.6(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/ foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organization:

a. HRA/Transport Allowance.

b. Joining time and Joining Time Pay.

c. Travelling Allowances and Transfer T.A.

d. Children Education Allowance.

e. LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

i. **Dearness Allowance** - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organization or in the lending organization depending on whether he has opted to draw pay of the ex-cadre post or the parent cadre post.

ii. **Medical Facilities** - This will be regulated in accordance with the rules of the borrowing organization.

iii. **Leave** - An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organization. If, however, an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organization. At the time of reversion from the deputation post to the parent cadre, the borrowing organization may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

[Para 7.1-7.6 of DoPT's OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010]

(d) **Military Service Pay (MSP)**: In case an army officer entitled to Military Service Pay in parent cadre opts for parent cadre pay on deputation to a civil post, MSP will be admissible as a separate element, provided Deputation (Duty) Allowance will not be reckoned on MSP but only on Basic Pay.

[On the basis of clarification dated 16.2.2017 issued by D/o Expenditure]

7.7 Leave Salary/Pension/NPS Contribution

i. As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organization. Liability for pension/employee's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

ii. In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies etc., leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution/ Contributory Provident Fund (CPF) (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organization to the Central Government. In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the employer's share of CPF for the period of deputation to the Central Government will be borne either by the employee himself or borrowing organisation i.e. Central Government depending on the terms of deputation. A clear mention of the stipulation on whether the Central Government or the employee would bear the liability may be made in the terms of deputation.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 15.2.2012]

iii. In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

iv. In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make requisite contribution to the NPS account of the employee.

TENURE OF DEPUTATION/FOREIGN SERVICE

8.1 The period of deputation/ foreign service shall be as per the provisions of the RRs of the ex-cadre post or 5 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the RRs of the ex-cadre post is 5 years or less than 5 years, the borrowing Ministry/Department/ Organization may grant extension upto the 6th year after obtaining orders of their Secretary (in the Central Government)/ Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the 7th year with the approval of the Minister of the borrowing Ministry /Department and in respect of other organizations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

[DoPT's OM No. 2/6/2018-Estt.(Pay-II) dated 18.5.2018]

8.3.1 The borrowing Ministries/Departments/Organizations may extend the period of deputation up to the seventh year where necessary in public interest, subject to the following conditions:

i. The extension would be subject to the prior approval of the lending organization, the consent of the official concerned and wherever necessary, the approval of the UPSC/ State Public Service Commission and Appointment Committee of Cabinet (ACC).

ii. If the borrowing Ministry/Department/Organization wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organization, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

iii. No further extension beyond 7th year shall be granted.

8.3.2 Admissibility of Deputation (Duty) Allowance would be only upto fifth year.

[DoPT's OM No. 2/6/2016-Estt.(Pay-II) dated 23.02.2017]

COOLING OFF

9.1 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts (i.e. deputation post carrying pay in Level-14 of the Pay Matrix) and one year for Additional Secretary level posts (i.e. deputation post carrying pay in Level-15 of the Pay Matrix).

The Ministries/Departments may not sponsor name of any such officer who is not likely to complete the mandatory 'cooling off' period by the time the officer is likely to be selected. Further, while sponsoring the name of any such officer who has not completed the mandatory cooling off period, the parent cadre authority may inform the borrowing department that the officer will be relieved only after he/she completes the mandatory cooling off period.

[DoPT's OM No. 2/1/2012-Estt.(Pay-II) dated 4.1.2013]

9.2 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/State Government Organization/ UT Administration / Government of UT's Organization/Autonomous Bodies. Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

9.2.1 However, with the approval of the Minister-in-charge of the Ministry/Department/ Organization:

i. Central Government employee after completion of 7 years of service in his/her cadre, may be allowed to go on deputation to any State of North-Eastern Region and Union Territories of Jammu & Kashmir, Ladakh, Andaman & Nicobar and Lakshadweep or on foreign service to any entity controlled by and located in the afore said States/ Union Territories;

ii. Central Government employees may be allowed to go on deputation to State Governments /Union Territories or on foreign service to any entity controlled by and located in the States/ Union Territories on spouse ground after completion of 6 years of service in the cadre.

[DoPT's OM No. 2/15/2017-Estt.(Pay-II) dated 18.10.2018]

10. If during the period of deputation/foreign service, on account of Proforma Promotion in the parent cadre the official concerned becomes entitled to a higher pay in the Level (in the Pay Matrix) in the parent cadre *vis-a-vis* that of the ex-cadre post, the official shall complete his/her normal /extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

a. If the Level (in the Pay Matrix) of the officer in the parent cadre becomes higher than that of the deputation post after getting Proforma Promotion, he may be allowed the pay in the Level (in the Pay Matrix) of the post to which he is promoted, if he so opts. In such cases, extensions in deputation after employee has received the Proforma Promotion may be considered as per the instruction in paras 8.1 to 8.3.2.

b. If he draws the pay in the Level (in the Pay Matrix) attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department.

c. If the Level (in the Pay Matrix) of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in Level (in the Pay Matrix) to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DoPT OM No. 35034/3/2008 -Estt.(D) dated 19th May, 2009.

[DoPT OM No. 35034/3/2008 -Estt.(D) dated 19th May, 2009]

PREMATURE REVERSION OF DEPUTATIONIST TO PARENT CADRE.

11. Normally, when an employee is appointed on deputation/foreign service, his services are placed at the disposal of the parent Ministry/ Department/Organization at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving a notice of at least three months to the lending Ministry/Department/ Organization and the employee concerned.

OVERSTAY ON DEPUTATION

12. The deputationist officer is deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. It will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In the event of the officer overstaying for any reason whatsoever, he/she is liable to disciplinary action and other adverse Civil/Service consequences which would include the period of unauthorized overstay not being counted for service for the purpose of pension and that any increment due during the period of unauthorized overstay being deferred with cumulative effect, till the date on which the officer rejoins his parent cadre.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 1.3.2011]

All the Ministries/Departments are to ensure that deputations are strictly monitored by the lending Government Ministry/Department/Organization. Requests of the borrowing authorities for no objection to extension of deputation should be closely scrutinized to curb tendency to allow extensions on extraneous ground and overstay.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 16.5.2013]

RELAXATION OF CONDITIONS

13. Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

DATE OF EFFECT

14. These orders will take effect from 1.1.2016 and shall be applicable to all officers who were on deputation on 1.1.2016 or appointed thereafter except for the following:

i. Revised rates of Deputation (Duty) Allowance shall be applicable from 1.7.2017.

ii. Provisions of Para 8.1 and 8.2 shall be applicable from 18.05.2018. iii. Provisions of Para 8.3.1(iii) shall be applicable from 17.02.2016. iv. Provisions of Para 9.2.1 shall be applicable from 18.10.2018.

iii. Guidelines issued vide DoPT's OM No. DOPT-1710841987283 dated 15.03.2024, referred in para 3(b)(iv) of this OM, shall take effect from the date of issue of the OM i.e. 15.03.2024.

15. List of the OMs mentioned in this document is annexed. In case, any reference to the relevant OM is required, the same may be accessed from DoPT's website.

ANNEXURE

List of OMs mentioned in this Document

S. No.	O.M. No.	O.M. Date	Subject
1.	6/8/2009- Estt.(Pay-II)	01.03.2011	Overstay while on deputation.
2.	6/8/2009- Estt.(Pay-II)	15.02.2012	Clarification regarding regulation of payment of employer's share of contribution to the Contributory Provident Fund during the period of reserve deputation.
3.	6/5/2012- Estt.(Pay-II)	30.11.2012	Provisions relating to proforma promotion.
4.	2/1/2012- Estt.(Pay-II)	04.01.2013	Sponsoring of names of officers for deputation.
5.	6/8/2009- Estt.(Pay-II)	16.05.2013	Proper Monitoring of deputation by the lending departments.
6.	2/6/2016- Estt.(Pay-II)	17.02.2016	Delegation of powers to Ministries / Departments/Borrowing Organizations to extent deputation tenure upto 7 years in cases of Deputation covered by DOPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17th June, 2010 – regarding.
7.	2/6/2016- Estt.(Pay-II)	23.02.2017	Admissibility of Deputation (Duty) Allowance while on deputation – regarding.
8.	2/11/2017- Estt.(Pay-II)	24.11.2017	Grant of Deputation (Duty) Allowance – Recommendations of the Seventh Central Pay Commission – regarding.
9.	2/6/2018- Estt.(Pay-II)	18.05.2018	Amendment in Para 8.1 and Para 8.2 of deputation guidelines issued vide OM No.6/8/2009-Estt.(Pay-II) dated 17th June, 2010.
10.	2/15/2017- Estt.(Pay-II)	18.10.2018	Transfer of deputation/ foreign service of Central government Employees to ex-cadre posts under the State Governments/ Union Territories or to any entity controlled by and located in the States/UTs – relaxation of para 8.5 of O.M. dated 17.06.2010.

11.	2/10/2018- Estt.(Pay-II)	02.03.2021	Amendment of Para 5 of consolidated guidelines on deputation issued vide OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 according to 7th CPC pay structure.
12.	2/11/2017- Estt.(Pay-II)	15.03.2021	Grant of Deputation (Duty) Allowance in cases where the basic pay in parent cadre has been upgraded on account of NFU, MACP, NFSG, etc. in the 7 th CPC context – clarification.
13.	2/9/2018- Estt.(Pay-II)	12.04.2021	Amendment in Para 3.4 of deputation guidelines issued vide OM No.6/8/2009-Estt.(Pay-II) dated 17th June, 2010.
14.	AB.14017/24/2022-Estt.(RR)	31.08.2022	Consolidated and revised instructions on constitution of Search Committees and Search-cum-Selection Committees
15.	40/1/2022-EO(CVO)	18.11.2022	Guidelines/procedure for appointment of CVOs in CPSEs and other organizations under Central Government and their service conditions.
16.	1705650752584	19.01.2024	Consolidated instructions governing Central Staffing Scheme (CSS).
17.	*OM No.6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV*	15.03.2024	Instructions governing appointment and terms and conditions of deputation of Group 'A' officers of the Central Government to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/ Local Bodies under the States/UT Administration in partial modification of the instructions governing deputation/foreign service and para 1.3 of this Department's OM No.AB-14017/2/2007-Estt(RR) dated 29.02.2008

(Sign of Authority)

Mahesh Kumar

Under Secretary

23040489

Frequently Asked Questions

Q.1 Applicability of O.M dated 15.03.2024?

Ans. Cases involving deputation of Group 'A' officers of the Central Government to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/Local Bodies under the States/UT Administration.

Q.2 Whether applicable to cases involving deputation of Central Govt. officers of Pay level-14 and above who wish to apply for deputation to posts under Central Govt.?

Ans. No. Their deputation shall continue to be governed by the existing deputation guidelines issued vide DoPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

Q3. An officer in Pay Level 13 while on deputation, gets promoted to Pay Level-14 in his parent cadre. In such a situation can the officer continue his deputation or he/she needs to report back to his/her parent cadre?

Ans. The officer who gets promoted to Pay Level 14 in the parent Cadre while on deputation may be allowed to complete already approved deputation tenure.

Q4. What is the total allowable period of deputation in cases governed by the provisions of DoPT's OM dated 15.03.2024?

Ans. Total allowable period of deputation to the posts under State govt. /UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/Universities/Local Bodies under the States/UT Administration would be restricted to 5 years in entire career.

Q5. Who is the Authority competent to send such proposal to obtain requisite approvals as prescribed in DoPT's OM dated 15.03.2024 or any relaxation to the provisions thereof, where admissible?

Ans. The proposal should be sent by the Cadre Controlling Authority of the officer concerned with the approval of the Minister in-charge of the administrative ministry/department along with the NOC of the borrowing State/UT government.

Q6. What would happen if the officer does not repatriate to parent cadre in anticipation of extension?

Ans. In the event the officer overstays for any reason whatsoever without formal approval of the Competent Authority to the extension sought, he/she is liable for disciplinary action and other adverse Civil/ Service consequences which would include the period of overstay not being counted towards service for the purpose of pension and any increment due during the period of overstay being deferred with cumulative effect, till the date on which the officer re-joins in his parent Cadre.

Q8. Are the provisions of the OM dated 15.03.2024 applicable to group A officers of the State government?

Ans. No.

Q9. Does the deputation period spent in Group B will also count towards the total deputation tenure availed by an officer of central government in state government /UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/Universities/Local Bodies under the States/UT Administration?

Ans. No. Provisions of DoPT's OM dated 15.03.2024 are applicable to only the cases involving deputation of Group A officers of the Central Government.

Q.10 Documents required to be submitted while sending proposal to DoPT for consideration in terms OM dated 15.03.2024.

Ans. Checklist for submitting the proposal to DoPT is mentioned below:

S.No.	Eligibility Conditions	Status / Remarks
	9 years of Service in Group 'A'	
	Cadre Clearance	
	Pay Level of the officer	
	Maximum permissible deputation tenure of 5 years to State / UT Governments	
	Period of extension	
	Request must be from the Cadre Controlling Authority along with NOC/consent of borrowing State Government	
	Request for further extension must be from CCA with cogent reasons and least three months prior to the expiry of deputation period.	
8.	Vigilance Clearance	

Q11. How to refer the proposal to DoPT?

Ans. References seeking approval of the designated Committee to the proposal before it is submitted for approval by the Appointments Committee of the Cabinet (ACC) should be made only on e-file, with details/ self-contained notes, strictly in accordance with the procedure laid down in this Department's O.M. No. 43011/9/2014-Estt.D dated 28th October, 2015 and Secretary (P), DoPT's DO letter No. I-28029/30/2021-Coord dated 12.09.2022

D/o Personnel & Training (DoPT) had vide OM No. AB-14017/2/07-Estt(RR) dated 29.02.2008 issued consolidated guidelines governing appointments of the Central Government employees to the posts filled on deputation / foreign service.

2. In so far as Central Government employees are concerned, foreign service has been defined as service in which a Government servant received his pay with the sanction of Government from any source other than the Consolidated Fund of India **{ FR 9(7)}**.

3. Instructions contained in the OM referred above cover cases involving appointments under following categories:

[DOPT OM No. AB-14017/2/07-Estt(RR) dated 29.02.2008]

(a) Central Staffing Scheme (CSS)

Central Staffing Scheme (CSS) provides a systematic arrangement for selection and appointment of officers to senior administrative posts at Centre, excluding posts which are specifically encadred within the Organised Group 'A' Services or filled by recruitment through the Union Public Service Commission. Instructions governing various aspects of the Central Staffing Scheme issued from time to time have been consolidated and placed on the official website of DoPT. Matters relating to appointment under Central Staffing Scheme and other related issues are handled in the Office of the Establishment Officer (O/o the EO), DoPT.

[DoPT OM No.DOPT-1705650752584 dated 19.01.2024]

(b) Non-Central Staffing Scheme (Non-CSS)

Appointments to following categories of posts are covered under Non-Central Staffing Scheme:

Posts of **Chief Vigilance Officer (CVOs)**. Guidelines/procedure for appointment of CVOs in CPSEs and other organizations under Central Government and their service conditions have been consolidated and placed on DoPT's official website. Matters relating to appointment of CVOs and other related issues are handled in O/o the EO, DoPT.

[DoPT OM No.40/1/2022-EO(CVO) dated 18.11.2022]

Posts in **Statutory Bodies and Autonomous Institutions wholly or substantially funded or controlled by the Central Government**. Selection to fill these posts is made through Search-cum-Selection Committee process as laid down in DoPT's OM No. AB-14017/11/2004-Estt(RR) dated 30.07.2007 OR as per the approved Recruitment Rules OR as per the statutory provisions for institutions covered by specific statutes (with the approval of ACC for Chief Executives of Joint Secretary or above level). Tenure of these appointments shall be as prescribed under Central Staffing Scheme. Instructions on setting up Search Committees /Search-cum-Selection Committees and related topics have been placed on DoPT's official website.

[**AB.14017/24/2022-Estt.(RR) dated 31.08.2022]**

Posts in **Central Public Sector Understakings**. Subject to exemption from Immediate Absorption Rule, appointment to the posts under this category is made through Public Enterprises Selection Board (PESB)/ Search Committee (with the approval of ACC for Joint Secretary and above level posts). Tenure of these appointments shall be as prescribed under Central Staffing Scheme.

Further, in partial modification of the existing instructions governing deputation/foreign service as also para 1.3 of this Department's OM No.AB-14017/2/2007-Estt (RR) dated 29.02.2008, instructions have been issued vide DoPT's OM No.*6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV* 15.03.2024 regulating the appointment and other terms and conditions of deputation of Group 'A' officers of the Central Government **to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/Local Bodies under the States/UT Administration**.

[DoPT's OM No.6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV dated 15.03.2024]

Posts in **Constitutional Bodies or Staff Officers of Heads of Constitutional Bodies**. Selection and appointments to the posts under this category is made through Civil Services Board OR on request by name,

subject to vigilance clearance and suitability (with the approval of ACC for Joint Secretary and above level posts). Tenure of these appointments shall be as prescribed under Central Staffing Scheme.

Posts in **Statutory Bodies set up by an Act of Parliament or Staff Officers of Heads of such Statutory Bodies**. Selection to the posts below Joint Secretary level shall be made by a Committee under the Chairmanship of Secretary(Personnel) with the approval of MoS(PP). Appointment to Joint Secretary and above level posts shall be made through Civil Services Board and with the approval of ACC. Tenure of these appointments shall be as prescribed under Central Staffing Scheme.

Posts in **Non-permanent, Non-Statutory Bodies with a specific term set up through executive orders/notification by the Central Government** – like Administrative Reforms Commissions, Pay Commission, National Manufacturing Competitiveness Commission, Sachar Committee, Inquiry Commissions etc. Appointment to the posts under this category is made through Civil Services Board (with the approval of Appointments Committee of the Cabinet for Joint Secretary and above level posts). Tenure of these appointments shall be as prescribed under Central Staffing Scheme. If an officer moves from a Central Staffing Scheme post to Non-Central Staffing Scheme post, or vice versa, he/she shall be eligible for an additional tenure of two years, subject to at least two years on either post.

(c) Deputation to International Organisations

Appointments to posts in the following organisations are covered under this category:

UN Organisations

International Financial Institutions like World Bank, IMF, ADB etc.

Multilateral organisations of which India is a member, like IAEA, WTO, Commonwealth Organisation, International Court of Justice, SAARC etc.

Bilateral Bodies set up under the Vienna Convention i.e. Embassies and Bodies set up under them, like USAID, DFID, NORAD etc.

International NGOs or Funding Organisations from which India receives technical / financial assistance like international Red Cross Society, Action Aid, Aga Khan Foundation, Ford Foundation etc.

A Committee under the Chairmanship of Cabinet Secretary with Secretary(Personnel), Finance Secretary will screen all proposals for deputation on foreign service terms of officers of the level of Joint Secretary and above, on a case to case basis, after the proposals have been approved by the Cadre Controlling Authority. Such screening in the case of officers below the level of Joint Secretary will be done by a Committee chaired by the Secretary of the Cadre Controlling Ministry/Department with a member each, not below the level of Joint Secretary from the Department of Personnel & Training and Department of Expenditure. A final decision on the recommendation of the Screening Committee may be taken at the level of Minister-in-charge in the case of officers holding posts below Joint Secretary level and with the approval of the Prime Minister in the case of officers holding Joint Secretary level posts or above.

For appointments to the posts listed at (iv) above, the Foreign Secretary or the MEA Secretary concerned shall also be a member of the Committee under the chairmanship of Cabinet Secretary for officers of Joint Secretary and above level. For officers below Joint Secretary level, a nominee of Foreign Secretary not below the level of Joint Secretary would be included in the Screening Committee. Further, for appointments to the posts listed at (v) above, concurrence of Ministry of Home Affairs shall be taken. Maximum tenure of appointments under this category shall be 5 years at a stretch.

(d) Autonomous body, trust, society etc. not controlled by the Government or a private body

Appointments in the following bodies are covered under this category:

Registered Societies or Trusts or Foundations or non-profit organisations or NGOs or cooperatives;

Apex bodies of Industries and Commerce.

For appointments to the posts in such autonomous or private bodies, all the conditions of the following criteria need to be fulfilled:

They are functionally autonomous of the Central and State Governments;

They are not substantially funded by the Central and State Governments;

Central or State Governments do not have powers to give them directions; and

They are not companies registered under the Registration of Companies Act.

Procedure for appointment to the posts in these bodies shall be as detailed in para 3(c) above. Maximum tenure of appointments under this category shall be 5 years at a stretch.

(e) Ex-Cadre deputation

D/o Personnel & Training has from time to time issued instructions / guidelines regulating appointment, pay, Deputation (Duty) Allowance, tenure of deputation/ foreign service and other terms and conditions of deputation/foreign service of the Central Government employees to ex-cadre posts under the Central/State Governments/ Union Territories (UTs) Administration/ Public Sector Undertakings (PSUs)/ Autonomous Bodies/ Statutory Bodies/ Universities/ Local Bodies etc. and *vice-versa*.

APPLICATION

2.. These provisions apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with the provisions of the Recruitment Rules (RRs) of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ UTs Administration/Local Bodies or under Central or State PSUs/Autonomous Bodies/Statutory Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/Autonomous Bodies/Statutory Bodies has been permitted in relaxation of appointment on immediate absorption basis. They also cover the cases of regular appointment on deputation/foreign service of employees of State Government/Local Bodies etc. as well as PSUs/Autonomous Bodies/Statutory Bodies of Central/State Governments as per RRs in the Central Government. In short, these instructions cover cases of deputation/foreign service where Central Government is either lending authority or borrowing authority or both.

2.1 However, in partial modification of the existing instructions governing deputation/foreign service as also para 1.3 of this Department's OM No.AB-14017/2/2007-Estt (RR) dated 29.02.2008, **appointment and terms and conditions of deputation of Group 'A' officers of the Central Government to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/Local Bodies under the States/UT Administration**, would be regulated as per the revised instructions issued in this regard vide **DoPT's OM No. *6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV* dated 15.03.2024**. The terms and conditions governing such appointments, which have not been spelt out in the said OM shall be regulated by the instructions indicated herein.

[DoPT's OM No. AB-14017/2/07-Estt.(RR) dated 29.02.2008; ***DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010; DoPT's OM No. 2/9/2018-Estt.(Pay-II) dated 12.4.2021* and *DoPT's OM No. OM No.6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV dated 15.03.2024*]**

2.2. However, the following cases are governed by separate set of instructions / guidelines, and they are not covered by these provisions: -

(a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;
(b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders issued from time to time continue to apply;
(c) Deputation to posts operated outside India;

(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions contained herein will apply to those cases to the extent they are not specifically covered under such special orders.

(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no Deputation (Duty) Allowance will be admissible - e.g. (i) interim arrangements in the event of conversion of a Government office/organization or a portion thereof into a PSU/ Autonomous Body or *vice-versa*; and (ii) appointments to the same post in another cadre.

[Para 2.1 and 2.2 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

SCOPE OF THE TERM 'DEPUTATION/FOREIGN SERVICE' RESTRICTIONS ON TREATING AN APPOINTMENT AS ON DEPUTATION/ FOREIGN SERVICE.

3.1 The terms 'Deputation'/ 'Foreign Service' will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) Appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis;

(b) Permanent appointment made by transfer/absorption;

(c) Temporary appointment made based on personal requests of employees;

(d) Arrangements necessitated by staff imbalances arising on reorganization of offices on the same or different stations, subject to the specific condition that no Deputation (Duty) Allowance will be admissible in such cases.

3.3 A person in a higher Level (in Pay Matrix) shall not be appointed on deputation to a post in lower Level (in Pay Matrix) if the deputation is from Central Government to Central Government and also in cases where the scale of pay and Dearness Allowance (DA) in the parent cadre post and ex-cadre post are similar.

[Para 3.1-3.3 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/an organization where the scale of pay and DA pattern in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus Dearness Allowance (s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus Dearness Allowance(s) including interim relief, if any, at the maximum of the pay Level in the Pay Matrix/pay scale of the ex-cadre post.

Note: In the revised pay structure under 7th CPC, the maximum of the scale would mean the last cell of any Level in the Pay Matrix.

Illustration:

In case of an appointment on deputation basis, from an organization to an ex-cadre post in the Central Government in Level 7 in the Pay Matrix, where the pay scale and DA pattern of the parent cadre post and ex-cadre post in Central Government are dissimilar, no appointment can be made to such post, if the basic pay in the parent cadre increased by one increment plus Dearness Allowance (s) including Interim Relief, if any, admissible in the parent cadre post exceeds the basic pay at the maximum of the Level 7 of the Pay Matrix i.e. Rs. 1,42,400/- plus Dearness Allowance (s), including Interim Relief, if any.

[DoPT's OM No. 2/9/2018-Estt.(Pay-II) dated 12.04.2021]

EXERCISE OF OPTION.

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the Level (in the Pay Matrix)/Scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus Deputation (Duty) Allowance thereon plus Personal Pay, if any. However, in case of appointment of Government employees on deputation/ foreign service to CPSEs, this option will not be allowed, and in such cases their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

a. When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;

b. When he/she is reverted to a lower grade in the parent cadre;

c. When the scale of pay/level (in the Pay Matrix) of the parent cadre post based on which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on

deputation/foreign service is revised either prospectively or from a retrospective date;

d. Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional selection grade/revision/upgradation of scales of pay/level (in the Pay Matrix) in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organization shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed based on revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

[Para 4 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

PAY FIXATION.

5.1 When an employee on deputation/foreign service elects to draw pay in the Level (in Pay Matrix) attached to the ex-cadre post, his/her pay may be fixed as under:

(i) **Deputation from Central Government to Central Government**:

If the Level (in Pay Matrix) of the ex-cadre post is higher than that of the parent cadre post, an increment shall be given in the Level (in Pay Matrix) of parent cadre post and he/she shall be placed at a Cell equal to the figure so arrived at in the Level (in Pay Matrix) of the excadre post; and if no such Cell is available in the Level (in Pay Matrix) of the ex-cadre post, he/she shall be placed at the next higher cell in that Level. However, if the cell so arrived at after adding an increment is less than the minimum of the cell in the Level (in Pay Matrix), the pay will be fixed at the minimum of the cell in the Level (in Pay Matrix).

In case Levels (in Pay matrix) of the ex-cadre post and the parent cadre post of the employee are identical, the employee would continue to draw his/her basic pay.

(ii) **In case of Foreign Service/Reverse Foreign Service**:

(a) When the Level (in Pay Matrix)/Pay Scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) If the appointment is made to a post whose pay structure and/or Dearness Allowance (DA) pattern is dissimilar to that in the parent organization, pay may be fixed by adding one increment to the basic pay of the substantive post in the parent cadre, (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, interim relief etc., if any) with emoluments comprising of basic pay plus DA, ADA, Interim Relief etc., if any, admissible, in the borrowing organization and the pay may be fixed at the stage in the Pay Scale/ Level (in Pay Matrix) of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the parent cadre and if there is no such stage, pay may be fixed at the next higher stage.

Illustration:

A person drawing emoluments as Basic Pay - Rs. 34,000/- and Dearness Allowance - Rs.44,200/- (DA @ 130%) with increment @ 3% per annum on the basic pay, is appointed in Central Govt. in the Level 11 of Pay Matrix (in 7th CPC) with DA @ 10% on deputation basis, his pay will be fixed as under:-

a. Adding one increment to the basic pay in the substantive post in parent cadre:

Pay in parent cadre post = Rs. 34,000/-.
Increment = 3% of Rs. 34,000/- = Rs. 1,020/-
Adding one increment = Rs. 35,020/- [i.e. Rs. 34,000/- + Rs. 1,020/-]

b. Pay and DA admissible in parent cadre:

DA @ 130% on basic pay = Rs. 45,526/- (130% of Rs. 35,020/-) Total emoluments in the parent cadre = Rs. 80,546/- (Rs. 35,020/- + Rs. 45,526/-)

c. Now, fixing pay in ex-cadre post in Level 11 of Pay Matrix (with DA @10%) on the basis of emoluments drawn in parent cadre:

Pay in ex-cadre i.e. Rs. 80,546/- shall comprise of Rs. 73,224/- (Basic Pay) + Rs. 7,322/-(DA @ 10%)

Pay Matrix

Band Pay	**15600-39100**
Grade Pay	**6600**
Level	11
3	71800
4	74000

Since there is no cell in Level 11 of Pay Matrix matching Rs. 73,224/-pay will be fixed at Rs.74,000/- i.e. next cell in higher stage. So, the pay in ex-cadre post will be fixed at Rs.74,000/.

In case of reverse foreign service if the appointment is made to post whose pay structure and/or DA pattern is dissimilar to that in the parent organization, the option for electing to draw the basic pay in the parent cadre [along with the Deputation (Duty) Allowance thereon and the personal pay, if any] will not be available to such employee.

(ii) Deputation from State Government/UTs Administration to Central Government:

(a) When the Level (in Pay Matrix)/Pay Scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as provided under 5.1(i) above.

(b) If the appointment is made to a post whose pay structure and/or Dearness Allowance (DA) pattern is dissimilar to that in the parent organization, the pay may be fixed as provided under 5.1(ii) (b) above.

The basic pay from time to time after pay fixation should not exceed the maximum of the pay in the level of the ex-cadre post.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the Level (in Pay Matrix)/Pay Scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Level (in Pay Matrix)/Pay Scale identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher Level (in Pay Matrix)/Pay Scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as Personal Pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the Level (in Pay Matrix)/Pay Scale attached to the ex-cadre posts.

Note-1: The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/ admissible in such a post respectively.

Note-2: An officer who may be holding a higher post on ad-hoc basis in the cadre at the time of proceeding on deputation/foreign service would be considered to have vacated the post held on ad-hoc basis and proceeded on deputation/foreign service from his/her regular post. During the period of deputation/foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or ad-hoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his/her pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected.

Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organizations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organization.

Note-3: Pay of an officer appointed on deputation/foreign service on ad hoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Paras 5.1 & 6.1 of this O.M.

Note-4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

[Para 5 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 read with OM No. 2/10/2018-Estt.(Pay-II) dated 2.3.2021]

DEPUTATION (DUTY) ALLOWANCE

6.1 The Deputation (Duty) Allowance admissible shall be at the following rates:

(a) Within the same station, the allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 4500/- p.m.;

(b) In case of change of station, the allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs. 9000/- p.m.;

(c) The ceilings will further rise by 25 percent each time Dearness Allowance increases by 50 percent; and

(d) Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the basic pay in the Apex level i.e. Rs. 2,25,000/-. In the case of Government servants receiving Non-Practicing Allowance, their basic pay plus Non-Practicing Allowance plus Deputation (Duty) Allowance shall not exceed the average of basic pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary i.e. Rs. 2,37,500/-.

6.1.2 In cases where the basic pay in parent cadre has been upgraded (upto Level 13 A) on account of Non-Functional Upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non-Functional Selection Grade (NFSG) etc., and the officer has opted for such upgraded pay of the parent cadre, in that event, the upgraded basic pay under such upgradations shall not be taken into account for the purpose of Deputation (Duty) Allowance. In such cases, the Deputation (Duty) Allowance will be calculated taking the basic pay of the parent cadre which the officer was getting before such upgradation and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

6.1.3 However, if the upgradation is to Level 14 (in the Pay Matrix) or above, he shall be given the option to draw the upgraded basic pay under such upgradations without Deputation (Duty) Allowance or the pay which he was drawing before such upgradation with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer.

6.1.4 In the case of Proforma Promotion under Next Below Rule (NBR), if such a Proforma Promotion (upto Level 13 A) is in a Level of the Pay Matrix which is higher than that of the ex-cadre post, and the officer has opted for the upgraded pay of the Proforma Promotion, the basic pay under such Proforma Promotion shall not be taken into account for the purpose of Deputation (Duty) Allowance. Deputation (Duty) Allowance will be calculated taking into account the basic pay which the officer was getting before such Proforma Promotion. The amount of Deputation (Duty) Allowance would be calculated on the basis of the pre-upgraded presumptive pay that the officer was drawing prior to Proforma Promotion and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

6.1.5 However, if such a Proforma Promotion under NBR is in a Level of the pay matrix which is equal to or below that of the ex-cadre post, Deputation (Duty) Allowance shall be admissible on the basic pay of the parent cadre post allowed under the Proforma Promotion, if opted by the deputationist.

6.1.6 However, if the upgradation is to Level 14 or above of the Pay Matrix, he shall be given the option to draw the upgraded basic pay under such Proforma Promotion without Deputation (Duty) Allowance or the pay which he was drawing before grant of Proforma Promotion with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer. The amount of Deputation (Duty) Allowance would be calculated on the basis of pre-upgraded presumptive pay that the officer was drawing prior to the grant of Proforma Promotion and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

[DoPT's OM No. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 and DoPT's OM No. 2/11/2017-Estt.(Pay-II) dated 15.3.2021]

Note: Basic Pay in the revised pay structure (the pay structure based on 7th CPC recommendations) means the pay drawn by the deputationist, from time to time, in the prescribed Level (in Pay Matrix) of the post held by him substantively in the parent cadre, but does not include any other type of pay like personal pay, etc.

Note: 1 The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of Deputation (Duty) Allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organization without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of Deputation (Duty) Allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him. The rate of Deputation (Duty) Allowance will be refixed as per 6.1 (b).

[Para 6.2 and 6.3 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

ADMISSIBILITY OF PAY, ALLOWANCES AND BENEFITS WHILE ON DEPUTATION/FOREIGN SERVICE

7.1 Any project allowance admissible in a project area in the borrowing organization may be drawn in addition to Deputation (Duty) Allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organization should not be allowed in addition to Deputation (Duty) Allowance. However, the borrowing department may allow in addition to Deputation (Duty) Allowance, under special circumstances, any special allowance attached to the post held by the employee in his/her parent Department, by suitably restricting the Deputation (Duty) Allowance. This will require the specific and prior approval of Department of Personnel &Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus Deputation (Duty) Allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre plus Deputation (Duty) Allowance. No Deputation (Duty) Allowance on this personal pay will, however, be admissible.

7.5 **Increments** - The employee will draw increment in the parent cadre or in the Level (in the Pay Matrix) attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus Deputation (Duty) Allowance or the pay of the deputation post. If he has opted for pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/organization for the purpose of regulation of pay on repatriation to the parent cadre/post at the end of the tenure.

7.6(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/ foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organization:

a. HRA/Transport Allowance.

b. Joining time and Joining Time Pay.

c. Travelling Allowances and Transfer T.A.

d. Children Education Allowance.

e. LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

i. **Dearness Allowance** - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organization or in the lending organization depending on whether he has opted to draw pay of the ex-cadre post or the parent cadre post.

ii. **Medical Facilities** - This will be regulated in accordance with the rules of the borrowing organization.

iii. **Leave** - An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organization. If, however, an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organization. At the time of reversion from the deputation post to the parent cadre, the borrowing organization may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

[Para 7.1-7.6 of DoPT's OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010]

(d) **Military Service Pay (MSP)**: In case an army officer entitled to Military Service Pay in parent cadre opts for parent cadre pay on deputation to a civil post, MSP will be admissible as a separate element, provided Deputation (Duty) Allowance will not be reckoned on MSP but only on Basic Pay.

[On the basis of clarification dated 16.2.2017 issued by D/o Expenditure]

7.7 Leave Salary/Pension/NPS Contribution

i. As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organization. Liability for

pension/employee's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

ii. In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies etc., leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution/ Contributory Provident Fund (CPF) (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organization to the Central Government. In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the employer's share of CPF for the period of deputation to the Central Government will be borne either by the employee himself or borrowing organisation i.e. Central Government depending on the terms of deputation. A clear mention of the stipulation on whether the Central Government or the employee would bear the liability may be made in the terms of deputation.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 15.2.2012]

iii. In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

iv. In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make requisite contribution to the NPS account of the employee.

TENURE OF DEPUTATION/FOREIGN SERVICE

8.1 The period of deputation/ foreign service shall be as per the provisions of the RRs of the ex-cadre post or 5 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the RRs of the ex-cadre post is 5 years or less than 5 years, the borrowing Ministry/Department/ Organization may grant extension upto the 6th year after obtaining orders of their Secretary (in the Central Government)/ Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the 7th year with the approval of the Minister of the borrowing Ministry /Department and in respect of other organizations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

[DoPT's OM No. 2/6/2018-Estt.(Pay-II) dated 18.5.2018]

8.3.1 The borrowing Ministries/Departments/Organizations may extend the period of deputation up to the seventh year where necessary in public interest, subject to the following conditions:

i. The extension would be subject to the prior approval of the lending organization, the consent of the official concerned and wherever necessary, the approval of the UPSC/ State Public Service Commission and Appointment Committee of Cabinet (ACC).

ii. If the borrowing Ministry/Department/Organization wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organization, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

iii. No further extension beyond 7th year shall be granted.

8.3.2 Admissibility of Deputation (Duty) Allowance would be only upto fifth year.

[DoPT's OM No. 2/6/2016-Estt.(Pay-II) dated 23.02.2017]

COOLING OFF

9.1 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts (i.e. deputation post carrying pay in Level-14 of the Pay Matrix) and one year for Additional Secretary level posts (i.e. deputation post carrying pay in Level-15 of the Pay Matrix).

The Ministries/Departments may not sponsor name of any such officer who is not likely to complete the mandatory 'cooling off' period by the time the officer is likely to be selected. Further, while sponsoring the name of any such officer who has not completed the mandatory cooling off period, the parent cadre authority may inform the borrowing department that the officer will be relieved only after he/she completes the mandatory cooling off period.

[DoPT's OM No. 2/1/2012-Estt.(Pay-II) dated 4.1.2013]

9.2 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/State Government Organization/ UT Administration / Government of UT's Organization/Autonomous Bodies. Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

9.2.1 However, with the approval of the Minister-in-charge of the Ministry/Department/ Organization:

i. Central Government employee after completion of 7 years of service in his/her cadre, may be allowed to go on deputation to any State of North-Eastern Region and Union Territories of Jammu & Kashmir, Ladakh, Andaman & Nicobar and Lakshadweep or on foreign service to any entity controlled by and located in the afore said States/ Union Territories;

ii. Central Government employees may be allowed to go on deputation to State Governments /Union Territories or on foreign service to any entity controlled by and located in the States/ Union Territories on spouse ground after completion of 6 years of service in the cadre.

10. If during the period of deputation/foreign service, on account of Proforma Promotion in the parent cadre the official concerned becomes entitled to a higher pay in the Level (in the Pay Matrix) in the parent cadre *vis-a-vis* that of the ex-cadre post, the official shall complete his/her normal /extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

a. If the Level (in the Pay Matrix) of the officer in the parent cadre becomes higher than that of the deputation post after getting Proforma Promotion, he may be allowed the pay in the Level (in the Pay Matrix) of the post to which he is promoted, if he so opts. In such cases, extensions in deputation after employee has received the Proforma Promotion may be considered as per the instruction in paras 8.1 to 8.3.2.

b. If he draws the pay in the Level (in the Pay Matrix) attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department.

c. If the Level (in the Pay Matrix) of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in Level (in the Pay Matrix) to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DoPT OM No. 35034/3/2008 -Estt.(D) dated 19th May, 2009.

[DoPT OM No. 35034/3/2008 -Estt.(D) dated 19th May, 2009]

PREMATURE REVERSION OF DEPUTATIONIST TO PARENT CADRE.

11. Normally, when an employee is appointed on deputation/foreign service, his services are placed at the disposal of the parent Ministry/ Department/Organization at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving a notice of at least three months to the lending Ministry/Department/ Organization and the employee concerned.

OVERSTAY ON DEPUTATION

12. The deputationist officer is deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. It will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In the event of the officer overstaying for any reason whatsoever, he/she is liable to disciplinary action and other adverse Civil/Service consequences which would include the period of unauthorized overstay not being counted for service for the purpose of pension and that any increment due during the period of unauthorized overstay being deferred with cumulative effect, till the date on which the officer rejoins his parent cadre.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 1.3.2011]

All the Ministries/Departments are to ensure that deputations are strictly monitored by the lending Government Ministry/Department/Organization. Requests of the borrowing authorities for no objection to extension of deputation should be closely scrutinized to curb tendency to allow extensions on extraneous ground and overstay.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 16.5.2013]

RELAXATION OF CONDITIONS

13. Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

DATE OF EFFECT

14. These orders will take effect from 1.1.2016 and shall be applicable to all officers who were on deputation on 1.1.2016 or appointed thereafter except for the following:

i. Revised rates of Deputation (Duty) Allowance shall be applicable from 1.7.2017.

ii. Provisions of Para 8.1 and 8.2 shall be applicable from 18.05.2018. iii. Provisions of Para 8.3.1(iii) shall be applicable from 17.02.2016. iv. Provisions of Para 9.2.1 shall be applicable from 18.10.2018.

iii. Guidelines issued vide DoPT's OM No. DOPT-1710841987283 dated 15.03.2024, referred in para 3(b)(iv) of this OM, shall take effect from the date of issue of the OM i.e. 15.03.2024.

15. List of the OMs mentioned in this document is annexed. In case, any reference to the relevant OM is required, the same may be accessed from DoPT's website.

ANNEXURE

List of OMs mentioned in this Document

S. No.	O.M. No.	O.M. Date	Subject
1.	6/8/2009- Estt.(Pay-II)	01.03.2011	Overstay while on deputation.

2.	6/8/2009- Estt.(Pay-II)	15.02.2012	Clarification regarding regulation of payment of employer's share of contribution to the Contributory Provident Fund during the period of reserve deputation.
3.	6/5/2012- Estt.(Pay-II)	30.11.2012	Provisions relating to proforma promotion.
4.	2/1/2012- Estt.(Pay-II)	04.01.2013	Sponsoring of names of officers for deputation.
5.	6/8/2009- Estt.(Pay-II)	16.05.2013	Proper Monitoring of deputation by the lending departments.
6.	2/6/2016- Estt.(Pay-II)	17.02.2016	Delegation of powers to Ministries / Departments/Borrowing Organizations to extent deputation tenure upto 7 years in cases of Deputation covered by DOPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17th June, 2010 – regarding.
7.	2/6/2016- Estt.(Pay-II)	23.02.2017	Admissibility of Deputation (Duty) Allowance while on deputation – regarding.
8.	2/11/2017- Estt.(Pay-II)	24.11.2017	Grant of Deputation (Duty) Allowance – Recommendations of the Seventh Central Pay Commission – regarding.
9.	2/6/2018- Estt.(Pay-II)	18.05.2018	Amendment in Para 8.1 and Para 8.2 of deputation guidelines issued vide OM No.6/8/2009-Estt.(Pay-II) dated 17th June, 2010.
10.	2/15/2017- Estt.(Pay-II)	18.10.2018	Transfer of deputation/ foreign service of Central government Employees to ex-cadre posts under the State Governments/ Union Territories or to any entity controlled by and located in the States/UTs – relaxation of para 8.5 of O.M. dated 17.06.2010.
11.	2/10/2018- Estt.(Pay-II)	02.03.2021	Amendment of Para 5 of consolidated guidelines on deputation issued vide OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 according to 7th CPC pay structure.
12.	2/11/2017- Estt.(Pay-II)	15.03.2021	Grant of Deputation (Duty) Allowance in cases where the basic pay in parent cadre has been upgraded on account of NFU, MACP, NFSG, etc. in the 7 th CPC context – clarification.
13.	2/9/2018- Estt.(Pay-II)	12.04.2021	Amendment in Para 3.4 of deputation guidelines issued vide OM No.6/8/2009-Estt.(Pay-II) dated 17th June, 2010.
14.	AB.14017/24/2022-Estt.(RR)	31.08.2022	Consolidated and revised instructions on constitution of Search Committees and Search-cum-Selection Committees
15.	40/1/2022-EO(CVO)	18.11.2022	Guidelines/procedure for appointment of CVOs in CPSEs and other organizations

			under Central Government and their service conditions.
16.	1705650752584	19.01.2024	Consolidated instructions governing Central Staffing Scheme (CSS).
17.	*OM No.6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV*	15.03.2024	Instructions governing appointment and terms and conditions of deputation of Group 'A' officers of the Central Government to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/ Local Bodies under the States/UT Administration in partial modification of the instructions governing deputation/foreign service and para 1.3 of this Department's OM No.AB-14017/2/2007-Estt(RR) dated 29.02.2008

(Sign of Authority)

Mahesh Kumar

Under Secretary

23040489

Frequently Asked Questions

Q.1 Applicability of O.M dated 15.03.2024?

Ans. Cases involving deputation of Group 'A' officers of the Central Government to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/Local Bodies under the States/UT Administration.

Q.2 Whether applicable to cases involving deputation of Central Govt. officers of Pay level-14 and above who wish to apply for deputation to posts under Central Govt.?

Ans. No. Their deputation shall continue to be governed by the existing deputation guidelines issued vide DoPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

Q3. An officer in Pay Level 13 while on deputation, gets promoted to Pay Level-14 in his parent cadre. In such a situation can the officer continue his deputation or he/she needs to report back to his/her parent cadre?

Ans. The officer who gets promoted to Pay Level 14 in the parent Cadre while on deputation may be allowed to complete already approved deputation tenure.

Q4. What is the total allowable period of deputation in cases governed by the provisions of DoPT's OM dated 15.03.2024?

Ans. Total allowable period of deputation to the posts under State govt. /UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/Universities/Local Bodies under the States/UT Administration would be restricted to 5 years in entire career.

Q5. Who is the Authority competent to send such proposal to obtain requisite approvals as prescribed in DoPT's OM dated 15.03.2024 or any relaxation to the provisions thereof, where admissible?

Ans. The proposal should be sent by the Cadre Controlling Authority of the officer concerned with the approval of the Minister in-charge of the administrative ministry/department along with the NOC of the borrowing State/UT government.

Q6. What would happen if the officer does not repatriate to parent cadre in anticipation of extension?

Ans. In the event the officer overstays for any reason whatsoever without formal approval of the Competent Authority to the extension sought, he/she is liable for disciplinary action and other adverse Civil/ Service consequences which would include the period of overstay not being counted towards service for the purpose of pension and any increment due during the period of overstay being deferred with cumulative effect, till the date on which the officer re-joins in his parent Cadre.

Q8. Are the provisions of the OM dated 15.03.2024 applicable to group A officers of the State government?

Ans. No.

Q9. Does the deputation period spent in Group B will also count towards the total deputation tenure availed by an officer of central government in state government /UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/Universities/Local Bodies under the States/UT Administration?

Ans. No. Provisions of DoPT's OM dated 15.03.2024 are applicable to only the cases involving deputation of Group A officers of the Central Government.

Q.10 Documents required to be submitted while sending proposal to DoPT for consideration in terms OM dated 15.03.2024.

Ans. Checklist for submitting the proposal to DoPT is mentioned below:

S.No.	Eligibility Conditions	Status / Remarks
	9 years of Service in Group 'A'	
	Cadre Clearance	
	Pay Level of the officer	

	Maximum permissible deputation tenure of 5 years to State / UT Governments	
	Period of extension	
	Request must be from the Cadre Controlling Authority along with NOC/consent of borrowing State Government	
	Request for further extension must be from CCA with cogent reasons and least three months prior to the expiry of deputation period.	
8.	Vigilance Clearance	

Q11. How to refer the proposal to DoPT?

Ans. References seeking approval of the designated Committee to the proposal before it is submitted for approval by the Appointments Committee of the Cabinet (ACC) should be made only on e-file, with details/ self-contained notes, strictly in accordance with the procedure laid down in this Department's O.M. No. 43011/9/2014-Estt.D dated 28th October, 2015 and Secretary (P), DoPT's DO letter No. I-28029/30/2021-Coord dated 12.09.2022

D/o Personnel & Training (DoPT) had vide OM No. AB-14017/2/07-Estt(RR) dated 29.02.2008 issued consolidated guidelines governing appointments of the Central Government employees to the posts filled on deputation / foreign service.

2. In so far as Central Government employees are concerned, foreign service has been defined as service in which a Government servant received his pay with the sanction of Government from any source other than the Consolidated Fund of India **{ FR 9(7)}**.

3. Instructions contained in the OM referred above cover cases involving appointments under following categories:

[DOPT OM No. AB-14017/2/07-Estt(RR) dated 29.02.2008]

(a) <u>Central Staffing Scheme (CSS)</u>

Central Staffing Scheme (CSS) provides a systematic arrangement for selection and appointment of officers to senior administrative posts at Centre, excluding posts which are specifically encadred within the Organised Group 'A' Services or filled by recruitment through the Union Public Service Commission. Instructions governing various aspects of the Central Staffing Scheme issued from time to time have been consolidated and placed on the official website of DoPT. Matters relating to appointment under Central Staffing Scheme and other related issues are handled in the Office of the Establishment Officer (O/o the EO), DoPT.

[DoPT OM No.DOPT-1705650752584 dated 19.01.2024]

(b) <u>Non-Central Staffing Scheme (Non-CSS)</u>

Appointments to following categories of posts are covered under Non-Central Staffing Scheme:

Posts of **Chief Vigilance Officer (CVOs)**. Guidelines/procedure for appointment of CVOs in CPSEs and other organizations under Central Government and their service conditions have been consolidated and placed on DoPT's official website. Matters relating to appointment of CVOs and other related issues are handled in O/o the EO, DoPT.

[DoPT OM No.40/1/2022-EO(CVO) dated 18.11.2022]

Posts in **Statutory Bodies and Autonomous Institutions wholly or substantially funded or controlled by the Central Government**. Selection to fill these posts is made through Search-cum-Selection Committee process as laid down in DoPT's OM No. AB-14017/11/2004-Estt(RR) dated 30.07.2007 OR as per the approved Recruitment Rules OR as per the statutory provisions for institutions covered by specific statutes (with the approval of ACC for Chief Executives of Joint Secretary or above level). Tenure of these appointments shall be as prescribed under Central Staffing Scheme. Instructions on setting up Search Committees /Search-cum-Selection Committees and related topics have been placed on DoPT's official website.

[**AB.14017/24/2022-Estt.(RR) dated 31.08.2022]**

Posts in **Central Public Sector Understakings**. Subject to exemption from Immediate Absorption Rule, appointment to the posts under this category is made through Public Enterprises Selection Board (PESB)/ Search Committee (with the approval of ACC for Joint Secretary and above level posts). Tenure of these appointments shall be as prescribed under Central Staffing Scheme.

Further, in partial modification of the existing instructions governing deputation/foreign service as also para 1.3 of this Department's OM No.AB-14017/2/2007-Estt (RR) dated 29.02.2008, instructions have been issued vide DoPT's OM No.*6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV* 15.03.2024 regulating the appointment and other terms and conditions of deputation of Group 'A' officers of the Central Government **to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/Local Bodies under the States/UT Administration**.

[DoPT's OM No.6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV dated 15.03.2024]

Posts in **Constitutional Bodies or Staff Officers of Heads of Constitutional Bodies**. Selection and appointments to the posts under this category is made through Civil Services Board OR on request by name, subject to vigilance clearance and suitability (with the approval of ACC for Joint Secretary and above level posts). Tenure of these appointments shall be as prescribed under Central Staffing Scheme.

Posts in **Statutory Bodies set up by an Act of Parliament or Staff Officers of Heads of such Statutory Bodies**. Selection to the posts below Joint Secretary level shall be made by a Committee under the Chairmanship of Secretary(Personnel) with the approval of MoS(PP). Appointment to Joint Secretary and above level posts shall be made through Civil Services Board and with the approval of ACC. Tenure of these appointments shall be as prescribed under Central Staffing Scheme.

Posts in **Non-permanent, Non-Statutory Bodies with a specific term set up through executive orders/notification by the Central Government** – like Administrative Reforms Commissions, Pay Commission, National Manufacturing Competitiveness Commission, Sachar Committee, Inquiry Commissions etc. Appointment to the posts under this category is made through Civil Services Board (with the approval of Appointments Committee of the Cabinet for Joint Secretary and above level posts). Tenure of these appointments shall be as prescribed under Central Staffing Scheme. If an officer moves from a Central Staffing Scheme post to Non-Central Staffing Scheme post, or vice versa, he/she shall be eligible for an additional tenure of two years, subject to at least two years on either post.

(c) <u>Deputation to International Organisations</u>

Appointments to posts in the following organisations are covered under this category:

UN Organisations

International Financial Institutions like World Bank, IMF, ADB etc.

Multilateral organisations of which India is a member, like IAEA, WTO, Commonwealth Organisation, International Court of Justice, SAARC etc.

Bilateral Bodies set up under the Vienna Convention i.e. Embassies and Bodies set up under them, like USAID, DFID, NORAD etc.

International NGOs or Funding Organisations from which India receives technical / financial assistance like international Red Cross Society, Action Aid, Aga Khan Foundation, Ford Foundation etc.

A Committee under the Chairmanship of Cabinet Secretary with Secretary(Personnel), Finance Secretary will screen all proposals for deputation on foreign service terms of officers of the level of Joint Secretary and above, on a case to case basis, after the proposals have been approved by the Cadre Controlling Authority. Such screening in the case of officers below the level of Joint Secretary will be done by a Committee chaired by the Secretary of the Cadre Controlling Ministry/Department with a member each, not below the level of Joint Secretary from the Department of Personnel & Training and Department of Expenditure. A final decision on the recommendation of the Screening Committee may be taken at the level of Minister-in-charge in the case of officers holding posts below Joint Secretary level and with the approval of the Prime Minister in the case of officers holding Joint Secretary level posts or above.

For appointments to the posts listed at (iv) above, the Foreign Secretary or the MEA Secretary concerned shall also be a member of the Committee under the chairmanship of Cabinet Secretary for officers of Joint Secretary and above level. For officers below Joint Secretary level, a nominee of Foreign Secretary not below the level of Joint Secretary would be included in the Screening Committee. Further, for appointments to the posts listed at (v) above, concurrence of Ministry of Home Affairs shall be taken. Maximum tenure of appointments under this category shall be 5 years at a stretch.

(d) <u>Autonomous body, trust, society etc. not controlled by the Government or a private body</u>

Appointments in the following bodies are covered under this category:

Registered Societies or Trusts or Foundations or non-profit organisations or NGOs or cooperatives;

Apex bodies of Industries and Commerce.

For appointments to the posts in such autonomous or private bodies, all the conditions of the following criteria need to be fulfilled:

They are functionally autonomous of the Central and State Governments;

They are not substantially funded by the Central and State Governments;

Central or State Governments do not have powers to give them directions; and

They are not companies registered under the Registration of Companies Act.

Procedure for appointment to the posts in these bodies shall be as detailed in para 3(c) above. Maximum tenure of appointments under this category shall be 5 years at a stretch.

(e) <u>Ex-Cadre deputation</u>

D/o Personnel & Training has from time to time issued instructions / guidelines regulating appointment, pay, Deputation (Duty) Allowance, tenure of deputation/ foreign service and other terms and conditions of deputation/foreign service of the Central Government employees to ex-cadre posts under the Central/State Governments/ Union Territories (UTs) Administration/ Public Sector Undertakings (PSUs)/ Autonomous Bodies/ Statutory Bodies/ Universities/ Local Bodies etc. and *vice-versa*.

APPLICATION

2.. These provisions apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with the provisions of the Recruitment Rules (RRs) of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ UTs Administration/Local Bodies or under Central or State PSUs/Autonomous Bodies/Statutory Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/Autonomous Bodies/Statutory Bodies has been permitted in relaxation of appointment on immediate absorption basis. They also cover the cases of regular appointment on deputation/foreign service of employees of State Government/Local Bodies etc. as well as PSUs/Autonomous Bodies/Statutory Bodies of Central/State Governments as per RRs in the Central Government. In short, these instructions cover cases of deputation/foreign service where Central Government is either lending authority or borrowing authority or both.

2.1 However, in partial modification of the existing instructions governing deputation/foreign service as also para 1.3 of this Department's OM No.AB-14017/2/2007-Estt (RR) dated 29.02.2008, **appointment and terms and conditions of deputation of Group 'A' officers of the Central Government to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/Local Bodies under the States/UT Administration**, would be regulated as per the revised instructions issued in this regard vide **DoPT's OM No. *6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV* dated 15.03.2024**. The terms and conditions governing such appointments, which have not been spelt out in the said OM shall be regulated by the instructions indicated herein.

[DoPT's OM No. AB-14017/2/07-Estt.(RR) dated 29.02.2008; ***DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010; DoPT's OM No. 2/9/2018-Estt.(Pay-II) dated 12.4.2021* and *DoPT's OM No. OM No.6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV dated 15.03.2024***]

2.2. However, the following cases are governed by separate set of instructions / guidelines, and they are not covered by these provisions: -

(a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;
(b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders issued from time to time continue to apply;
(c) Deputation to posts operated outside India;
(d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions contained herein will apply to those cases to the extent they are not specifically covered under such special orders.
(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no Deputation (Duty) Allowance will be admissible - e.g. (i) interim arrangements in the event of conversion of a Government office/organization or a portion thereof into a PSU/ Autonomous Body or *vice-versa*; and (ii) appointments to the same post in another cadre.

[Para 2.1 and 2.2 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

SCOPE OF THE TERM 'DEPUTATION/FOREIGN SERVICE' RESTRICTIONS ON TREATING AN APPOINTMENT AS ON DEPUTATION/ FOREIGN SERVICE.

3.1 The terms 'Deputation'/ 'Foreign Service' will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest.

The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) Appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis;

(b) Permanent appointment made by transfer/absorption;

(c) Temporary appointment made based on personal requests of employees;

(d) Arrangements necessitated by staff imbalances arising on reorganization of offices on the same or different stations, subject to the specific condition that no Deputation (Duty) Allowance will be admissible in such cases.

3.3 A person in a higher Level (in Pay Matrix) shall not be appointed on deputation to a post in lower Level (in Pay Matrix) if the deputation is from Central Government to Central Government and also in cases where the scale of pay and Dearness Allowance (DA) in the parent cadre post and ex-cadre post are similar.

[Para 3.1-3.3 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/an organization where the scale of pay and DA pattern in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus Dearness Allowance (s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus Dearness Allowance(s) including interim relief, if any, at the maximum of the pay Level in the Pay Matrix/pay scale of the ex-cadre post.

Note: In the revised pay structure under 7th CPC, the maximum of the scale would mean the last cell of any Level in the Pay Matrix.

Illustration:

In case of an appointment on deputation basis, from an organization to an ex-cadre post in the Central Government in Level 7 in the Pay Matrix, where the pay scale and DA pattern of the parent cadre post and ex-cadre post in Central Government are dissimilar, no appointment can be made to such post, if the basic pay in the parent cadre increased by one increment plus Dearness Allowance (s) including Interim Relief, if any, admissible in the parent cadre post exceeds the basic pay at the maximum of the Level 7 of the Pay Matrix i.e. Rs. 1,42,400/- plus Dearness Allowance (s), including Interim Relief, if any.

[DoPT's OM No. 2/9/2018-Estt.(Pay-II) dated 12.04.2021]

EXERCISE OF OPTION.

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the Level (in the Pay Matrix)/Scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus Deputation (Duty) Allowance thereon plus Personal Pay, if any. However, in case of appointment of Government employees on deputation/ foreign service to CPSEs, this option will not be allowed, and in such cases their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

a. When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;

b. When he/she is reverted to a lower grade in the parent cadre;

c. When the scale of pay/level (in the Pay Matrix) of the parent cadre post based on which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date;

d. Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional selection grade/revision/upgradation of scales of pay/level (in the Pay Matrix) in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organization shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed based on revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

[Para 4 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

PAY FIXATION.

5.1 When an employee on deputation/foreign service elects to draw pay in the Level (in Pay Matrix) attached to the ex-cadre post, his/her pay may be fixed as under:

(i) **Deputation from Central Government to Central Government**:

If the Level (in Pay Matrix) of the ex-cadre post is higher than that of the parent cadre post, an increment shall be given in the Level (in Pay Matrix) of parent cadre post and he/she shall be placed at a Cell equal to the figure so arrived at in the Level (in Pay Matrix) of the excadre post; and if no such Cell is available in the Level (in Pay Matrix) of the ex-cadre post, he/she shall be placed at the next higher cell in that Level. However, if the cell so arrived at after adding an increment is less than the minimum of the cell in the Level (in Pay Matrix), the pay will be fixed at the minimum of the cell in the Level (in Pay Matrix).

In case Levels (in Pay matrix) of the ex-cadre post and the parent cadre post of the employee are identical, the employee would continue to draw his/her basic pay.

(ii) **In case of Foreign Service/Reverse Foreign Service**:

(a) When the Level (in Pay Matrix)/Pay Scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) If the appointment is made to a post whose pay structure and/or Dearness Allowance (DA) pattern is dissimilar to that in the parent organization, pay may be fixed by adding one increment to the basic pay of the substantive post in the parent cadre, (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, interim relief etc., if any) with emoluments comprising of basic pay plus DA, ADA, Interim Relief etc., if any, admissible, in the borrowing organization and the pay may be fixed at the stage in the Pay Scale/ Level (in Pay Matrix) of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the parent cadre and if there is no such stage, pay may be fixed at the next higher stage.

Illustration:

A person drawing emoluments as Basic Pay - Rs. 34,000/- and Dearness Allowance - Rs.44,200/- (DA @ 130%) with increment @ 3% per annum on the basic pay, is appointed in Central Govt. in the Level 11 of Pay Matrix (in 7th CPC) with DA @ 10% on deputation basis, his pay will be fixed as under:-

a. Adding one increment to the basic pay in the substantive post in parent cadre:

Pay in parent cadre post = Rs. 34,000/-.
Increment = 3% of Rs. 34,000/- = Rs. 1,020/-
Adding one increment = Rs. 35,020/- [i.e. Rs. 34,000/- + Rs. 1,020/-]

b. Pay and DA admissible in parent cadre:

DA @ 130% on basic pay = Rs. 45,526/- (130% of Rs. 35,020/-) Total emoluments in the parent cadre = Rs. 80,546/- (Rs. 35,020/- + Rs. 45,526/-)

c. Now, fixing pay in ex-cadre post in Level 11 of Pay Matrix (with DA @10%) on the basis of emoluments drawn in parent cadre:

Pay in ex-cadre i.e. Rs. 80,546/- shall comprise of Rs. 73,224/- (Basic Pay) + Rs. 7,322/-(DA @ 10%)

Pay Matrix

Band Pay	**15600-39100**
Grade Pay	**6600**
Level	11
3	71800
4	74000

Since there is no cell in Level 11 of Pay Matrix matching Rs. 73,224/-pay will be fixed at Rs.74,000/- i.e. next cell in higher stage. So, the pay in ex-cadre post will be fixed at Rs.74,000/.

In case of reverse foreign service if the appointment is made to post whose pay structure and/or DA pattern is dissimilar to that in the parent organization, the option for electing to draw the basic pay in the parent cadre [along with the Deputation (Duty) Allowance thereon and the personal pay, if any] will not be available to such employee.

(ii) <u>Deputation from State Government/UTs Administration to Central Government</u>:

(a) When the Level (in Pay Matrix)/Pay Scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as provided under 5.1(i) above.

(b) If the appointment is made to a post whose pay structure and/or Dearness Allowance (DA) pattern is dissimilar to that in the parent organization, the pay may be fixed as provided under 5.1(ii) (b) above.

The basic pay from time to time after pay fixation should not exceed the maximum of the pay in the level of the ex-cadre post.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the Level (in Pay Matrix)/Pay Scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Level (in Pay Matrix)/Pay Scale identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

5.3 In cases of appointments to a second or subsequent ex-cadre post(s) in a higher Level (in Pay Matrix)/Pay Scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as Personal Pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the Level (in Pay Matrix)/Pay Scale attached to the ex-cadre posts.

Note-1: The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/ admissible in such a post respectively.

Note-2: An officer who may be holding a higher post on ad-hoc basis in the cadre at the time of proceeding on deputation/foreign service would be considered to have vacated the post held on ad-hoc basis and proceeded on deputation/foreign service from his/her regular post. During the period of deputation/foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or ad-hoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his/her pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organizations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organization.

Note-3: Pay of an officer appointed on deputation/foreign service on ad hoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Paras 5.1 & 6.1 of this O.M.

Note-4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

[Para 5 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 read with OM No. 2/10/2018-Estt.(Pay-II) dated 2.3.2021]

6.1 The Deputation (Duty) Allowance admissible shall be at the following rates:

(a) Within the same station, the allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs. 4500/- p.m.;

(b) In case of change of station, the allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs. 9000/- p.m.;

(c) The ceilings will further rise by 25 percent each time Dearness Allowance increases by 50 percent; and

(d) Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the basic pay in the Apex level i.e. Rs. 2,25,000/-. In the case of Government servants receiving Non-Practicing Allowance, their basic pay plus Non-Practicing Allowance plus Deputation (Duty) Allowance shall not exceed the average of basic pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary i.e. Rs. 2,37,500/-.

6.1.2 In cases where the basic pay in parent cadre has been upgraded (upto Level 13 A) on account of Non-Functional Upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non-Functional Selection Grade (NFSG) etc., and the officer has opted for such upgraded pay of the parent cadre, in that event, the upgraded basic pay under such upgradations shall not be taken into account for the purpose of Deputation (Duty) Allowance. In such cases, the Deputation (Duty) Allowance will be calculated taking the basic pay of the parent cadre which the officer was getting before such upgradation and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

6.1.3 However, if the upgradation is to Level 14 (in the Pay Matrix) or above, he shall be given the option to draw the upgraded basic pay under such upgradations without Deputation (Duty) Allowance or the pay which he was drawing before such upgradation with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer.

6.1.4 In the case of Proforma Promotion under Next Below Rule (NBR), if such a Proforma Promotion (upto Level 13 A) is in a Level of the Pay Matrix which is higher than that of the ex-cadre post, and the officer has opted for the upgraded pay of the Proforma Promotion, the basic pay under such Proforma Promotion shall not be taken into account for the purpose of Deputation (Duty) Allowance. Deputation (Duty) Allowance will be calculated taking into account the basic pay which the officer was getting before such Proforma Promotion. The amount of Deputation (Duty) Allowance would be calculated on the basis of the pre-upgraded presumptive pay that the officer was drawing prior to Proforma Promotion and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

6.1.5 However, if such a Proforma Promotion under NBR is in a Level of the pay matrix which is equal to or below that of the ex-cadre post, Deputation (Duty) Allowance shall be admissible on the basic pay of the parent cadre post allowed under the Proforma Promotion, if opted by the deputationist.

6.1.6 However, if the upgradation is to Level 14 or above of the Pay Matrix, he shall be given the option to draw the upgraded basic pay under such Proforma Promotion without Deputation (Duty) Allowance or the pay

which he was drawing before grant of Proforma Promotion with Deputation (Duty) Allowance, whichever is more beneficial as per the option of the officer. The amount of Deputation (Duty) Allowance would be calculated on the basis of pre-upgraded presumptive pay that the officer was drawing prior to the grant of Proforma Promotion and the amount of the same would be further regulated every year on the basis of the pay arrived at by giving annual increments on the presumptive pay.

[DoPT's OM No. 2/11/2017-Estt.(Pay-II) dated 24.11.2017 and DoPT's OM No. 2/11/2017-Estt.(Pay-II) dated 15.3.2021]

Note: Basic Pay in the revised pay structure (the pay structure based on 7th CPC recommendations) means the pay drawn by the deputationist, from time to time, in the prescribed Level (in Pay Matrix) of the post held by him substantively in the parent cadre, but does not include any other type of pay like personal pay, etc.

Note: 1 The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of Deputation (Duty) Allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organization without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of Deputation (Duty) Allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him. The rate of Deputation (Duty) Allowance will be refixed as per 6.1 (b).

[Para 6.2 and 6.3 of DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010]

ADMISSIBILITY OF PAY, ALLOWANCES AND BENEFITS WHILE ON DEPUTATION/FOREIGN SERVICE

7.1 Any project allowance admissible in a project area in the borrowing organization may be drawn in addition to Deputation (Duty) Allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organization should not be allowed in addition to Deputation (Duty) Allowance. However, the borrowing department may allow in addition to Deputation (Duty) Allowance, under special circumstances, any special allowance attached to the post held by the employee in his/her parent Department, by suitably restricting the Deputation (Duty) Allowance. This will require the specific and prior approval of Department of Personnel &Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus Deputation (Duty) Allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre plus Deputation (Duty) Allowance. No Deputation (Duty) Allowance on this personal pay will, however, be admissible.

7.5 **Increments** - The employee will draw increment in the parent cadre or in the Level (in the Pay Matrix) attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus Deputation (Duty) Allowance or the pay of the deputation post. If he has opted for pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/organization for the purpose of regulation of pay on repatriation to the parent cadre/post at the end of the tenure.

7.6(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/ foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organization:

a. HRA/Transport Allowance.

b. Joining time and Joining Time Pay.

c. Travelling Allowances and Transfer T.A.

d. Children Education Allowance.

e. LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

i. **Dearness Allowance** - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organization or in the lending organization depending on whether he has opted to draw pay of the ex-cadre post or the parent cadre post.

ii. **Medical Facilities** - This will be regulated in accordance with the rules of the borrowing organization.

iii. **Leave** - An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organization. If, however, an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organization. At the time of reversion from the deputation post to the parent cadre, the borrowing organization may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

[Para 7.1-7.6 of DoPT's OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010]

(d) **Military Service Pay (MSP)**: In case an army officer entitled to Military Service Pay in parent cadre opts for parent cadre pay on deputation to a civil post, MSP will be admissible as a separate element, provided Deputation (Duty) Allowance will not be reckoned on MSP but only on Basic Pay.

[On the basis of clarification dated 16.2.2017 issued by D/o Expenditure]

7.7 Leave Salary/Pension/NPS Contribution

i. As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organization. Liability for pension/employee's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

ii. In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies etc., leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution/ Contributory Provident Fund (CPF) (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organization to the Central Government. In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the employer's share of CPF for the period of deputation to the Central Government will be borne either by the employee himself or borrowing organisation i.e. Central Government depending on the terms of deputation. A clear mention of the stipulation on whether the Central Government or the employee would bear the liability may be made in the terms of deputation.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 15.2.2012]

iii. In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary

and pension contribution will be decided by mutual consent.

iv. In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make requisite contribution to the NPS account of the employee.

TENURE OF DEPUTATION/FOREIGN SERVICE

8.1 The period of deputation/ foreign service shall be as per the provisions of the RRs of the ex-cadre post or 5 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the RRs of the ex-cadre post is 5 years or less than 5 years, the borrowing Ministry/Department/ Organization may grant extension upto the 6th year after obtaining orders of their Secretary (in the Central Government)/ Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the 7th year with the approval of the Minister of the borrowing Ministry /Department and in respect of other organizations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

[DoPT's OM No. 2/6/2018-Estt.(Pay-II) dated 18.5.2018]

8.3.1 The borrowing Ministries/Departments/Organizations may extend the period of deputation up to the seventh year where necessary in public interest, subject to the following conditions:

i. The extension would be subject to the prior approval of the lending organization, the consent of the official concerned and wherever necessary, the approval of the UPSC/ State Public Service Commission and Appointment Committee of Cabinet (ACC).

ii. If the borrowing Ministry/Department/Organization wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organization, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

iii. No further extension beyond 7th year shall be granted.

8.3.2 Admissibility of Deputation (Duty) Allowance would be only upto fifth year.

[DoPT's OM No. 2/6/2016-Estt.(Pay-II) dated 23.02.2017]

COOLING OFF

9.1 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts (i.e. deputation post carrying pay in Level-14 of the Pay Matrix) and one year for Additional Secretary level posts (i.e. deputation post carrying pay in Level-15 of the Pay Matrix).

The Ministries/Departments may not sponsor name of any such officer who is not likely to complete the mandatory 'cooling off' period by the time the officer is likely to be selected. Further, while sponsoring the name of any such officer who has not completed the mandatory cooling off period, the parent cadre authority may inform the borrowing department that the officer will be relieved only after he/she completes the mandatory cooling off period.

[DoPT's OM No. 2/1/2012-Estt.(Pay-II) dated 4.1.2013]

9.2 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/State Government Organization/ UT Administration / Government of UT's Organization/Autonomous Bodies. Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

9.2.1 However, with the approval of the Minister-in-charge of the Ministry/Department/ Organization:

i. Central Government employee after completion of 7 years of service in his/her cadre, may be allowed to go on deputation to any State of North-Eastern Region and Union Territories of Jammu & Kashmir, Ladakh, Andaman & Nicobar and Lakshadweep or on foreign service to any entity controlled by and located in the afore said States/ Union Territories;

ii. Central Government employees may be allowed to go on deputation to State Governments /Union Territories or on foreign service to any entity controlled by and located in the States/ Union Territories on spouse ground after completion of 6 years of service in the cadre.

[DoPT's OM No. 2/15/2017-Estt.(Pay-II) dated 18.10.2018]

10. If during the period of deputation/foreign service, on account of Proforma Promotion in the parent cadre the official concerned becomes entitled to a higher pay in the Level (in the Pay Matrix) in the parent cadre *vis-a-vis* that of the ex-cadre post, the official shall complete his/her normal /extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

a. If the Level (in the Pay Matrix) of the officer in the parent cadre becomes higher than that of the deputation post after getting Proforma Promotion, he may be allowed the pay in the Level (in the Pay Matrix) of the post to which he is promoted, if he so opts. In such cases, extensions in deputation after employee has received the Proforma Promotion may be considered as per the instruction in paras 8.1 to 8.3.2.

b. If he draws the pay in the Level (in the Pay Matrix) attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department.

c. If the Level (in the Pay Matrix) of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in Level (in the Pay Matrix) to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DoPT OM No. 35034/3/2008 -Estt.(D) dated 19th May, 2009.

[DoPT OM No. 35034/3/2008 -Estt.(D) dated 19th May, 2009]

PREMATURE REVERSION OF DEPUTATIONIST TO PARENT CADRE.

11. Normally, when an employee is appointed on deputation/foreign service, his services are placed at the disposal of the parent Ministry/ Department/Organization at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving a notice of at least three months to the lending Ministry/Department/ Organization and the employee concerned.

OVERSTAY ON DEPUTATION

12. The deputationist officer is deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing, prior to the date of its expiry. It will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In the event of the officer overstaying for any reason whatsoever, he/she is liable to disciplinary action and other adverse Civil/Service consequences which would include the period of unauthorized overstay not being counted for service for the purpose of pension and that any increment due during the period of unauthorized overstay being deferred with cumulative effect, till the date on which the officer rejoins his parent cadre.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 1.3.2011]

All the Ministries/Departments are to ensure that deputations are strictly monitored by the lending Government Ministry/Department/Organization. Requests of the borrowing authorities for no objection to extension of deputation should be closely scrutinized to curb tendency to allow extensions on extraneous ground and overstay.

[DoPT's OM No. 6/8/2009-Estt.(Pay-II) dated 16.5.2013]

RELAXATION OF CONDITIONS

13. Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

DATE OF EFFECT

14. These orders will take effect from 1.1.2016 and shall be applicable to all officers who were on deputation on 1.1.2016 or appointed thereafter except for the following:

i. Revised rates of Deputation (Duty) Allowance shall be applicable from 1.7.2017.

ii. Provisions of Para 8.1 and 8.2 shall be applicable from 18.05.2018. iii. Provisions of Para 8.3.1(iii) shall be applicable from 17.02.2016. iv. Provisions of Para 9.2.1 shall be applicable from 18.10.2018.

iii. Guidelines issued vide DoPT's OM No. DOPT-1710841987283 dated 15.03.2024, referred in para 3(b)(iv) of this OM, shall take effect from the date of issue of the OM i.e. 15.03.2024.

15. List of the OMs mentioned in this document is annexed. In case, any reference to the relevant OM is required, the same may be accessed from DoPT's website.

ANNEXURE

List of OMs mentioned in this Document

S. No.	O.M. No.	O.M. Date	Subject
1.	6/8/2009- Estt.(Pay-II)	01.03.2011	Overstay while on deputation.
2.	6/8/2009- Estt.(Pay-II)	15.02.2012	Clarification regarding regulation of payment of employer's share of contribution to the Contributory Provident Fund during the period of reserve deputation.
3.	6/5/2012- Estt.(Pay-II)	30.11.2012	Provisions relating to proforma promotion.
4.	2/1/2012- Estt.(Pay-II)	04.01.2013	Sponsoring of names of officers for deputation.
5.	6/8/2009- Estt.(Pay-II)	16.05.2013	Proper Monitoring of deputation by the lending departments.
6.	2/6/2016- Estt.(Pay-II)	17.02.2016	Delegation of powers to Ministries / Departments/Borrowing Organizations to extent deputation tenure upto 7 years in cases of Deputation covered by DOPT's OM No. 6/8/2009-Estt.(Pay-II) dated 17th June, 2010 – regarding.

7.	2/6/2016- Estt.(Pay-II)	23.02.2017	Admissibility of Deputation (Duty) Allowance while on deputation – regarding.
8.	2/11/2017- Estt.(Pay-II)	24.11.2017	Grant of Deputation (Duty) Allowance – Recommendations of the Seventh Central Pay Commission – regarding.
9.	2/6/2018- Estt.(Pay-II)	18.05.2018	Amendment in Para 8.1 and Para 8.2 of deputation guidelines issued vide OM No.6/8/2009-Estt.(Pay-II) dated 17th June, 2010.
10.	2/15/2017- Estt.(Pay-II)	18.10.2018	Transfer of deputation/ foreign service of Central government Employees to ex-cadre posts under the State Governments/ Union Territories or to any entity controlled by and located in the States/UTs – relaxation of para 8.5 of O.M. dated 17.06.2010.
11.	2/10/2018- Estt.(Pay-II)	02.03.2021	Amendment of Para 5 of consolidated guidelines on deputation issued vide OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 according to 7th CPC pay structure.
12.	2/11/2017- Estt.(Pay-II)	15.03.2021	Grant of Deputation (Duty) Allowance in cases where the basic pay in parent cadre has been upgraded on account of NFU, MACP, NFSG, etc. in the 7 th CPC context – clarification.
13.	2/9/2018- Estt.(Pay-II)	12.04.2021	Amendment in Para 3.4 of deputation guidelines issued vide OM No.6/8/2009-Estt.(Pay-II) dated 17th June, 2010.
14.	AB.14017/24/2022-Estt.(RR)	31.08.2022	Consolidated and revised instructions on constitution of Search Committees and Search-cum-Selection Committees
15.	40/1/2022-EO(CVO)	18.11.2022	Guidelines/procedure for appointment of CVOs in CPSEs and other organizations under Central Government and their service conditions.
16.	1705650752584	19.01.2024	Consolidated instructions governing Central Staffing Scheme (CSS).
17.	*OM No.6/8/2023-Pers.Policy (Deputation/Re-employment) Pt.XV*	15.03.2024	Instructions governing appointment and terms and conditions of deputation of Group 'A' officers of the Central Government to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/ Local Bodies under the States/UT Administration in partial modification of the instructions governing deputation/foreign service and para 1.3 of this Department's OM No.AB-14017/2/2007-Estt(RR) dated 29.02.2008

(Sign of Authority)

Mahesh Kumar

Under Secretary

23040489

Frequently Asked Questions

Q.1 Applicability of O.M dated 15.03.2024?

Ans. Cases involving deputation of Group 'A' officers of the Central Government to ex-cadre posts under a State Government/UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/ Universities/Local Bodies under the States/UT Administration.

Q.2 Whether applicable to cases involving deputation of Central Govt. officers of Pay level-14 and above who wish to apply for deputation to posts under Central Govt.?

Ans. No. Their deputation shall continue to be governed by the existing deputation guidelines issued vide DoPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

Q3. An officer in Pay Level 13 while on deputation, gets promoted to Pay Level-14 in his parent cadre. In such a situation can the officer continue his deputation or he/she needs to report back to his/her parent cadre?

Ans. The officer who gets promoted to Pay Level 14 in the parent Cadre while on deputation may be allowed to complete already approved deputation tenure.

Q4. What is the total allowable period of deputation in cases governed by the provisions of DoPT's OM dated 15.03.2024?

Ans. Total allowable period of deputation to the posts under State govt. /UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/Universities/Local Bodies under the States/UT Administration would be restricted to 5 years in entire career.

Q5. Who is the Authority competent to send such proposal to obtain requisite approvals as prescribed in DoPT's OM dated 15.03.2024 or any relaxation to the provisions thereof, where admissible?

Ans. The proposal should be sent by the Cadre Controlling Authority of the officer concerned with the approval of the Minister in-charge of the administrative ministry/department along with the NOC of the borrowing State/UT government.

Q6. What would happen if the officer does not repatriate to parent cadre in anticipation of extension?

Ans. In the event the officer overstays for any reason whatsoever without formal approval of the Competent Authority to the extension sought, he/she is liable for disciplinary action and other adverse Civil/ Service consequences which would include the period of overstay not being counted towards service for the purpose of pension and any increment due during the period of overstay being deferred with cumulative effect, till the date on which the officer re-joins in his parent Cadre.

Q8. Are the provisions of the OM dated 15.03.2024 applicable to group A officers of the State government?

Ans. No.

Q9. Does the deputation period spent in Group B will also count towards the total deputation tenure availed by an officer of central government in state government /UT Administration including PSUs/ Autonomous bodies/Statutory Bodies/Universities/Local Bodies under the States/UT Administration?

Ans. No. Provisions of DoPT's OM dated 15.03.2024 are applicable to only the cases involving deputation of Group A officers of the Central Government.

Q.10 Documents required to be submitted while sending proposal to DoPT for consideration in terms OM dated 15.03.2024.

Ans. Checklist for submitting the proposal to DoPT is mentioned below:

S.No.	Eligibility Conditions	Status / Remarks
	9 years of Service in Group 'A'	
	Cadre Clearance	
	Pay Level of the officer	
	Maximum permissible deputation tenure of 5 years to State / UT Governments	
	Period of extension	
	Request must be from the Cadre Controlling Authority along with NOC/consent of borrowing State Government	
	Request for further extension must be from CCA with cogent reasons and least three months prior to the expiry of deputation period.	
8.	Vigilance Clearance	

Q11. How to refer the proposal to DoPT?

Ans. References seeking approval of the designated Committee to the proposal before it is submitted for approval by the Appointments Committee of the Cabinet (ACC) should be made only on e-file, with details/ self-contained notes, strictly in accordance with the procedure laid down in this Department's O.M. No. 43011/9/2014-Estt.D dated 28th October, 2015 and Secretary (P), DoPT's DO letter No. I-28029/30/2021-Coord dated 12.09.2022

Mahesh Kumar
Under Secretary
23040489

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Annexure-I

Central University of Haryana

Regulations of the University for the Re-Employment of Superannuated Teachers

1) Preamble

Recognising the valuable expertise and experience that distinguished faculty members bring to academic and research pursuits, the Central University of Haryana hereby institutes these guidelines for the re-employment of superannuated teachers of the University. The aim is to harness the continued contributions of such individuals in advancing the university's mission, provided there are vacant positions and genuine institutional requirements. These guidelines are formulated in accordance with UGC Model Guidelines *for Re-employment of Superannuated Teachers and UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, and prevailing best practices within the higher education system.*

2) Eligibility Criteria

To be considered for re-employment following superannuation, a faculty member must meet the following requirements:

a) Subject to the availability of vacant positions and fitness, a University Professor may be re-employed on contract appointment beyond the age of superannuation up to the age of seventy years.
Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.
b) Re-employment of superannuated teacher(s) shall be made only against regular sanctioned posts, which could not be filled up.
c) The candidate must have retired from the post of Professor from the Central University of Haryana.
d) The individual teacher must be recognized as a distinguished teacher and scholar with significant academic achievements and service.
e) The service record of the teacher must be highly satisfactory, with no disciplinary proceedings pending or adverse remarks in the past.
f) The candidate must be medically fit, as certified by a government hospital or a recognized medical authority.
g) The faculty member may express interest in re-employment three months before superannuation.
h) The Vice Chancellor may also offer re-employment to a suitable superannuating/superannuated Professor without the Professor submitting a formal application for re-employment.
i) Re-employment will not be granted beyond the age of 70 years.

3) Tenure of Re-employment

a) Re-employment will be granted for an initial period of three years or until the faculty member attains the age of 69 years, whichever occurs earlier.
b) The tenure may be extended for an additional; period of up to two years, subject to satisfactory performance and the continued need for the faculty member's services

against the vacant position, but in no case beyond the age of 70 years unless specified otherwise.

c) The cumulative period of re-employment, including any extension, must not exceed five years or the age limit of 70 years, whichever is earlier.

4) Emoluments and other Privileges

a) A re-employed teacher, retired under New Pension Scheme/Unified Pension Scheme, shall be eligible to draw emoluments equivalent to the half of the last pay drawn as a consolidated amount which shall remain the same throughout the tenure or re-employment.

b) Re-employed faculty will be entitled to the use of university facilities as deemed necessary for the discharge of their duties.

c) A re-employed teacher shall be entitled to Casual, Special Casual Leave, Duty/Academic Leave at par with teaching faculty in regular service. However, no earned leave shall be admissible to the re-employed teacher.

5) Duties and Responsibilities

Professors re-employed after superannuation are expected to undertake the following responsibilities:

a) Engage in teaching at both undergraduate and postgraduate levels, with a weekly workload of up to 14 hours a week.

b) Supervise research projects and guide postgraduate and doctoral students as co-supervisors, though primary supervision of Ph.D scholars should be assigned to regular faculty.

c) Participate in the setting, evaluation and moderation of examinations as required.

d) Continue to contribute to research activities, publications, and academic collaborations.

e) Organize and participate in seminars, workshops and other academic events to foster ongoing learning and professional development.

f) Provide consultancy services and deliver guest lectures as requested by the university or affiliated institutions.

6) Re-employment Process

a) The interested teachers, who are about to superannuate or have superannuated not earlier than six months shall apply to the Vice Chancellor of the University on a prescribed form.

b) The application form shall include a detailed account of all the contributions made by the teacher, highlighting his/her overall achievements during his service period.

c) The Vice Chancellor shall constitute an Expert/Selection Committee for the assessment of a teacher's application.

d) The Vice Chancellor shall take the final decision regarding the re-employment of a teacher on the recommendation of the Expert committee consisting of the following:

i) Vice Chancellor, Chairperson
ii) Two subject experts
iii) Dean of the School
iv) Head of the Department

e) The decision of the Vice Chancellor for re-employment of a teacher shall be placed before the Executive Council for approval.

f) The performance of the re-employed teacher shall be reviewed annually by the University. In case the performance of the re-employed teacher is found unsatisfactory,

then his/her services may be discontinued by the University by giving one-month notice. A re-engaged teacher can resign from the University at any point of time by giving one-month notice.

Notwithstanding anything contained in these regulations, the Vice Chancellor may relax, wherever he/she considers necessary in the interest of the University, any of the conditions mentioned in these regulations.

Central University of Haryana

Minutes of the Meeting of the Committee Constituted by the Hon'ble Vice Chancellor to Suggest Changes in Regulations of the University for the Re-Employment of Superannuated Faculty Members

The meeting of the Committee was held at 10:00 AM on 19.06.2025 in the Conference Hall, Ground Floor, Administrative Block.

Following members attended the meeting:

Prof. Payal Chandel, Dean, SoHSS

Prof. Rajesh Kumar Gupta, Dean, SoBS

Sanjiv Kumar, Dean Academic

The committee perused the existing regulations in the light of *UGC Model Guidelines for Re-employment of Superannuated Teachers* (15.02.2008), relevant provisions contained in *UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018* and the Guidelines of various Central Universities, and prepared the revised Regulations of the University for the Re-Employment of Superannuated Faculty Members as enclosed. **(Annexure-I)**

The revised draft is submitted for the consideration of the competent authority.

(Prof. Rajesh Kumar Gupta) **(Prof. Payal Chandel)** **(Sanjiv Kumar)**

ज्ञान-विज्ञान विमुक्तये

University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110002

No.F.3-1/94 (PS) Pt. file 15th February, 2008

The Registrar
(All Central/State/Deemed Universities)

The Education Secretary
All State Govts. and Union Territories.

The Officer Incharge
All Regional Offices of UGC

Sub.: Model Guidelines for Re-employment of superannuated Teachers.

Sir/Madam,

I am directed to inform you that the Commission has approved the Model Guidelines to provide a framework for the Re-employment of superannuated teachers in universities and colleges in India. A copy of the Model Guidelines is enclosed herewith.

These guidelines may be followed by the University while considering re-employment of superannuated teachers. These guidelines may also be brought to the notice of institutions/colleges affiliated to your University.

It may specifically be noted that re-employment of superannuated teachers may be made only against regular sanctioned posts, which could not be filled up and remained unfilled for at least one year.

Yours faithfully,

(Mrs. Shashi Munjal)
Under Secretary

Encl.: <u>As above</u>

Copy to :-
Shri R. Chakravarty, Deputy Secretary to Government of India, Ministry of Human Resource Development, Department of Higher Education, Shastri Bhawan, New Delhi – 110 001.

(Mrs. Shashi Munjal)
Under Secretary

UNIVERSITY GRANTS COMMISSION
NEW DELHI

Model Guidelines for Re-employment of Superannuated Teachers

1. Background:

Of late, it is observed that many Universities and Colleges in the Country have a number of Sanctioned teaching posts lying vacant for long periods. This may be due to various reasons, like non-availability of funds, ban on recruitment, non-availability of suitable candidates, difficulties kin filling positions earmarked for the reserved category and problems brought out by litigation. Therefore, more often, the institutions are required to have the services of contract appointees and teachers engaged on per-lecture basis, as well as of research students for performing the required academic activities. As a result, such institutions are not able to maintain the quality and standard of their academic programmes and are also unable to keep pace with the growing expectations from their stake holders, particularly students. One of the alternatives recommended by the UGC (as early as in the year 1990) to take care of this problem, is the selective re-employment of superannuated teachers up to their reaching the age of 65 years. This has also been reiterated by the Fifth Pay Commission in 1997 and in many UGC communications, wherein it has been suggested that the institutions may use this existing provision as a short term measure. The Ministry of Human Resource Development vide notification **No.1-19/2006(U.II)** dated **23rd March, 2007** has extended the age of superannuation to 65 years with a provision for re-employment up to 70 years in case of Centrally funded Institutes. The Model Guidelines given below have now been framed by the UGC to facilitate the implementation of this recommendation in the higher education system in the Country. The Model guidelines provide a frame work for the re-employment of superannuated teachers at Universities and Colleges in India.

2. Applicability:

The Model Guidelines shall be applicable to Central/State and other Universities and Constituent/Affiliated Colleges in the Indian University system and to any other educational institute engaged in higher/technical/professional education which opts for re-employment.

3. Eligible Category:

The category of superannuated teachers eligible for re-employment shall be:

a) Professor only, in the case of Universities; and,

b) Professors, Readers and Lecturers (Selection Grade) only, in the case of Colleges.

4. Tenure of Appointment:

The tenure of appointment of a superannuated teacher shall be for a maximum period of three years at a time or up to the teacher reaching the age of 65 years (70 years in case of Centrally funded institutes), whichever is earlier. However, it shall be open for the institution to make appointments for shorter periods at a time, like one/two years, or for a further maximum period of three years, as the case may be, so long as the teacher is below the age of 65 years (70 years in case of Centrally funded institutes) with a proviso that in case of Centrally funded institution, all those who superannuated after 62 years but not attained 65 years, as on 15th March, 2007 (date of Government's order), the re-appointment shall be only against sanctioned vacant posts as in the case of 65-70 years, except that the screening as per the UGC guidelines need not be mandatory which is now proposed to be applicable to 65-70 years age group. In case the number of claimants in the category of superannuated teachers who have not attained 65 years as on 15-03-2007, is more than available sanctioned posts, it may be left to the University/College to make selection of teachers from amongst the claimants, based on the requirements and availability of regular vacancies of sanctioned posts.

5. Principals to be Followed:

The institution shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

a) There shall be vacancies of teachers at the University Department or at the College, remaining unfilled for at least one year.

b) The number of teachers to be re-employed in a University Department and /or College at any given time shall be limited to 50% of the vacancies identified, as above.

c) Re-employment of superannuated Teachers may be made only against regular sanctioned posts, which could not be filled up.

d) Re-employment of superannuated teacher/s shall be in the best interest of the concerned University Department or the College.

e) There shall be adequate work load for the re-employed teacher/s at the concerned University Department or the College, to justify the appointment.

f) Re-employment of superannuated teacher/s shall be possible either at the same University or College where the teacher had served before superannuating or at any other institution.

g) The expenditure towards re-employment shall be met by the institution from its budget allocation.

6. Selection Criteria:

The institutions shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

a) The University Department/College shall have identified the subject areas wherein superannuated teachers need to be appointed.

b) Superannuated teachers, either from the same institution or elsewhere, shall have appropriated qualification, experience and excellent record in the concerned subject area.

c) Superannuated teachers, shall be distinguished scholars and shall have been productive during their service and in particular, in the last five years in activities, like:

I) Guidance of research scholars (M. Phil/ Ph.D);

II) Research work done and publications in learned journals;

III) Publication of books and other learning material;

IV) Filing of patents and/or obtaining intellectual property rights;

V) Launching of new academic programmes/courses;

VI) Introducing innovations in teaching and/or examinations;

VII) Undertaking sponsored research projects;

VIII) Rendering knowledge based advice/consultancy;

IX) Taking up inter-Departmental/Institutional collaboration;

X) Organizing of National/International Conferences and/or participating in them;

XI) Conducting continuing education programmes and/or associating in them;

XII) Undertaking of extension and/or field outreach activities.

d) Superannuated teachers shall be medically fit to undertake the new appointment.

e) The service record of superannuated teachers shall be highly satisfactory and they be both morally and ethically sound.

7. Re-employment Procedure:

The procedure to be followed for the re-employment of superannuated teachers at a University/College, shall be as given below:

a) The University/college Department desirous of filling any vacancies by superannuated teachers shall obtain their CV for considering their cases.

b) Each CV shall include a detailed account of all the contributions made by the teachers, highlighting his/her achievements during the last five years.

c) The CV shall be discussed at a formal meeting of the Departmental Council/Committee of the University/College as the case may be, before making the Departmental recommendations.

d) The departmental recommendation shall be forwarded to the Vice Chancellor in the case of a University through the Dean of Faculty

or Chairperson, Governing Council in the case of a College through Principal for their Consideration.

e) The Vice Chancellor/Chairperson of the Governing Council shall constitute the following Expert Committees for evaluating the proposals:-

I) In the case of a University:

1. Vice Chancellor (In the Chair)
2. Two Subject Experts* (Members)
3. Dean of the Faculty (Member)
4. Head of the Department (Member)

II) In the case of a College

1. Chairperson of Governing Council (In the Chair)
2. Two Subject Experts* (Members)
3. Principal of the College (Member)
4. Head of the Department (Member)

(*Nominated by the Vice Chancellor/Chairperson of the Governing Council, from the approved panel of experts for the Selection Committees in the University Department/College).

f) Each of the above Committees shall consider the full papers put up before it and also call any candidate for discussion, if necessary, before arriving at its recommendation on the appointment.

g) The recommendation of the Committee and the terms of appointment shall be place before Executive/Governing Council of the University/College, as the case may be.

h) The decision of the Executive/Governing Council shall be final and binding on the teacher.

8. Emoluments and Other Privileges:

a) A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount which shall remain the same through out the tenure of re-employments.

b) The institution may consider the re-employed teachers for campus housing on prevailing terms, if available, or compensate them to the extent possible towards the house rent.

c) A re-employed teacher shall be entitled to casual/Special Casual/Duty leave on a par with teaching faculty in regular service.

d) The institution shall provide all the essential academic facilities to the reemployed teacher.

9. Duties and Responsibilities:

I) A re-employed superannuated teacher shall be treated on a par with regular teachers at the institution and shall have the following duties and responsibilities, with no additional financial liability to the institution:

a) Academic work, like teaching courses, conducting examinations and research guidance;

b) Conducting research and/or taking up sponsored research projects;

c) Launching continuing education programmes in new and emerging areas;

d) Organizing / Attending national / international Conferences / Seminars / Symposia / Workshops;

e) Undertaking knowledge-based advisory / consultancy assignments;

f) Accepting invitations and delivering Guest Lectures at other institutions;

g) Participation in academic/research Committees at the Institution and elsewhere, when required.

II) However, a re-employed superannuated teacher shall not be eligible for holding administrative or financial responsibilities at the Institution or elsewhere.

10. Review:

The performance of a re-employed teacher shall be reviewed periodically, by the University/College. If the performance is found unsatisfactory, his/her services may be terminated by the appointing authority by giving one month notice.

MINUTES OF THE MEETINGS

A meeting of the committee constituted to finalize the guidelines for counting of Post-Doctoral Research Experience for promotion under CAS was held on 07/08/2025 & 22/08/2025 at 03.30 PM in Room no 306, Academic Block -1. The following members were present in the Meeting:

1) Prof. Surender Singh, Director IQAC, Central University of Haryana
2) Prof. Rajesh Kumar Gupta, Member EC &Dean SoBS, Central University of Haryana
3) Prof. Neelam Sangwan, Dean Research, Central University of Haryana
4) Prof. Pawan Kumar Maurya, Department of Biochemistry, Central University of Haryana

The Committee deliberated the issue in light of the recommendations of the committee earlier constituted for the purpose (Attached as annexure A). The committee perused the counting of past Service as post-Doctoral Research experience adopted at University of Delhi, Tezpur University, Central University of Rajasthan, Pondicherry University and Central University of Punjab (Relevant documents attached) and aligned the suggested guidelines accordingly.

The Committee members after perusal of the UGC Regulation 2010 and 2018 regarding counting of past Service, recommended the following:

1. The UGC Regulations 2018 under clause 10.0(f) speaks of counting of Ad hoc or Temporary or Contractual service (by whatever nomenclature it may be called). Therefore, experience on account of post- doctoral research along with other Ad hoc or Temporary or Contractual service may be accounted for the purpose of promotions in addition to the regular service of the applicant, subject to the provisions of Clause 10.0(f) of the UGC Regulations 2018.
2. The Post- Doctoral experience from an Indian University/Research Institute may be considered only if the concerned University/research Institute has a ranking among the top 100 in NIRF ranking or minimum NAAC "A'' grade accredited (at least once during the service of claimant). Further, post-doctoral research experience of national laboratories or other scientific/professional organizations such as CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT and Institutes of Eminence/Institutes of National Importance as declared by Government of India shall be counted for CAS promotions, subject to the provisions of Clause-10.0(f) of UGC Regulations 2018.
3. The post- Doctoral Research experience of a foreign University/research Institute may be considered only if the concerned University/ Research Institute has a ranking among top 1000 in the world University Ranking (at any time) by anyone in the following: (i) Quacquarelli Symonds (QS) (ii) The Times Higher Education (THE) (iii)The Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai) (iv) Leiden Ranking or (v) among the top 50th percentile in SCImago Rankings.
4. Any period of Post-Doctoral Research experience is to be counted only after date of award of PhD.
5. The minimum period of Post-Doctoral Research experience should be at least three months for counting as Past service for CAS.
6. The benefit of CAS for Post-Doctoral Research experience will be considered for a total period of four years for Stage-1 promotion only or as per the provision of CAS promotion under UGC Regulations.

22/8/25 22/08/2025 22/08/2025

7. The provisions in CAS 2018 make it mandatory for the teachers to fill APAR on an annual basis for each year, which would be collated at the time of relevant promotion:
   Accordingly, the APAR grading of past service/experience of the respective assessment period, has to be obtained and be submitted.
   For such cases, following process is to be followed:
   • The applicant shall have to approach the organization, where she/he had served during the respective period of assessment along for the APAR for the period under reference, in order to obtain the necessary grading.
   • In case the organization, where she/he had served, is not in a position to provide the grading, an effort may be made to obtain credible testimonials from authority or supervisor/PI, which may be in the form of testimonials for work experience/nature of job performed/achievements with respect to the work performed by the applicant during the period under reference.
   • The applicant would be required to give an undertaking (Annexure-1), while submitting such documents/testimonials.

8. As the post-doctoral experience is also countable, there may be possibility of instances, where regular teaching may not be a part of the work profile of the concerned applicant. In such cases, the applicants should provide details of the research done during the period under reference at S. No. 1 of the APAR and PBAS for the respective period of assessment.
9. The faculty who have already been given the benefit of additional increment citing Post-Doctoral Research experience by the Selection Committee, his/her case for counting past-service is to be dealt accordingly.
10. The requirements of Orientation course and Refresher course for counting of past-service is to be considered as per the prevailing UGC regulations.
11. Promotion in above such cases, will be effective from the date joining of the University or thereafter as the case may be, as per their eligibility. However, such cases will be taken up, once the services are confirmed after completion of the prescribed probation period.
12. A Standing Committee at University Level may be constituted to consider all the cases of counting of Past service including members from Establishment Branch.
13. The University has right to amend the guidelines keeping the UGC guidelines intact from time to time. Any modification in guidelines by University/UGC/Ministry of Education, Govt. of India shall supersede these guidelines of the University.

The meeting ended with a vote of thanks to the members.

22/8/2025

(Surender Singh)

22/8/2025

(Rajesh Kumar Gupta)

(Neelam Sangwan)

22/08/2025

(Pawan Kumar Maurya)

Prof. Neelam Sangwan
F.N.A., F.N.A.Sc., F.N.A.A.S.
Dean, Research
Central University of Haryana
Mahendergarh - 123031, Haryana, India

Annexure I

Declaration in Relation to Annual Performance Assessment Report (APAR) Grading to be submitted by Teacher, who are unable to get gradings on their AP AR from College/University/Institution, where she/he may have served

I, (Dr.) (name) working as..... in (department of the University) hereby declare that the document submitted for the purpose of APAR Grading, which is required for being considered for promotion to (mention the stage of promotion sought) under the Career Advancement Scheme, as per UGC Regulations 2018, is an authentic document issued by (name of the Department/ organization) in relation to the services rendered to the said Department/College as

(designation) for the period from ..... - ..... to (dates) and nothing material has been concealed there from.

The list of documents/testimonials submitted are as follows:

1.

2.

3.

4.

I unconditionally accept the veracity of the document so produced as proof for AP AR Grading.

if found to be fake/forged, the University is well within its rights to cumulatively reverse promotion(s) awarded to me, from the very Stage of promotion for which such document was used as proof for APAR Grading and start deemed necessary disciplinary proceedings.

Place:

Date:

Signature of the Faculty

22/8/25 22/08/2025 22/08/2025 22/8/2025

हरियाणा केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
(संसद के अधिनियम संख्या-25 (2009) के तहत स्थापित, नैक से 'ए' ग्रेड प्राप्त)
(Established vide Act No. 25 (2009) of Parliament, Accredited 'A' Grade by NAAC)
जिला महेंद्रगढ़, हरियाणा - 123031 District Mahendergarh, Haryana

No.: CUH/ 2025/Estt. Sec./T/अधिसूचना/620 **दिनांक: 31.07.2025**

अधिसूचना/Notification

Sub.: Constitution of Committee.
Ref.: Notification No. CUH/2024/Estt. Sec./T/92 dated 07.02.2024

With reference to the above cited Notification, a Committee, consisting of the following members, is hereby constituted to finalize the Guidelines for counting of Post-Doctoral Research experience for promotion under Career Advancement Scheme (CAS) in view of the decision of the Executive Council of the University. Comparison with other Central Universities be also made:

1. Director, IQAC, CUH
2. Prof. Rajesh Kumar Gupta, Dean SoBS, CUH – Member E.C.
3. Dean Research, CUH
4. Prof. Pawan Kumar Maurya, Department of Biochemistry, CUH

This is issued with the approval of the Competent Authority.

उप कुलसचिव/Deputy Registrar
स्थापना शाखा/Establishment Branch

प्रति निम्नलिखित को सूचना एवं आवश्यक कार्रवाई हेतु अग्रेषितः
Copy forwarded to the following for information and necessary action:

1. All Members of the Committee.
2. Vice-Chancellor's Secretariat (for information of Hon'ble Vice-Chancellor), CUH

Annexure-VII

Office Note

Subject: Service Particulars and Confirmation of Dr. Ashish Kumar Dhawan, Assistant Professor, Department of Teacher Education (Pedagogy of Physical Science)

Dr. Ashish Kumar Dhawan was appointed under the EWS category after fulfilling all eligibility conditions and he was awarded a Ph.D. degree in 2023. He also qualified UGC-NET in Education held on 17.12.2015. No Ph.D. increment has been granted in his case.

He joined the University on 19.02.2024 (AN). His service details are as under:

Sr. No.	Name	Designation	Department	Date of Joining	AN/FN	Date of completion of one year probation period	Proposed date of Confirmation
1	Dr. Ashish Kumr Dhawan	Assistant Professor	Teacher Education (Pedagogy of Physical Sciences)	19-02-2024	AN	19-02-2025	20-02-2025

It is submitted that as per the **UGC Public Notice dated 16.01.2025**, the University Grants Commission has decided to **debar the following three private universities** from enrolling scholars under the Ph.D. programme for five academic years, i.e., from **2025–26 to 2029–30**:

1. OPJS University, Churu, Rajasthan
2. Sunrise University, Alwar, Rajasthan
3. Singhania University, Jhunjhunu, Rajasthan

In this regard, the University issued **Notice No. CUH/VCS/2025/1489 dated 20.02.2025**, directing all concerned to intimate if their Ph.D. degree was obtained from any of the above-mentioned universities.

Accordingly, it is submitted that **Dr. Ashish Kumar Dhawan**, Assistant Professor, Department of Teacher Education (Pedagogy of Physical Science), **was awarded a Ph.D. degree from OPJS University, Churu, Rajasthan in the year 2023**, which is prior to the issuance of the above UGC public notice.

To examine the matter, a committee was constituted, which after reviewing the relevant records, made the following recommendation:

"The Ph.D. degree from OPJS University does not affect the eligibility of Dr. Ashish Kumar Dhawan for the post of Assistant Professor."

The minutes of the committee meeting were duly approved by the Competent Authority.

It is further submitted that a total of 12 eligible candidates were called for interview, and Dr. Ashish Kumar Dhawan was one among them. He was eligible for interview on the basis of his UGC-NET qualification in Education (qualified in 2015), and therefore, the Ph.D. degree was not an essential qualification in determining his eligibility for the post of Assistant Professor.

In view of the above, the case for confirmation of his services w.e.f. 20.02.2025 may be placed before the Executive Council for consideration.

(16)

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

MINUTES OF THE MEETING

A meeting of the Committee constituted vide Notification No. CUH/2025/Estt.Sec./255 dated 26.03.2025, to examine and recommend the next course of action to be taken by the University in the matter of degree awarded by OPJS University, Churu, Rajasthan to Dr. Ashish Kumar Dhawan, Assistant Professor, Department of Teacher Education, whether his appointment is to be cancelled or not, was held on 29.04.2025 at 03:00 PM, in the Estt. Section, Central University of Haryana, Mahendergarh.

The following members were present:

1. **Prof. Sanjiv Kumar**
   Department of English and Foreign Languages
   Central University of Haryana, Mahendergarh
2. **Dr. Pardeep Singh**
   Head, Department of Law
   Central University of Haryana, Mahendergarh
3. **Mr. Paramjeet Singh**
   Assistant Registrar, Examination Branch
   Central University of Haryana, Mahendergarh

After perusing the documents attached in the file and the remarks of the Estt. Branch, the committee observed as under:

1. Dr. Ashish Kumar Dhawan qualified NET in Education in 2015.
2. He was awarded Ph.D. degree in Education from OPJS university in 2023.
3. He attached both the certificate with his application form for the post of Assistant Professor.
4. As per the information, provided by the Estt. Branch CUH there were only 12 candidates eligible for interview and Dr. Ashish was one among in eligible candidates.
5. Dr. Ashish Kumar Dhawan was eligible for interview on the basis of NET qualification also and therefore Ph.D. degree was not an essential qualification in determining his eligibility for the post of Assistant Professor.

After examining the relevant records, the committee observed that Ph.D. Degree from OPJS University does not affect eligibility of Dr. Ashish Kumar Dhawan for the post of Assistant professor.

Submitted for the consideration of the Competent Authority.

(Prof. Sanjiv Kumar) (Dr. Pardeep Singh) (Mr. Paramjeet Singh)

Annexure 1

हरियाणा केंद्रीय विश्वविद्यालय

(संसद के अधिनियम संख्या-25 (2009) के तहत स्थापित)

जांट-पाली, महेंद्रगढ़- 123031 (हरियाणा)

CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)

Jant-Pali, Mahendergarh-123031 (Haryana)

No: CUH/2025/Estt.Sec./255 **Date: 26.03.2025**

अधिसूचना / NOTIFICATION

With the approval of the Competent Authority a Committee of the following is hereby constituted to examine and recommend the next course of action to be taken by the University in the matter of degree awarded by OPJS University, Churu, Rajasthan to Dr. Ashish Kumar Dhawan, Assistant Professor, Department of Teacher Education, whether his appointment is to be cancelled or not:

1. Dean, Academics
2. Dr. Pardeep Singh, Head, Department of Law
3. Assistant Registrar, Examination Branch, CUH

The Committee is requested to submit its report at the earliest.

Parveen Kumar 26/3/25

सहायक कुलसचिव (स्था.)/ Assistant Registrar (Estt.)

सूचनार्थ एवं आवश्यक कार्यार्थ प्रतिलिपिः

Copy to the following for information and necessary action:

1. समिति सदस्यगण / Committee Members
2. कुलपति सचिवालय, (माननीय कुलपति महोदय के सूचनार्थ), हकेंवि / Vice-Chancellor's Secretariat (for kind information of Hon'ble Vice-Chancellor), CUH
3. कुलसचिव कार्यालय, (कुलसचिव महोदय के सूचनार्थ), हकेंवि /Office of the Registrar (for kind information of Registrar), CUH
4. कार्यालय प्रतिलिपि/ Office Copy

अनुभाग अधिकारी (स्था.)/ Section Officer (Estt.)

Legal Cell <legalcell@cuh.ac.in>

Request for Legal Opinion regarding the confirmation of services of Prof. Rajeev Kumar Singh, Professor, Department of Political Science, CUH

gehna vaishnavi <gehnavaishnavi@gmail.com> Tue, Jul 8, 2025 at 9:29 AM
To: Legal Cell CUH <legalcell@cuh.ac.in>

Dear Sir,

Greetings of the Day

Kindly find enclosed the Legal Opinion on the relevant issues

Facts of the case:

- Petitioner is a Professor at the Central University of Haryana.
- A one-member inquiry committee was constituted; its report was seen by the Vice-Chancellor.
- The petitioner was deemed eligible for the post of Professor based on a **Post-Doctoral Fellowship (PDF)** certificate issued by **ICSSR (Respondent No. 2)**.

Review application in the decision passed in CWP 19260 of 2024

The University issued an Employment Notice Advt. No. CUH/IL(R)/2022 dated 13.04.2022, inviting applications for faculty positions. Dr Pawan and Dr Rajeev (Respondent No. 2) applied under equal opportunity. The selection process was conducted strictly per the Central University Act, University Statutes, Ordinances, and UGC Regulations, 2018.

As per Clause III A/B of the UGC Regulations, eligibility for the post of Professor includes either (a) 10 years of teaching/research with requisite publications and Ph.D. supervision, or (b) significant professional contribution with 10 years of relevant experience. Respondent No. 2's application, including academic qualifications, research output, and fellowship tenure (considered valid experience under Regulation 10), was verified and approved by a duly constituted Scrutiny, Screening, and Selection Committee.

All documents were thoroughly scrutinized, and Prof Rajeev was found fully eligible. His appointment was based on merit and approved following all due procedures. The HOD appointment was made based on seniority and in accordance with Ordinance XIII, with approval from the competent authority.

The University emphasizes that all recruitment is carried out fairly, transparently, and strictly in accordance with prevailing rules.

Question Whether there is any procedural infirmity warranting interference?

Legal Opinion

The University's recruitment and appointment of Prof. Rajeev (Respondent No. 2) has been made strictly in accordance with the applicable statutory and regulatory framework, including the Central University Act, University Statutes, Ordinances, and UGC Regulations, 2018. The consequences arising out of this matter are connected to the earlier case **CWP/21644/2023**, titled *Dr. Rajeev Kumar Singh versus CUH & Others*.

In the present case, **CWP/4242/2025**, as per the reply filed, the selection process was conducted in a transparent and fair manner, providing equal opportunity to all eligible candidates, including the Petitioner and Respondent No. 2.

The eligibility criteria for the post of Professor, as laid down under Clause III A/B of the UGC Regulations, have been fully complied with. Respondent No. 2's qualifications, teaching and research experience, as well as fellowship tenure recognized under Regulation 10, were thoroughly verified by the duly constituted Scrutiny, Screening, and Selection Committees.

The recommendation for appointment was made based on objective evaluation of academic credentials and institutional norms, leaving no room for any arbitrariness or procedural irregularity. Further, the appointment of Respondent No. 2 as Head of Department was done strictly following seniority and statutory provisions, with all necessary approvals in place.

Considering that all legal and procedural requirements have been duly followed, there is no question of any violation of law or procedure. Hence, there are no justifiable grounds for interference with the appointment process or the decision of the University, which appears to be fair and proper.

Opined accordingly.

[Quoted text hidden]

हरियाणा केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
NAAC ACCREDITED 'A' GRADE UNIVERSITY

MINUTES

50th Meeting of the Executive Council

Date: 15-10-2022 at 11:00 AM

The 50th meeting of the Executive Council of Central University of Haryana was held on Saturday, October 15, 2022 at 11:00 AM in the Conference Room, Gurugram Office, Central University of Haryana.

The following members attended the meeting:

1	**Prof. (Dr.) Tankeshwar Kumar**	-	**Chairman**
2	Prof. Sushma Yadav, Pro-Vice-Chancellor	-	Member
3	Prof. D. Jamuna Duvvuru	-	Member
4	Prof. Sat Prakash Bansal	-	Member
5	Prof. B. B. Goel	-	Member
6	Prof. Pawan K. Sharma	-	Member
7	Prof. Pardeep Kumar	-	Member
8	Prof. Tahir Hussain	-	Member
9	Prof. Sarika Sharma	-	Member
10	Prof. Chanchal Kumar Sharma	-	Member (Joined through Video Conferencing)
11	Prof. Neelam Sangwan	-	Member
12	Prof. Pawan Kumar Maurya	-	Member
13	Prof. Vinod Kumar	-	Member
14	Prof. Parmod Kumar	-	Member
15	**Prof. (Dr.) Sunil Kumar**, Registrar	-	**Secretary**

The following members could not attend the meeting due to preoccupations:

1 Prof. Anju Srivastava

2 Dr. Manoj Awasthi

3 Prof. Mukhtiar Singh

At the outset, the Vice-Chancellor extended a warm welcome to all the esteemed members of the Executive Council and stated that the meeting of the Executive Council has happened after a long time due to certain administrative reasons.

15.	To reconsider the decision of the Executive Council taken vide resolution No-10 of the 43rd meeting held on 02-07-2019 regarding dress allowance to the employees of the University, in terms of the O.M No. 19051/1/2017-E. IV. dated 2nd August 2017. **(Annexure-XII, Page-248 to 249)** **Note:** The Executive Council, vide Resolution No-10 of the 43rs meeting held on 02-07-2019 resolved the following: *Resolved that the following recommendations made by the Committee constituted to examine the issue of providing Uniforms to Drivers and other employees, be approved:* *"The Committee recommended that two pairs of Uniform of Sky blue shirt and dark blue pant for males and Sky Blue Kurta and dark blue Salwar (or Saree in the same colour) for females, may be provided to the following regular employees of the University:* ***a.*** *Drivers* ***b.*** *Office Attendants* ***c.*** *Kitchen Attendants* ***d.*** *Library Attendants* ***e.*** *MTS* ***f.*** *Hostel Attendants* ***g.*** *Medical Attendants* ***h.*** *Computer Lab Attendants* *Note: - White aprons should be provided to Kitchen Attendants in addition to Uniforms* The following amendments are proposed:

Existing	Proposed
The Committee recommended that two pairs of Uniform of Sky blue shirt and dark blue pant for males and Sky Blue Kurta and dark blue Salwar (or Saree in the same colour) for females, may be provided to the following regular employees of the University: a. Drivers b. Office Attendants c. Kitchen Attendants d. Library Attendants e. MTS f. Hostel Attendants g. Medical Attendants h. Computer Lab Attendants Note: - White aprons should be provided to Kitchen Attendants in addition to Uniforms	The concerned employees be paid dress allowance as per the Ministry of Finance, Department of Expenditure O.M No. 19051/1/2017-E.IV dated 02.08.2017, instead of dress. **(Annexure-XII, Page-248 to 249)**

Resolution Passed:

Approved.

16.	To consider the request of Dr. Arvind Singh Tejawat, Assistant Professor, Department of Hindi to reconsider the decision of the Executive Council taken vide Resolution No-12 of the 32nd meeting held on 18-08-2017, which is reproduced as under:

Annexure-X

REPORT OF THE CONSTITUTED COMMITTEE TO MAKE CHANGES/UPDATE IN THE CENTRAL UNIVERSITY OF HARYANA CADRE RECRUITMENT (NON-TEACHING AND OTHER ACADEMIC POSTS) RULES, 2018.

The Vice-Chancellor constituted a committee of following members to make changes/update in the Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules, 2018 on 18-07-2024:

1. **Prof. B.B Goel**
   Professor (Retd.)
   Panjab University
2. **Prof. Pawan Kumar Sharma**
   Professor, Department of Chemistry
   Central University of Haryana

Mr. Radhey Shyam Singh, the then Assistant Registrar & Presenting Officer, was later on replaced by Parul Yadav, Deputy Registrar, Establishment on 20-05-2025.

The Committee met on 27-11-2024, 16-01-2025, 02-07-2025 and 24-07-2025.

The brief facts of the case are that Central University of Haryana since its inception has been engaged in recruitment, promotion & deputation of Non-Teaching & Other academic positions as per CRRs adopted by the University from time to time. With a view to bring ease of reforms, the UGC came out with Model CRR in the year 2022. The UGC cover letter explicitly stipulated that Central Universities has only one option either to adopt Model CRR or continue with the existing framework. Immediately on receipt of above referred UGC communication, Hon'ble Vice-Chancellor constituted a two member committee. Incidentally, it comprised of both the present members. This was the time when recruitment drive of the University was going on in mission mode and the committee in its wisdom suggested to maintain status quo.

Once the recruitment process eased, there was demand from some categories of employees that it is high time to adopt UGC Model CRR, 2022, which led to the constitution of the present committee again.

On the direction of this committee, the office prepared an annotated comparison of broad features of Model CRR, 2022 with the existing one and the same is available in the case file. The Committee after detailed examination and discussion is of the candid opinion that in view of the inherent advantage of Model UGC CRR 2022, the University may approach the Visitor through Ministry of Education for its adoption. Besides the University shall continue to be governed by the existing CRR, pending approval of the adoption of UGC Model CRR, 2022.

The case is accordingly submitted to the Hon'ble Vice-Chancellor for consideration.

Prof. B.B Goel

Prof. Pawan Kumar Sharma

Model Cadre Recruitment Rules for Non-Teaching Posts of Central Universities

Sr. No.	Particulars	Page Nos.
1.	General Rules	1-27

SUMMARY OF POSTS

Name of Post		Group	Core Pay Scale as per 6th CPC		7th CPC Pay Matrix	Page Nos.
			Pay Band (Rs.)	Grade Pay (Rs.)		
ADMINISTRATIVE / MINISTERIAL SERVICES						
1.	Registrar	A	37400-67000	10000	Level 14	28
2.	Finance Officer	A	37400-67000	10000	Level 14	29
3.	Controller of Examination	A	37400-67000	10000	Level 14	30
4.	Deputy Registrar	A	15600-39100	7600	Level 12	31
5.	Assistant Registrar	A	15600-39100	5400	Level 10	32
6.	Administrative Officer (In Colleges)	A	15600-39100	5400	Level 10	33
7.	Section Officer	B	9300-34800	4600	Level 7	34
8.	Assistant	B	9300-34800	4200	Level 6	35
9.	Upper Division Clerk	C	5200-20200	2400	Level 4	36
10.	Lower Division Clerk	C	5200-20200	1900	Level 2	37-38
11.	Multi Tasking Staff	C	5200-20200	1800	Level 1	39
OTHER ISOLATED ADMINISTRATIVE SERVICES						
12.	Internal Audit Officer	A	15600 – 39100	7600	Level 12	40
13.	Public Relation Officer	A	15600-39100	5400	Level 10	41
14.	Law Officer	A	15600-39100	5400	Level 10	42
15.	Training and Placement Officer	A	15600-39100	5400	Level 10	43
16.	Estates Officer	B	9300 – 34800	4600	Level 7	44
STATISTICAL SERVICES						
17.	Statistical Officer / Research cum Statistical Officer	B	9300 – 34800	4600	Level 7	45
18.	Senior Statistical Assistant	B	9300-34800	4200	Level 6	46
19.	Statistical Assistant	C	5200-20200	2800	Level 5	47

Name of Post		Group	Core Pay Scale as per 6th CPC		7th CPC Pay Matrix	Page Nos.
			Pay Band (Rs.)	Grade Pay (Rs.)		
SECRETARIAL SERVICES						
20.	Private Secretary	B	9300 – 34800	4600	Level 7	48
21.	Personal Assistant	B	9300 – 34800	4200	Level 6	49
22.	Stenographer	C	5200 - 20200	2400	Level 4	50
LIBRARY SERVICES						
23.	Librarian	A	37400-67000	10000	Academic Level 14	51
24.	Deputy Librarian	A	15600-39100	8700	Academic Level 13A	52
25.	Assistant Librarian	A	15600-39100	6000	Academic Level 10	53-54
26.	Information Scientist	A	15600-39100	5400	Level 10	55
27.	Professional Assistant	B	9300 – 34800	4200	Level 6	56
28.	Semi Professional Assistant	C	5200 – 20200	2800	Level 5	57
29.	Library Assistant	C	5200 – 20200	2000	Level 3	58
30.	Library Attendant	C	5200 – 20200	1800	Level 1	59
TECHNICAL/LABORATORY SERVICES						
31.	Technical Officer / Maintenance Engineer	A	15600-39100	5400	Level 10	60
32.	Senior Technical Assistant	B	9300 – 34800	4200	Level 6	61
33.	Technical Assistant	C	5200-20200	2800	Level 5	62
34.	Laboratory Assistant	C	5200 – 20200	2400	Level 4	63
35.	Laboratory Attendant	C	5200 – 20200	1800	Level 1	64
INFORMATION AND COMMUNICATION TECH. SERVICES						
36.	System Manager / Senior System Analyst	A	15600 – 39100	7600	Level 12	65
37.	System Engineer / Senior Maintenance Engineer	A	15600 – 39100	7600	Level 12	66-67
38.	Junior Maintenance Engineer / Networking Engineer	A	15600-39100	5400	Level 10	68
39.	System Analyst/ Programmer/ Computer Programmer/ System Programmer	A	15600-39100	5400	Level 10	69
40.	Senior Technical Assistant (Computer) / Junior Programmer/ Assistant Programmer	B	9300 – 34800	4200	Level 6	70
41.	Technical Assistant (Computer)	C	5200-20200	2800	Level 5	71

Name of Post		Group	Core Pay Scale as per 6th CPC		7th CPC Pay Matrix	Page Nos.
			Pay Band (Rs.)	Grade Pay (Rs.)		
ENGINEERING SERVICES						
42.	Superintendent Engineer (Civil)/University Engineer	A	15600-39100	8700	Level 13	72
43.	Executive Engineer (Civil)	A	15600-39100	6600	Level 11	73
44.	Executive Engineer(Electrical)	A	15600-39100	6600	Level 11	74
45.	Assistant Engineer (Civil / Electrical / Mechanical)	B	9300 – 34800	4600	Level 7	75
46.	Junior Engineer	B	9300 – 34800	4200	Level 6	76
RAJBHASHA SERVICES						
47.	Hindi Officer	A	15600 – 39100	5400	Level 10	77-78
48.	Hindi Translator	B	9300 – 34800	4200	Level 6	79
49.	Hindi Typist	C	5200-20200	1900	Level 2	80
SECURITY SERVICES						
50.	Security Officer	B	9300 – 34800	4600	Level 7	81
51.	Assistant Security Officer	B	9300 – 34800	4200	Level 6	82
52.	Security Inspector	C	5200 – 20200	2800	Level 5	83
53.	Security Assistant	C	5200 – 20200	1900	Level 2	84
GUEST HOUSE/HOSTEL SERVICES						
54.	Guest House Manager	B	9300 – 34800	4200	Level 6	85
55.	Cook	C	5200 – 20200	1900	Level 2	86
56.	Kitchen Attendant	C	5200 – 20200	1800	Level 1	87
57.	Hostel Attendant	C	5200 – 20200	1800	Level 1	88
TRANSPORT SERVICES						
58.	Driver	C	5200-20200	1900	Level 2	89

General Rules

"NAME OF THE UNIVERSITY"

MODEL CADRE RECRUITMENT RULES

NON-TEACHING AND OTHER ACADEMIC POSTS 2022

The Executive Council/Board of Management of the ***"Name of the University",***in exercise of the powers conferred under Section ------- of the University Act, Statutes ---------- of Second Schedule to the ***"Name of the Act",*** in supersession of all existing recruitment rules, relevant, Ordinances/University regulations of the Executive Council/Board of Management in this regard, hereby frames the following rules for regulating the recruitment to the Non-Teaching and Other Academic Posts in the University under Ordinance No.____ ***(No. of Ordinance)***.

1. SHORT TITLE AND COMMENCEMENT:

1.1 These Rules shall be called Central University Non-teaching and Other Academic Posts Model Recruitment Rules 2022of ***"Name of the University".***

1.2 These Rules shall come into force with effect from the date of issue of notification by the University.

2. DEFINITION:

In these Rules, unless the context otherwise requires:

2.1 'Act' shall mean the ***"Name of the Act"***as amended from time to time.

2.2 'Executive Council' shall mean the Executive Council of ***"Name of the University"***.

2.3 'Appointing Authority' in relation to any post in the University shall imply the authority competent to make appointment to that post under the Act / Statute / Ordinances / CRRs / Regulations of the University as amended from time to time.

2.4 'Cadre' shall mean the strength of service or a part of service sanctioned as a separate unit.

2.5 'Departmental Candidate' shall mean the employee working on regular basis in the ***"Name of the University"***against a substantive post in the University but does not includean employee working onad-hoc, daily wage, contract, or temporary basis.

2.6 'Direct Recruitment' shall means the recruitment made other than by promotion, deputation orabsorption.

2.7 'Government' shall mean the Government of India.

2.8 'Non-Teaching Employee' shall mean an employee of the University other than the teachers of the University.

2.9 'Other Academic Staff' shall mean the other academic staff as defined in the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018' and as amended from time-to-time, which includes the cadres of Librarians, Directors of Physical Education and Sports.

2.10 'Regular Service' shall mean the service rendered by an employee in the cadre on regular basis and shall not include the service on contract/daily wage/temporary/ad-hoc basis

2.11 'Schedule' shall mean the Schedule(s) appended to these Rules.

2.12 Selection Committee' shall mean a composition of members of Selection Committee as specified in the Act, Statutes, Ordinances, UGC Regulations, Guidelines or the Cadre Recruitment Rules of the University.

2.13 Departmental Promotion Committee and Departmental Confirmation Committee shall mean departmental Promotion Committee and Departmental Confirmation Committee respectively, as defined in the Schedule 2.

2.14 'Statutes', 'Ordinances' and 'Regulations' shall mean, respectively, the 'Statute', 'Ordinance' and 'Regulations' of the University under ***"Name of the Act",*** for the time being in force and as amended from time to time.

2.15 'University' shall mean***"Name of the University"*** established under ***"Name of the Act".***

2.16 'Age' shall mean the upper age limit as specified in the Schedule 1.

2.17 'Notified date' shall mean the date specified in the Notification.

2.18 'UGC' shall mean the University Grants Commission established under the UGC Act, 1956.

2.19 'SC' shall mean Scheduled Caste, 'ST' shall mean Scheduled Tribe, 'OBC' shall mean Other Backward Class, 'PwBD' shall mean Persons with Benchmark Disability, EWS shall mean Economically Weaker Sections.

2.20 'On Probation' with relation to a person shall mean a person appointed to any post on probation as specified in these rules.

2.21 'Substantive appointment' shall mean appointment on a substantive post on regular basis including on probation followed by confirmation.

2.22 (a) 'Service or Experience' wherever prescribed under these rules for direct recruitment shall mean a condition for appointment to any post shall include the period which the person has worked on such lower post.

(b) 'Service or Experience' wherever prescribed under these rules for promotion shall mean a condition for promotion to any higher post, shall include the period which the person has continuously worked on such lower post on regular basis.

2.23 'Competent Authority' shall mean the authority competent to exercise different powers and functions under these Rules.

2.24 All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the ***"Name of the Act"***, Statutes, Ordinances and Regulations made thereunder or in the relevant rules framed by the Government of India as amended from time to time.

3. EXTENT OF APPLICATION:

3.1 These Rules shall apply to all appointmentsof non-teaching posts including Other Academic Staff on regular/tenure/deputation/promotion basis by the University as the case may be.

3.2 Instructions issued by the Govt. of India/UGC regarding appointment, conditions of service and admissible emoluments etc. of the non-teaching employees and other academic staff from time to time shall apply mutatis mutandis with due approval of the Executive Council.

4. CLASSIFICATION OF POSTS:

4.1 Group 'A' (Pay Level 10 and above)

4.2 Group 'B' (Pay Level 6 to 9)

4.3 Group 'C' including Multi-Tasking Staff (MTS) (Pay Level 1 to 5)

5. SCHEDULE:

The number of posts, with classification, Pay-Matrix, details of qualification,experience, method of recruitment, age limit, etc. for various posts and any other information relevant to these posts are specified under Schedule-1.

6. APPOINTING AUTHORITY:

The Appointing Authority in respect of various posts in the University shall be as under:

	Appointing Authority	Posts
A.	Executive Council	Permanent appointment to all Group 'A' posts
B.	Vice-Chancellor	(i) Permanent appointment to all Group 'B' posts (ii) Temporary appointment to all Group 'A'/ Group 'B' posts
C.	Registrar	(i) Permanent appointment to all Group 'C' posts. (ii) Temporaryappointment to all Group 'C' posts.

7. METHOD OF RECRUITMENT:

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

7.1. Direct Recruitment
7.2. Promotion
7.3. Deputation/Absorption
7.4. Tenure Appointment

8. AUTHORISED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES:

8.1 The authorized sanctioned strength of the posts under each of the cadres as on the date of notification shall be as specified in Scheduled 1 under these rules.

8.2 After notification of these rules, any new post sanctioned by the UGC/MOE from time to time shall be added to the authorized sanctioned strength of posts under respective cadres with due approval of the Executive Council of the University.

9. FUTURE MAINTENANCE OF THE CADRE/POSTS:

9.1 All the appointments made through the method of recruitment, mentioned under Rule-7 above, in the University after notification of these rules, shall be made only in accordance with the provision of these rules. The Executive Council may add any other posts and/or Cadre as and when any new post/cadre is sanctioned by UGC / MOE. In case of sanction of new post(s) by UGC/MOE, necessary procedural formalities such as framing of recruitment rules of such posts(wherever necessary) have to be made and approval of the Ministry of Education is required to be obtained. The Executive Council may abolish any post under intimation to UGC. However, for conversion of any post to another post prior approval of UGC shall be required.

9.2 The seniority of the employees borne in each cadre/post specified in these rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or the Registrar.

10. INITIAL CONSTITUTION:

10.1 The employees holding the posts on regular basis in accordance with the prevailing rules i.e. prior to the commencement of these rules shall be deemed to have been appointed in accordance with the provisions of these rules.

10.2 The regular continuous service of the personnel mentioned under sub-rule (1) prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme as applicable in the service.

11. PROCEDURE TO BE ADOPTED FOR RECRUITMENT:

I. ISSUE OF ADVERTISEMENT:

The vacant posts of permanent nature, posts approved under specific schemes of permanent nature, the posts of temporary nature likely to continue, tenure/deputation posts, etc.shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies and one insertion in the University website. The candidates may fill up the prescribed application forms along with the details of qualifications, experience and other requirements as per the procedures to be prescribed by the university and submit the applications duly completed in all respects along with the prescribed application fees, if any, within the stipulated time.

Note:

(a) In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch with the website of the university.

(b) In addition to the provisions mentioned at Para 11 (I) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications, experience etc.

II. TIME LIMIT FOR RECRUITMENT PROCESS

The university may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding the interview may be completed within six months. (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by UGC to all central universities vide letter No.F.74-1/2017 (CU) dated 16th October, 2017).

Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he/she may extend the time limit for the recruitment process by a maximum period of six months.

III. APPLICATION FORM

(a) Candidates shall be required to download the application forms from the website of the University or submit the applications in the prescribed format online.

(b) Applications for all the posts shall be entertained only in the prescribed format (Online/Offline), along with the prescribed fee, payable in favour of the ***"Name of University"***through online/offline payment.

(c) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.

(d) **Receipt of applications after the closing date:**

- The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement on the university website. However, the Vice-Chancellor may, at his discretion, decide the extension of theclosing date for receipt of applications, keeping in view the exigency of the situation before the closing date is over. Incomplete applications, and the applications received after the due date, shall not be entertained.
- The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof to his/her satisfaction that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date.
- In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, not with the prescribed fee, self-certified enclosures, etc. shall be summarily rejected.

(e) The application should be addressed to "The Registrar, ***"Name of the University***"in a closed cover super-scribing "Application for the post of ..... ".

(f) **Holding of Written/Skill Tests:**

- While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group "B" and "C" Non-Teaching posts.
- The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations,

Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University.

- The University may conduct written tests in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks.
- The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable.
- The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, the University at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

(g) The marks allocated for the interview wherever applicable shall be 20% of the total marks and shall be added to the marks scored in Paper I and Paper II or single written (descriptive test) test as the case may be for the preparation of the merit list.

(h) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, etc., shall be the Vice-Chancellor.

(i) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.

(j) The University may at its discretionadopt appropriate procedures for recruitmentto Group ‘A’ non-teaching posts on similar lines as given above.

12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE:

12.1 The Composition of Selection Committee shall be as prescribed in the Statutes/Ordinances/UGC Regulations/Notifications/Guidelines/Schedule of CRRs.

12.2 The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and approval.

12.3 If two or more candidates are recommended by the Selection Committee, the recommendations shall be made in order of merit.

12.4 No recommendation shall be made by the selection committee with any condition attached to it.

13. QUALIFICATION AND EXPERIENCE:

The qualification(essential and desirable) and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

14. AGE LIMIT:

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application.

15. RESERVATION OF POSTS:

15.1 The University shall strictly follow the instructions of the Government of India in respect of reservation/relaxation/concessions to various categories in recruitment/promotions, etc., pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.

15.2 The candidate belonging to the reserved categories shall enclose self-attested copies of the caste/class certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.

15.3 A candidate belonging to SC/ST/OBCwho has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate will be adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.

15.4 When a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for un-reserved candidates etc., the SC/ST/OBC/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies. However, age relaxation given to PwBD candidates will not be consideredas relaxed standard for the above purpose.

Note: *Nothing in these Rules shall affect the reservations, relaxation of age limit and other concessions required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.*

***Payment of TA*:**A candidate shall attend the interview at the designated place and time

at his own expenses. However, the outstation candidates belonging to the SC& ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government Service/ or holding any other employment under PSUs/Local Governments/Panchayats.

16. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:

- The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members.
- The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/rules/guidelines, etc., relating to the selection before the Screening Committee.
- The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment rules. Except for the posts of Registrar, Finance Officer, Controller of Examination, Librarian, Director of Physical Education, it must be ensured that the ratio of the number of vacant posts to be filled and the number of candidates to be called for interview does not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates.
- If minimum three eligible applicants are not available for any vacancy to appear for the written test/interview, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection.
- This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligiblecandidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15.
- The Screening Committee(s) may at its discretion, recommend the candidatefor the post on conditional basis and the conditions must be complied with, by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

Note:The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent non-teaching positions.However,the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per MHRD (now MoE) letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the Executive Council.

17. CONSTITUTION OF SELECTION COMMITTEES / DEPARTMENTAL PROMOTION COMMITTEES/ DEPARTMENTAL CONFIRMATION COMMITTEES *

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/ Departmental Confirmation Committees* are specified in the Schedule-2. The Vice-Chancellor, at his discretion, may include the Head or any other senior member of the unit

concerned (in the absence of the Head of the Unit) in the Selection Committee/Departmental Promotion Committee at the time of selection/promotion to any post in the University. Any other member/members can also be included in the Selection Committee/Departmental Promotion Committee as per the GoI/UGC guidelines.

(* Ref: DoPT O.M.No.AB.14017/21/2011-Estt.(RR) dated 10th May, 2013)

A person shall be disqualified for sitting as a member of any Selection/Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process as per Govt. of India norms.

18. QUORUM:

18.1 The Quorum for the Selection Committee/Departmental Promotion Committee/Departmental Confirmation Committee prescribed under the UGC Regulations/Notifications/Statutes of the University/Instructions shallbe applicable *mutatis mutandis* as amended from time to time.

18.2 For other posts, two-thirds of the members present shall form the quorum for the meeting of a Selection Committee, which shall includethe Chairperson, the Visitor's nominee (wherever applicable), at least one external expert out of the two Experts or at least two external experts out of three Experts and one representative from the respective prescribed category as per GOI norms.

19. DIRECT RECRUITMENT BY OPEN SELECTION:

19.1 Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment rules, laying down the qualifications, experience and nature of duties, etc., according to the requirements and suitability of the post.

19.2 Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these rules.

19.3 The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.

19.4 In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.

19.5 The recommendations of the Selection Committee for Statutory posts and other Group 'A' academic posts covered under the UGC Regulations, 2018 as amended from time to time (such as Librarian, Deputy Librarian, Director of Physical Education, Deputy Director of Physical Education, Assistant Librarian, Assistant Director of Physical Education, etc.) shall be placed before the Executive Council for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders as prescribed under Statutes.

19.6 The recommendations of the Selection Committee for non-statutory Group 'A', 'B' & Group 'C' posts shall be placed before the competent authority as prescribed under these rules for consideration and approval. In case the recommendations of the Selection Committee

are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded and submitted to Executive Council. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council and the decision of the Executive Council shall be final.

20. SENIORITY:

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant rules of the Govt of India/UGC.

21. APPOINTMENT AND JOINING TIME:

21.1 The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.

21.2 An offer of appointment issued by the University shouldclearly specify the period (which shall not normally exceed one or twomonths) after which the offer would lapse automatically if the candidate didnot join within the specified period.

21.3 If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not be ordinarily granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer of appointment. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

22. GENERAL TERMS AND CONDITIONS OF RECRUITMENT:

22.1 Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer.

22.2 The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

22.3 It shall be the responsibility of the candidate to ascertain his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc., and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly.

22.4 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

22.5 The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule,1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.

22.6 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/terminated forth with.

22.7 Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.

22.8 In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D (Now MoE), there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.

22.9 The selected candidate shall produce a medical fitness certificate issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining.

22.10 The terms and conditions of appointment shall be communicated to the candidate in the form of 'Offer of Appointment' to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

22.11 The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.

22.12 The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, etc. for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian, etc. and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/ Regulations/Guidelines of the UGC/Government of India in future shall be adopted *mutatis-mutandis* by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.

22.13 At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

22.14 The candidate shall bring all original certificates relating to his age, qualifications, experience, etc. at the time of tests or interview wherever applicable. In case the candidate fails to submit the

original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled without any further communication in this regard.

22.15 (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised including anticipated vacancies.

(ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.

(Reference: DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)

(iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time without assigning any reason.

(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.

(v) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

23. PROMOTION:

23.1 The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.

23.2 Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs. Only performance reported ''Good (Grade Point 5)" carrying Pay Level 11, consistently for the preceding five years shall be taken into consideration by the DPC. In case of Group 'A' post carrying Pay Level 12 or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "Average Performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The University may hold the written/skill tests at the time of promotion of the employees of the University and fix qualifying marks as per the schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports(APAR) for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports, the University may also fix any other criteria for consideration of the DPC.

23.3 The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports for the preceding five years, as specified above at clause 23.2.

23.4 In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the

prescribed bench marks as required for the post under these Rules.

23.5 The eligibility criteria, Vigilance Clearance Reports and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs/PwBDs, etc. shall be provided to the DPC for consideration as per GoI rules.

23.6 In the case of "Selection", the zone of consideration of eligible officers extended zone for SCs/STs/PwBDs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of India rules.

23.7 The departmental test shall only be qualifying in nature. The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Pay Level 11 and “Very Good", i.e. a minimum score of 7 for all Group'A' posts upto the Pay Level 12 and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:

S.No.	Grading System and Score in APAR
(i)	*Grade "between 8-10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.*
(ii)	*Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.*
(iii)	*Grade "between 4 and short of 6" shall be rated as ' good' and shall be given a score of 5 for the purpose of calculating Average scores for appointment/promotion.*
(iv)	*Below 4 shall be given a score of 'zero'.*

(a) The meeting of the Departmental Promotion Committee (DPC) shallordinarily be convened at least once a year, which shall depend upon the availability of vacancy.

(b) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.

(c) Penalties of any kind (major) shall constitute a bar to one's eligibility for promotion or confirmation as per DoPT guidelines. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.

(d) The following cases shall be brought to the notice of the DPC:

(i) Employees under suspension;

(ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and

(iii) In respect of whom prosecution for a criminal charge has been pending in the Court of Law.

The DPC shall assess their suitability without regard to the disciplinary aspect. The findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC.The same procedures shall be followed by subsequent DPCs till the disciplinary/criminal cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated, the due date of his promotion shall be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the juniormost officiating person. If not exonerated, the recommendations of the DPC in sealed cover shall not be acted upon.

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

24. FUNCTIONS OF THE DPC:

24.1 The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of posts shall be as prescribed under the Cadre Recruitment Rules of the University.

24.2 While considering the promotional cases, the Departmental Promotion Committee shall consider the following:

(i) Provisions of the Rules/Act/Statutes/Ordinances/University Regulations/UGC Regulations/guidelines and GOI Rules as applicable from time to time.

(ii) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwBD categories.

(iii) Work andConduct Reports

(iv) The Annual Performance Appraisal Reports (APARs) for the preceding five years along with the Annual Property Returns (APRs) as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs), the DPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/Ordinances/Govt. of India rules.

(v) Vigilance Clearance Report

(vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India/UGC.

(vii) Performance in the interview/skill test/written test, if conducted by the University as per rules.

(viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster, Recruitment Rules etc.

Note:*In case APAR(s) for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission*

of self-appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

25. MODE OF PROMOTION:

25.1 The university should strictly adhere to the quota prescribed for Promotion of the eligible internal candidates as per the Recruitment Rules. In case candidates are not available under the internal quota and the posts are filled up through direct recruitment in the interest of the university, future vacancy may be shifted proportionately to the Promotion quota and filled up out of the eligible internal candidates from the feeder cadre. In the light of the above, the DPC shall be required to ensure the number of available vacancies under the promotion quota.

25.2 In addition to the conditions for promotion for the posts, as specified at 23 above,University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade/professional tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.

25.3 Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as Annual Performance Appraisal Reports (APARs)/ACRs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC duly approved by the Competent Authority of the University.

25.4 All promotions of the non-teaching staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date ofjoining.

25.5 Qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for all Personal Assistants of the University who shall be considered for promotion as Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

26. AD-HOC PROMOTIONS:

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation by a maximum period of one

year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down under Rule 22 above. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

27. PANEL:

The panel drawn for promotion/direct recruitment shall be valid for a period of one year from the date of the meeting of the DPC/date of approval of the recommendations, respectively.

28. MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACP)/CAREER ADVANCEMENT SCHEME (CAS)/DYNAMIC ASSURED CAREER PROGRESSION SCHEME

The financial up-gradation under the Career Advancement Schemes such as MACP/CAS/DACP Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the Act/Statutes/Ordinances, Rules of the University and orders/guidelines of UGC/Government of India (as amended from time to time) duly adopted by the University.

(a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non-Teaching employees, shall be effective from 01.09.2008, or as per the eligibility criteria prescribed by the GOI/UGC from time to time, whichever is later. Similarly, in case of Medical Officer, Dynamic Assured Career Progression Scheme (DACPs) shall be applicable as prescribed by the Govt. of India/UGC from time-to-time.

(b) In case of up-gradation of pay scale, up to the level of Joint Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SC/ST/OBC/PwBD/Minorities etc. wherever required as per the guidelines of the UGC / GoI.

(c) Any dispute in implementation of the aforementioned Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

29. DEPUTATION:

The University may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/GOI Rules. The officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding

the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority.

Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organisation for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

30. PROBATION:

30.1 In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these rules. The date from which confirmation should be given effect is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks prior to the completion of Probation period. Probation should not be extended for more than a year and, in no circumstances, an employee should be kept on probation for more than double the normal prescribed period of probation. The officer will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation. On completion of the probation period or any extension thereof, employees shall, if considered fit for permanent appointment, be retained in the appointments on regular basis and be confirmed against the available substantive vacancies as the case may be. In case there is no perceivable improvement despite all this, his/her services shall be discharged by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice.

As regards other matters relating to probation, the employee will be governed by the instructions issued by the Government of India in this regard from time to time.

30.2 In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two yearsfrom the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all theemployeespromoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

Note:

(i) *If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.*

(ii) *In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.*

(iii) *Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.*

(iv) *As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for, may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organisation.*

(v) *An employee of the University shall be confirmed through Departmental Confirmation Committee.*

(vi) *An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.*

(vii) *There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.*

(viii) *The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.*

31. APPLICATION OF GOVT. OF INDIA RULES/ UGC REGULATIONS:

If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/UGC shall apply mutatis mutandis.

Further, the Pay Matrix contained in the Schedules for various posts shall be revised as per the GOI/UGC regulations/guidelines as amended from time to time.

32. POWER TO RELAX:

32.1 Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

32.2 The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt/State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State autonomous bodies/organisations/Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

33. DISQUALIFICATION:

The following categories of persons shall not be eligible to apply for any position in the University:

33.1 Who has been convicted by any Court of Lawor any criminal proceedings are pending against him;

33.2 Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.

33.3 Who has entered into or contracted a marriage with a person having a living spouse;
Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;

33.4 Who is not a citizen of India; and

33.5 Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.

34. VIGILANCE CLEARANCE:

34.1 Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorised officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or

be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or along with the application.

34.2 Wilful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his report to the Vice-Chancellor for further action at any stage ofrecruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures.

34.3 Notwithstanding the provisions of para 10 in Schedule 2 of the CRR, wherever, there is only one sanctioned post in any cadre, the post shall be filled through direct recruitment only.

34.4 These are the model cadre recruitment rules which have been prepared generally to cover all the posts sanctioned to different Central Universities and its constituent / affiliated college(s), as far as possible. The Universities shall accordingly adopt the CRR only for such posts which are sanctioned to them by the UGC. This model CRR does not entitle any University to create any post mentioned in the model CRR other than those sanctioned to them by UGC. They shall not create/demand any other post merely because such posts exist in the model CRR.

35. REMOVAL OF DIFFICULTIES:

If any difficulty arises in the implementation or operation of any of the provision of these rules, the Vice-Chancellor may, from time to time issue with the approval of the Executive Council, such general or specific directions but not inconsistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Education/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

36. INTERPRETATION:

Any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to UGC for clarification.

37. AMENDMENT OF RULES:

Amendment, modification, changes, withdrawal, suspension and relaxation in any or all of provisions of these Rules shall be done with prior approval of Govt. of India/UGC.

38. RESIDUARY MATTERS:

In regard to the matters not specified or referred to in these rules, the corresponding

provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the UGC Regulations/guidelines or Govt. of India Orders, the provisions of the UGC Regulations/guidelines or Govt. of India Orders shall prevail.

39. LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA:

The non-teaching employees and other academic staff shall be liable to serve anywhere in India within the jurisdiction of the University.

40. TERRITORIAL JURISDICTION:

In case of any dispute, the territorial jurisdiction for adjudication shall be the ***"Name of the High Court"***

41. REPEAL:

All the existing rules and orders in relation to the matters covered under these rules shall stand repealed but any action already taken pursuant to such existing rules and orders shall be deemed to have been taken under these rules.

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Schedule-II

Selection Committee for Direct Recruitment /Departmental Promotion Committee/Departmental Confirmation Committee of Non-Teaching Employees

(1) Following shall be the constitution of the Selection Committees:

(a) For **Group 'A'** posts (other than statutory posts and those covered under UGC Regulations):

1.	Vice-Chancellor/ProVice-Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/Department	:	Member
4	One member of the EC nominated by it.	:	Member
5	A representative of SC/ST/OBC/Minority[#]/Women/PwBD, if any of the candidatesbelonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
6	Registrar	:	Member

(b) For **Group 'B'**posts:

1.	ProVice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	Two experts, not in the service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/ Department	:	Member
4	A representative of SC/ST/OBC/Minority[#]/Women/PwBD, if any of the candidatesbelonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Registrar/Joint Registrar/Deputy Registrar	:	Member

(c) For **Group 'C'**posts:

1.	Registrar	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor out of the panel approved by the EC.	:	Member
3	Head of the Unit/Department	:	Member
4	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidatesbelonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar	:	Member

(2) Following shall be the constitution of the Departmental Promotion Committee:

(a) For **Group 'A'** posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidatesbelonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Registrar	:	Member

(b) For **Group 'B'**:

1.	ProVice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidatesbelonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5.	Registrar/Joint Registrar/Deputy Registrar		Member

(c) For **Group 'C'**:

1.	Registrar	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the concerned Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority[#]/Women/PwBD, if any of the candidatesbelonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
5	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

(3) Following shall be the constitution of the Departmental Confirmation Committee:

(a) For **Group 'A'** posts (other than statutory posts):

1.	Vice-Chancellor/Pro Vice-Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidatesbelonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Registrar	:	Member

(b) For **Group 'B'** posts:

1.	ProVice-Chancellor/Registrar* (*in the absence of Pro Vice-Chancellor)	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidatesbelonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4.	Registrar/Joint Registrar/Deputy Registrar		Member

(c) For **Group 'C'** posts:

1.	Registrar	:	Chairperson
2.	Head of the concerned Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/Women/PwBD, if any of the candidatesbelonging to these categories, to be nominated by the Vice-Chancellor, if any of the above members of the Selection Committee do not belong to the same category.	:	Member
4	Joint Registrar/Deputy Registrar of the unit concerned	:	Member

The representative of the Minority shall be associated in the Selection Committee if the number of vacancies is 10 or more than 10.

Quorum:
Two-thirds of the members shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Vice-Chancellor's nominee (wherever applicable), at least one external expert out of the two experts and one representative from the respective reserved category as per requirement.

Two-thirds of the members shall form the quorum for the meeting of a Departmental Promotion Committee/Departmental Confirmation Committee.

REGISTRAR

1	Name of Post	**Registrar**
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	**Essential:** i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration **or** Comparable experience in research establishment and/ or other institutions of higher education, **or** 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	**Deputation**: Qualifications & Experience: As indicated at col. 7. Grade: Holding analogous post or eight years' experience at Pay Level-12 Selection Committee: As at column 12.
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

FINANCE OFFICER

1	Name of Post	**Finance Officer**
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	**Essential:** i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration **or** Comparable experience in research establishment and/ or other institutions of higher education, **or** 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	**<u>Deputation:</u>** Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. **or** University System/ Other organisation subject to fulfilment of qualification as indicated under col. 7 on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier. Note: The Selection Committee for deputation shall be the same as at column 12.
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

CONTROLLER OF EXAMINATIONS

1	Name of Post	**Controller of Examinations**
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band / Grade Pay	Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Educational and other qualifications required for direct recruits	**Essential:** i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration **or** Comparable experience in research establishment and/ or other institutions of higher education, **or** 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier (Eligible for reappointment after observance of due selection process)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	**Deputation**: Qualifications & Experience: As indicated at col. 7. Grade: Holding analogous post or eight years' experience at Pay Level-12 Selection Committee: As at column 12.
12	Composition of DPC or Selection Committee	As per Act/Statutes /UGC Notification

DEPUTY REGISTRAR

1	Name of Post	**Deputy Registrar**
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii. Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	**Age:** No **Academic Qualification:** Must possess at least Bachelor's degree from a recognized University.
9	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Direct Recruitment 25% by promotion, failing which by deputation. (Ref: MHRD Letter No.1-7/2015-.U.II (2) dated 02/11/2017)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Assistant Registrar with five years regular service in Pau Level 11. **Deputation:** Officers holding analogous posts on regular basis **or** with five years regular service in Pay Level 11**or** with eight years regular service in Pay Level 10in the Central/State Government, Universities and other autonomous organisations.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

ASSISTANT REGISTRAR

1	Name of Post	**Assistant Registrar**
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	**Essential Qualifications**: I. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. II. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	**Age**: No **Qualification**: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	**Promotion:**5 years of regular service as Section Officer / Private Secretary (pay level 7 & above). Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test. **Deputation:** Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

ADMINISTRATIVE OFFICER (IN COLLEGES)

1	Name of Post	**Administrative Officer (In Colleges)**
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct Recruits	**Essential Qualifications**: 1. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2. The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	**Age**: No **Academic Qualification**: No, but must possess at least Bachelor's degree from a recognized University/Institute.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion, failing which by deputation/direct recruitment.
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	**Promotion:**5 years of regular service as Section Officer / Private Secretary (pay level 7 & above). Based on merit from among the eligible candidates having requisite experience from feeder cadres on the basis of a written test. **Deputation:** Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. Knowledge of Computer Applications
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

SECTION OFFICER

1	Name of Post	**Section Officer**
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. iii) Proficiency in Computer Operation, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	**Promotion:** 05 years of regular service from the feeder grade of Assistant in Level 6subject to seniority-cum-fitness with academic qualification as in Col.7 above. **Deputation:** Officers holding analogous post on regular basis or with three years regular service in Level 6 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

ASSISTANT

1	Name of Post	**Assistant**
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Non-Selection in case of promotion Not Applicable in case of Direct Recruitment/Deputation
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: Bachelor Degree from a recognized University / Institution. Three Years of experience as UDC or equivalent in the Level 4 in Central/ State Government/ University/ PSU and other Central / State Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. Proficiency in Typing, Computer applications, noting and drafting.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes (As indicated at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** UDC with 5 years of regular service in Level 4 according to seniority-cum-fitness.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

UPPER DIVISION CLERK

1	Name of Post	**Upper Division Clerk**
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Lower Division Clerk/Hindi Typist with five years regular service in Pay Level 2 according to seniority cum fitness failing which by direct recruitment.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules

*****_The post of Hindi Typist is to be clubbed with LDC for the purpose of Career progression with bottom seniority in future, inter-se-seniority between the two cadre shall be maintained._

LOWER DIVISION CLERK

1	Name of Post	**Lower Division Clerk**
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Selection Non-Selection for Col. 10 (iii) Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc. ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in the Level 1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years** Note: The panel shall be valid for a period of one year. iii. **Promotion:** 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' (MTS) employees who have five years regular service in posts in the Level 1 subject to fulfilling the educational qualification of (10+2) or equivalent. **The relaxation of Skill/Typing Test for the promotion from MTS to LDC shall be governed as per DoPT OM No. F.o.14020/1/2014-Estt. (D) dated 22nd April, 2015.**
11	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation /	As in Column No. 10

	absorption to be made	
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

****Only those Group-C (Level-1) employees, who are holding the posts of MTS/Isolated posts shall be considered eligible for the post of LDC through Departmental Qualifying Examination.**

MULTI TASKING STAFF

1	Name of Post	**Multi-Tasking Staff (MTS)**
2	Number of Post (s)	As per the UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: 10th Pass from a recognized Board. **OR** ITI Pass.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through Written and Trade Test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

INTERNAL AUDIT OFFICER

1	Name of Post	**Internal Audit Officer (On Deputation only)**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 12
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	56 Years (on deputation)
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Deputation:** By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis. **OR** with three years regular service in Level 11 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies. **OR** with five years regular service in Level 10 or equivalent in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PUBLIC RELATION OFFICER

1	Name of Post	**Public Relation Officer**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognised University / Institute. ii. At least Five years experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language. **Desirable:** Good working knowledge of computer applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LAW OFFICER

1.	Name of Post	**Law Officer**
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	**Essential Qualification**: (i) LLB. from a recognized Indian Universities / Institutions with at least 7 years' experience of law practice in a Court of Law in the civil/criminal/service matter duly certified. (ii) LL.M. from the recognized Indian Universities / Institutions with at least 55% of marks or an equivalent grade point in the grade point scale.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is it composition.	As per Schedule II of these rules.

TRAINING AND PLACEMENT OFFICER

1.	Name of Post	**Training and Placement Officer**
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	**Qualification** (i) MBA (HR)/ B.Tech from a recognized Indian Universities/ Institutions with at least 55% of marks or an equivalent grade point in the grade point scale. (ii) At least 7 years' experience in the area of Training/Placement in a University or big corporate of repute.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12.	If a Departmental Promotion Committee exists what is it composition.	As per Schedule II of these rules.

ESTATES OFFICER

1	Name of Post	**Estates Officer**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	A second class Bachelor's degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance of Building, Transport and Estate Management.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

STATISTICAL OFFICER / RESEARCH CUM STATISTICAL OFFICER

1	Name of Post	**Statistical Officer / Research cum statistical Officer**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualification** : (i) Master's degree in Statistics/Mathematical Statistics / Applied Statistics. (ii) 03 years experience in collection, compilation, tabulation, analysis & interpretation of statistical data in a Central/State Govt., PSUs/Statutory Bodies/ Autonomous Organizations
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SENIOR STATISTICAL ASSISTANT

1.	Name of Post	**Senior Statistical Assistant**
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'B'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 6
5.	Selection or Non-Selection Post	Selection
6.	Age limit for direct Recruits	35 Years
7.	Educational and other qualifications required for direct recruits	**Essential Qualification :** 1. Bachelor's degree in relevant field from a recognized Institution with 05 years post qualification experience in the relevant field from any Institution / Organization of Repute. **OR** 02 years diploma in the relevant field from a recognized Institution with 08 years of post-qualification experience in the relevant field from any Institution / Organization of Repute. 2. Degree or Diploma in Computer Application.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	**Age :** No. **Qualification : Yes** Five years' experience as Statistical Assistant based on Seniority-cum-fitness.
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	50% by promotion failing which by Deputation / Direct Recruitment. 50% by Direct Recruitment.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/deputation/ absorption to be made.	**Promotion:**5 years regular service in the Pay Level 5 based on Seniority-cum-fitness subject to fulfillment of qualification mentioned at Column 8 **Deputation:** Analogous post / Level 5 with requisite experience at Column 7.
12.	Composition of DPC or Selection Committee	As per Schedule II of these rules.

STATISTICAL ASSISTANT

1	Name of Post	**Statistical Assistant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	Bachelor's Degree in Statistics OR Bachelor's degree in Mathematics with Statistics as one of the subjects OR Bachelor's degree in Economics with Statistics as one of the subjects OR Bachelor's degree in Commerce with Statistics as one of the subjects
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PRIVATE SECRETARY

1	Name of Post	**Private Secretary**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Qualifications:** 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. **Skill Test Norms on Computer:** Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi Transcription: 50 minutes (English)/ 60 minutes (Hindi) **Desirable:** Proficiency in English & good communication skills.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Personal Assistant with 05 (five) years regular service in Level 6on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7.. **Deputation:** Persons holding analogous posts on regular basis or with 3 years regular service as Personal Assistant in the Level 6/Level 7 of any Central/State Govt./ University/ Public Sector Undertaking as other Central or State Autonomous bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PERSONAL ASSISTANT

1	Name of Post	**Personal Assistant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not Applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. **Desirable:** Proficiency in English and good communication skills. **Skill Test Norms on Computer:** Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion failing which by deputation. ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion :** Stenographer with 05 (five) years regular service in Level 4on the basis of seniority-cum-fitness, subject to qualifying in the stenography test as mentioned under column 7. **Deputation:** Officers holding analogous post on regular basis or with three years regular service in Level 4/Level 5 or equivalent in the Central/ State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits at Col.7 above.
12	Composition of DPC or Selection Committee	As per schedule 2 of these Rules.

STENOGRAPHER

1	Name of Post	**Stenographer**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 80wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. **Desirable Qualifications:** Proficiency in English and good communication skills. **Skill Test Norms on Computer:** Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LIBRARIAN

1	Name of Post	**Librarian**
2	Number of Post	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 14
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: i) Master's Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed. ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative Library services, including the integration of ICT in a library. iv) A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment failing which by Deputation.
11	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	**Deputation:** Officers of Central/ State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing educational qualification and experience as prescribed in column 07.
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

DEPUTY LIBRARIAN

1	Name of Post	**Deputy Librarian**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 13A
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	50 Years
7	Educational and other qualifications required for direct recruits	**Qualifications:-** i. Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. ii. Eight years experience as an Assistant University Librarian/ College Librarian. iii. Evidence of innovative library servicesincluding integration of ICT in library. iv. A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

ASSISTANT LIBRARIAN

1	Name of Post	**Assistant Librarian**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Academic Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	**Qualifications:** i. A Master's degree in Library Science, Information Science or Documentation Science or an equivalent professional degree with at least 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) ii. A consistently good academic record with knowledge of computerization of library. iii. Qualifying in the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. degree in accordance with the "University Grants commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009 or 2016 and their amendments from time to time as the case may be: Providedthat the, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfilment of the following conditions: a) The Ph.D. degree of the candidate has been awarded in regular mode b) The Ph.D. thesis has been evaluated by at least two external examiners; c) Open Ph.D. viva voce of the candidate had been conducted; d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; e) The Candidate has presented at least two papers based on his/her Ph.D. work in conferences/ seminars sponsored/ funded/ supported by the UGC/ ICSSR/ CSIR or any other similar agency. Note: (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the university concerned.

		(ii) NET/SLET/SET shall also not be required for such Masters Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per UGC Regulations 2018

INFORMATION SCIENTIST

1	Name of Post	**Information Scientist**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** First Class M.E. / M.Tech. (Computer Science) / Information Technology) Or equivalent. **OR** First Class B.E. / B.Tech (Computer Science) / Information Technology) or equivalent with two years of relevant experience. **OR** First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience. **OR** First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience. **OR** First Class Masters Degree in Library and Information Science (M.Lib. or M.LIS) and Post Graduate Diploma in Computer Applications or MCA or M.Sc. (Computer Science/Information Technology) **Desirable Qualification**: Relevant experience in Library/office automation/server configuration/maintenance of e-resource/data base management/ content management/ programming/ development of website/ portals/information systems/gateway and networking.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Deputation:** Officers of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution; (i) Holding analogous post on regular basis in the parent cadre or department or (ii) with 5 years' service rendered after appointment to the post on regular basis in the Level 6/7 or equivalent in the parent cadre or department; and (iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

PROFESSIONAL ASSISTANT

1	Name of Post	**Professional Assistant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Qualifications:** 1. Master's Degree in Library & Information Science from any recognised University /Institution with 02 years experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. **OR** Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. 2. Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes as at (column 7).
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 75% by promotion ii) 25 % by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Semi Professional Assistant with five years regular service in Level 5through seniority-cum-fitness, subject to qualifying in the Computer typing test failing which by deputation / direct recruitment **Deputation:** Employees of the Central/ State Government, Autonomous or Statutory Organisation, PSU, University or recognised research institution; (i) Holding analogous post on regular basis in the parent cadre or department. (ii) With 5 years' service rendered as Semi Professional Assistant in the Level 5 or equivalent in the parent cadre or department. (iii) Possessing the qualifications and experience prescribed for direct recruitment under column 7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SEMI PROFESSIONAL ASSISTANT

1	Name of Post	**Semi Professional Assistant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Qualifications:** Master's Degree in Library Science and Information Science from any recognised University/Institution **OR** Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion failing which by direct recruitment. 25% by Direct Recruitment
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	**Promotion:** Library Assistant with 5 years of regular service in Level 4.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LIBRARY ASSISTANT

1	Name of Post	**Library Assistant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not applicable in case of Direct Recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: No. But must possess the qualification as indicated in Column 11.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by promotion 25% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LIBRARY ATTENDANT

1	Name of Post	**Library Attendant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
	Educational and other qualifications required for direct recruits	**Qualifications**: i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

TECHNICAL OFFICER / MAINTANANCE ENGINEER

1	Name of Post	**Technical Officer / Maintanance Engineer**
2	Number of Post(s)	As per UGC approved sanctioned strength of the University
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	**Qualifications**: (i) Master's Degree with 55% marks in the relevant subject. (ii) 5 years' experience of maintenance / operation of sophisticated scientific Instruments in the Laboratory as Senior Technical Assistant or equivalent. **OR** Researchers having 5 years experience of operation of Sophisticated scientific Instruments in the Laboratory at Post Doctoral Level will also be eligible. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	NA
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SENIOR TECHNICAL ASSISTANT

1	Name of Post	**Senior Technical Assistant**
2	Number of Post(s)	As per UGC approved sanctioned strength of the University
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Non-Selection Not Applicable for direct recruitment
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Qualifications**: Master's Degree in the relevant subject with at least two years experience in relevant field OR First Class Bachelor's Degree in the relevant subject with minimum five years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Technical Assistant with five years regular service in the Level 5according to seniority-cum-fitness
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

TECHNICAL ASSISTANT

1	Name of Post	**Technical Assistant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Non Selection Not Applicable in case of direct recruitment.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by Promotion. 25% by Direct Recruitment (based on written test and skill test)
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion**: Laboratory Assistant with five years of regular service in Level 4 according to seniority-cum-fitness failing which by direct recruitment/deputation
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LABORATORY ASSISTANT

1	Name of Post	**Laboratory Assistant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 4
5	Whether Selection or non-selection post	Selection Not Applicable for Direct Recruitment
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. The experience should be in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Academic Qualification: Yes
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	25% by Promotion 75% by Direct Recruitment .
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Laboratory Attendant with eight years of regular service in Level 1 with the requisite qualification prescribed at Col.No.7.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

LABORATORY ATTENDANT

1	Name of Post	**Laboratory Attendant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: 10+2 with Science stream from any recognized Central/ State Board **OR** 10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SYSTEM MANAGER / SENIOR SYSTEM ANALYST

1.	Name of Post	**System Manager / Senior System Analyst**
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 12
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	50 Years
7.	Educational and other qualifications required for direct recruits	**Qualification:** B.E./B.Tech.(Computer Science & Engineering) with at least 55% of marks and 9 years of experience of extensive programming and System Management from a recognized Public/PUS/Private organization. **OR** M.Sc. (Computer Science)/MCA/M.Tech.(Computer Science & Engineering) with 55% of marks and 8 years' experience of extensive programming and system management from a recognized Public/PUS/Private organization.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	One Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	**Deputation :** An Officer of Central Government, State Government, Union Territories, Autonomous/ Statutory Organizations, PSUs, Universities or recognized Research Institutions holding the analogous post and pay in parent cadre of department. **OR** Having five years of experience in the above mentioned organization in pay level 10/11 or equivalent on regular basis in parent cadre or department.
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SYSTEM ENGINEER / SENIOR MAINTENANCE ENGINEER

1.	Name of Post	**System Engineer / Senior Maintenance Engineer**
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 12
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	50 Years
7.	Educational and other qualifications required for direct recruits	**E.Q.**: B.E./B.Tech in Computer Science & Engineering/ Electronics Engineering/M.Sc. Computer Science/MCA with 07 years of experience. **OR** M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering with 05 years of experience. **Experience:** Experience should be at appropriate level in industry / University level Computer Centre in the areas of Servers configuration, storage systems, backup systems, Linux/Unix Software Engineering, Design and Validation, Databases, Computer Networks from a recognized Public/PUS/Private organization.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	One Year
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment failing which by deputation.
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	**Deputation :** An Officer of Central Government, State Government, Union Territories, Autonomous/ Statutory Organizations, PSUs, Universities or recognized Research Institutions holding the analogous post and pay in parent cadre of department. **OR**

		Having five years of experience in the above mentioned organization in pay level 10/11 or equivalent on regular basis in parent cadre or department.
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

JUNION MAINTENANCE ENGINEER / NETWORKING ENGINEER

1.	Name of Post	**Junior Maintenance Engineer / Networking Engineer**
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	**Essential Qualification.**: (1) B.E./B.Tech. in Electronics & Communication Engineering/Computer Science & Engineering (2) 05 years" experience of Computer Network administration and Computer hardware including Massive UPS systems and Centralized Air-conditioning Plants/ Computer Systems Management and administration /Maintenance of a campus wide large computer network preferably with fibre optic backbone links from a recognized Public/PUS/Private organization. **Desirable Qualification :** Experience of Industrial background.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SYSTEM ANALYST/ PROGRAMMER/COMPUTER PROGRAMMER/SYSTEM PROGRAMMER

1.	Name of Post	**System Analyst/ Programmer/Computer Programmer/System Programmer**
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'A'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 10
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	40 Years
7.	Educational and other qualifications required for direct recruits	**Essential Qualification :** 1. B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. 2. 05 years programming experience in in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization. **OR** 1. M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA. 2. 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SENIOR TECHNICAL ASSISTANT (COMPUTER) / JUNIOR PROGRAMMER / ASSISTANT PROGRAMMER

1.	Name of Post	**Senior Technical Assistant (Computer) / Junior Programmer / Assistant Programmer**
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'B'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 6
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	35 Years
7.	Educational and other qualifications required for direct recruits	**Essential Qualification :** (1) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. **OR** M.C.A./M.Sc. in Computer Science (2) 02 years programming experience in in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PUS/Private organization.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment through Written Test and Skill Test (if required)
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

TECHNICAL ASSISTANT (COMPUTER)

1	Name of Post	**Technical Assistant (Computer)**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualification :** i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Information Technology from any recognized University or Institute. OR Master's Degree in Computer Science/Technology / MCA from any recognized University / Institute. ii) At least 02 years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not applicable.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not applicable.
12	Composition of DPC or Selection Committee	As per Schedule II of these rules.

SUPERINTENDENT ENGINEER (CIVIL) / UNIVERSITY ENGINEER

1	Name of Post	**Superintendent Engineer (Civil)/University Engineer**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 13
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	56 Years (for deputation)
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** i) First Class Bachelor's Degree in Civil Engineering from a recognised Institute/ University or equivalent. ii) 08 years of experience as Executive Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more **Desirable Qualifications:** i) Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions. ii) Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Deputation or Appointment on Tenure basis.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Deputation:** Officers holding analogous post or with 8 years experience as Executive Engineer (Pay Level 11) or equivalent, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

EXECUTIVE ENGINEER (CIVIL)

1	Name of Post	**Executive Engineer (Civil)**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 11(after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee – DPC for moving to the level 12 in the same designation)
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** a) First Class Bachelor's Degree in the Civil Engineering from a recognised Institute/ University or equivalent. b) 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services/Semi Government/ PSU/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more **Desirable Qualifications:** 1. Experience in construction of projects of multi-storey buildings and have experience in planning/estimation/measurement/tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, structural details, bill of quantities, substitute/deviation items statements and other associated issues related with building and constructions. 2. Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By promotion failing which deputation/direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Assistant Engineer having degree relevant branch of engineering with 08 years of regular services in the pay level 7based on Seniority-cum-fitness from Assistant Engineers subject to fulfilment of academic qualification mentioned at Column 7 **Deputation:** Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

EXECUTIVE ENGINEER (ELECTRICAL)

1	Name of Post	**Executive Engineer (Electrical)**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 11 (after 5 years of service as Executive Engineer with level 11, an incumbent shall be assessed by the Departmental Promotion Committee – DPC for moving to the level 12 in the same designation)
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	45 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** 1. First Class Bachelor's Degree in Electrical Engineering from a recognised Institute/ University or equivalent. 2. 08 years of experience as Assistant Engineer in the relevant field from CPWD/State Government PWD services or similar organized services / Semi Government / PSU / Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more **Desirable Qualifications:** Experience in construction / maintenance of sub-stations/ multi-storey buildings, distribution system and have experience in planning / estimation / tendering as per the CPWD/ PWD norms. Good knowledge of CPWD manuals, preparations/checking of estimates, drawings, bill of quantities, substitute/deviation items statements and other associated issues related with electrical installations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes(as at column 7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By promotion failing which by Deputation / Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Assistant Engineer having degree relevant branch of engineering with 08 years of regular services in the pay level 7 (GP 4600)based on Seniority-cum-fitness from Assistant Engineers subject to fulfilment of academic qualification mentioned at Column 7 **Deputation:** Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

ASSISTANT ENGINEER(CIVIL / ELECTRICAL / MECHANICAL)

1	Name of Post	**Assistant Engineer (Civil / Electrical / Mechanical)**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay	Level 7
5	Whether Selection or non-selection post	Selection
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Qualifications:** i) First Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent. ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes as in (column.7)
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion NOTE: Wherever there is only one sanctioned post selection will be made by direct recruitment.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Promotion:** Five years of regular service as Junior Engineer having degree in a relevant branch of engineering and technology; or 08 years of regular service having diploma in engineering. **Deputation:** Officers holding analogous post or one below category with 3 years experience, in the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous Organisation/ University System:
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

JUNIOR ENGINEER

1	Name of Post	**Junior Engineer**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** Bachelor's Degree of Engineering/Technology in relevant field from a recognised Institute/ University with one year relevant experience **OR** Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs.200/- Crores or more.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

HINDI OFFICER

1	Name of Post	**Hindi Officer**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – A
4	Scale of Pay/Pay Band / Grade Pay	Level 10
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; **OR** Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level **AND** Three Years experience of using / applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Govt. / Autonomous Body / Statutory Organisation / PSU / Universities or recognised research or educational institutes **OR** Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt./ Autonomous Body/ Statutory Organisations/ PSUs/ Universities or recognised research or educational institutions. **Desirable Qualifications:** Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by	Direct Recruitment

	promotion or by deputation/absorption and percentage of the post to be filled by various methods.	
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

HINDI TRANSLATOR

1	Name of Post	**Hindi Translator**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Qualifications**: Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; **OR** Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; **OR** Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level **AND** Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking. Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

HINDI TYPIST

1	Name of Post	**Hindi Typist**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: i. Bachelor's Degree from a recognized University/ Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SECURITY OFFICER

1	Name of Post	**Security Officer**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 7
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more **OR** Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination. **AND** Holding a valid Driving License (LMV/ Motor cycle).
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Deputation:** Officer from the Central/ State Govt./ Universities/ Other autonomous organizations. i. Holding analogous post on regular basis. **OR** ii. With three years regular service in the relevant field in the Level 6.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

ASSISTANT SECURITY OFFICER

1	Name of Post	**Assistant Security Officer**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Qualifications**: Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more **OR** Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination. **AND** Holding a valid Driving License (LMV/ Motor cycle).
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment failing which by deputation.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	**Deputation:** Officer from the Central/ State Govt./ Universities/ Other autonomous organizations. i. Holding analogous post on regular basis. **OR** ii. With three years regular service in the relevant field in the Level 5.
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SECURITY INSPECTOR

1	Name of Post	**Security Inspector**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 5
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of at least Rs.200/- Crores or more. **OR** Persons who have served in the Army or such Uniformed service with at least Class 10th standard pass or Army Class I examination or an equivalent examination. **AND** Holding a valid Driving License (LMV / Motor cycle).
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

SECURITY ASSISTANT

1.	Name of Post	**Security Assistant**
2.	Number of Post	As per UGC approved sanctioned strength of the University
3.	Classification of the post	Group 'C'
4.	Scale of Pay/Pay Band/Grade Pay/Pay Level	Level 2
5.	Selection or Non-Selection Post	Not Applicable
6.	Age limit for direct Recruits	32 Years.
7.	Educational and other qualifications required for direct recruits	**Essential Qualifications**: 1. Should have passed Intermediate examination from a recognized examining body or an equivalent qualification from an Army Establishment. 2. Should be an Ex-Army/Para-Military Personnel with proper discharge certificate with Medical Category "AYE" and Character "Very Good" or equivalent.
8.	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotions?	Not Applicable
9.	Period of probation, if any.	Two Years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	Direct recruitment through Written Test and Skill Test (if required)
11.	In case of recruitment by promotion / deputation / absorption, grades from which promotion/deputation/ absorption to be made.	Not Applicable
12.	Composition of DPC or Selection Committee	As per schedule II of these Rules.

GUEST HOUSE MANAGER

1	Name of Post	**Guest House Manager**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – B
4	Scale of Pay/Pay Band / Grade Pay	Level 6
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: 1. Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with one year relevant experience OR Diploma in Hotel Management or allied field from a recognized University / Institute with two years relevant experience 2. Knowledge of Computer applications
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

COOK

1	Name of Post	**Cook**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not applicable.
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Qualifications:** 1. 10^{th}Class from a recognized Board. 2. ITI Trade certificate in Bakery and Confectionery (one year duration) 3. 03 years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

KITCHEN ATTENDANT

1	Name of Post	**Kitchen Attendant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications:** 1. 10th Pass from any State/ Central School / Board. **OR** ITI Trade Certificate in the relevant trade. 2. Two years experience in cooking/ catering services in a Canteen/ reputed Hotel/ Guest Houses of reputed organizations/ University
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

HOSTEL ATTENDANT

1	Name of Post	**Hostel Attendant**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 1
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: (i) 10th Pass from any State/ Central School / Board **OR** ITI Pass (ii) At least two years of experience in a Hostel / Canteen/ Hotel/ Guest House etc.
8	Whether Age and education qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

DRIVER

1	Name of Post	**Driver**
2	Number of Post (s)	As per UGC approved sanctioned strength of the University
3	Classification	Group – C
4	Scale of Pay/Pay Band / Grade Pay	Level 2
5	Whether Selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Educational and other qualifications required for direct recruits	**Essential Qualifications**: (i) 10th Pass from any recognised Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 05 years in an organization.
8	Whether Age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through driving test, knowledge of traffic rules and skill test.
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
12	Composition of DPC or Selection Committee	As per schedule II of these Rules.

Note: For promotion to different higher grades of Driver, Staff car driver rules of GoI shall be applicable.

No.35011/01/2022-Estt.(D)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
ESTT.(Estt. D)
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(Dated 18 November, 2022)

OFFICE MEMORANDUM

Promotion scheme for staff car drivers

Note : While due care has been taken to compile this document, however, if any omissions or correction are noticed, the same may be brought to the notice of the Department of Personnel & Training.

SCHEME

2.1 The posts of Staff Car Drivers will be placed in the following three Pay Scales/ Pay Level, viz : Pay Level – 2, Level – 4, Level – 5 and Level – 6 in the ratio of 30:30:35:5.

2.1.1 The nomenclature of the posts in the various scales will be as under:-

S.No.	Pay Level	Nomenclature
1.	Pay Level – 2	Staff Car Driver Ordinary Grade
2.	Pay Level – 4	Staff Car Driver Grade II
3.	Pay Level – 5	Staff Car Driver Grade I
4.	Pay Level – 6	Special Grade

2.1.2 If any fresh vacancies are created as additions to the existing strength of Staff Car Drivers, they will be created only in the Pay Level - 2.

2.2 Where the Cadre is too small for the purpose of creation of higher grades, the possibility of combining of different cadres and operating it on a nodal basis may be considered by the concerned Ministries/Departments. In such cases, movement of personnel may not be required and the senior most driver(s) in the combined seniority/eligibility list promoted in situ.

2.3 The minimum eligibility criteria for appointment to the posts in the above scale will be as under:-

Grade	Eligibility Period
Ordinary Grade	Basic Grade

Grade II of Staff Car Driver	9 years of regular service in the Ordinary Grade.
Grade I of Staff Car Driver	6 years regular service in the Grade-II or a combined service of 15 years in Grade-II and in Ordinary Grade put together.

2.4 The method of appointments to the posts in Grade II and Grade I of Staff Car Driver will be by promotion on Non-Selection (Seniority-cum-Fitness) basis and will be further subject to passing of a Trade Test of appropriate standard, contained in the Appendix-I to this OM. Promotion to the Special Grade shall be by non-selection (seniority-cum-fitness) from Grade I with 3 years' regular service in Grade-I of Staff Car Drivers.

2.5 For the purpose of conducting Trade Test as required at these levels, a scheme in indicating the syllabus has been enclosed as Appendix-I to this OM.

2.6 All the above appointments will be subject to the application of reservation orders as applicable to these grades.

2.7 As the powers to frame Recruitment Rules for Group C posts have already been delegated to Ministries/Departments, they may frame the rules in accordance with the guidelines, by indicating the eligibility criteria laid down in this OM.

Exception

3. These orders would not apply in the Ministries/ Departments where drivers already have more than one scale of pay.

[O.M. No. 22036/1/92-Estt.(D) dated 30.11.1993]

[O.M. No. 22036/1/92-Estt.(D) dated 27.07.1995]

[O.M. No.43019/54/96-Estt.(D) dated 15.02.2001]

4. The minimum strength in the cadre of Staff Car Drivers required for placing one post of Staff Car Driver in the special grade would be 20. However, in respect of cadres where the strength of Staff Car Drivers is between 10 and 19, this Department agrees, as a special case, to allow placement of one post of Staff Car Driver in the special grade as the percentage fraction of post computed @ 5% of the total strength comes to 0.5 and above which may be rounded off to one. However, where the strength of Staff Car Drivers in a cadre/organization is below 10 and thus the percentage fraction is below 0.5, there can be no case for introducing the special grade. In such cases, only 3 grades (Ordinary Grade, Grade-II and Grade-I) can be introduced in the ratio of 30:30:40, by adding the quota of 5% to the Grade-I. However, the Ministries/Departments are at liberty in such cases to explore the possibility of combination of different cadres of Staff Car Drivers in Central Government

organizations under their control and operating it on a nodal basis, as suggested in para 2.2 above, so as to allow the optimum benefit to the Staff Car Drivers.

[O.M. No.43019/54/96-Estt.(D) dated 13.02.2002]

5. The benefits of the MACPS shall also be extended to the regular Staff Car Drivers of the Central Government Ministries/Departments/Offices, as a fall back option, if they are unable to get promotion within the percentage based present system. Para 13 of the Annexure-l of OM No. 35034/3/2015-Estt.(D) dated 22.10.2019 relating to the MACP Scheme accordingly stands modified to this effect. In other words, the Staff Car Driver Scheme and the MACPS shall run concurrently.

[O.M. No.35011/03/2008-Estt.(D) dated 30.07.2010 and

OM No. 35034/3/2015-Estt.(D) dated 22.10.2019]

APPENDIX-I

SCHEME OF TRADE TEST

I. Appointment to Grade II of Staff Car Drivers (SYLLABUS)

1. Must be able to read English Numerals and figures.
2. Must have good knowledge of Traffic Regulation.
3. Must be able to locate faults and carry out minor running repairs.
4. Must be able to change wheels and correctly inflate tyres.

TEST

(a) Practical test based on the above.

II. Appointment to Grade I of Staff Car Drivers (SYLLABUS)

1. Must be able to read English Numerals and Figures.
2. Must have a thorough knowledge of Traffic Regulation.
3. Must have good knowledge of Petrol and Diesel Engine working and be able to locate faults and rectify minorrunning defects.
4. Must be able to clear carburettor, plug etc.

TEST

(a) Practical test based on the above.

[O.M. No. 22036/1/92-Estt.(D) dated 30.11.1993]

APPENDIX-II

References

Sl. No.	Office Memorandum/ Notification No. and date	Brief Subject
1.	O.M. No. 22036/1/92-Estt. (D) dated 30.11.1993	Promotion Scheme for Staff Car Drivers
2.	O.M. No. 22036/1/92-Estt. (D) dated 27.07.1995	Promotion Scheme for Staff Car Drivers – Revision of eligibility criteria.
3.	O.M. No.43019/54/96-Estt. (D) dated 15.02.2001	Promotion Scheme for Staff Car Drivers – Introduction of Special Grade.
4.	O.M. No.43019/54/96-Estt. (D) dated 13.02.2002	Promotion Scheme for Staff Car Drivers – Clarification regarding re-distribution of strength of Staff Car Drivers among different grades.
5.	O.M. No.35011/03/2008-Estt.(D) dated 30.07.2010	Extension of Modified Assured Career Progression Scheme to the Staff Car Drivers of Central Government.
6.	OM No. 35034/3/2015-Estt. (D) dated 22.10.2019	Consolidated Guidelines Regarding Modified Assured Career Progression Scheme for the Central Government Civilian Employees.

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ICT Policy



हरियाणा केंद्रीय विश्वविद्यालय

Central University of Haryana

(A Central University established by an act of Parliament of India in 2009)

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Abbreviations used in the document

Abbreviation	Full Form
IT	Information technology
IoT	Internet of Things
ICT	Information and Communications Technology
OSS	Open-Source Software or freeware software

ICT Policy of Central University of Haryana

About Central University of Haryana:

Central University of Haryana is one of the fifteen new Central Universities established by Ministry of Human Resource Development, Government of India (GoI) in XI Five Year Plan (2007-2012) under the Central University Act-2009 of the Parliament.

The University has been accredited with 'A' Grade in the second cycle of NAAC assessment and accreditation conducted in August 2023. The University has been listed among the top 150-200 Universities in NIRF ranking. The University is fully funded by the University Grants Commission (UGC). Permanent Campus of the University is situated in 484 acres of land at Jant-Pali Villages, Mahendergarh district of Haryana from where CUH is running its academic operations.

About ICT Section

ICT Section is the central technological resource centre of the University providing critical technical support to the entire University community including all its Offices/Departments.

Introduction to ICT Policy of CUH

Preamble

The ICT Policy of Central University of Haryana (henceforth referred to as ICT Policy of CUH) seeks to enhance and oversee digital infrastructure, content, and online activities within the University, emphasizing the safe and responsible use of information and communication technology. In alignment with the NEP and in response to recent epidemic situations, this policy addresses e-education needs and ensures readiness for implementing hybrid learning modes.

The Central University of Haryana is proposing an ICT Policy to guide the use of the university's IT infrastructure, which includes computer hardware, software, email, information resources, intranet, and internet access facilities, collectively referred to as 'Information Technology (IT)'. This document aims to outline relevant IT policies and guidelines for the university.

The use of the **Central University of Haryana's** network and computer resources should align with the University's core missions of teaching, learning, and research. Users of these resources are responsible for their proper use and protection, as well as for respecting the rights of others. This policy outlines guidelines for the appropriate use of ICT Resources.

ICT policies and related standards apply to all users at the Central University of Haryana, including on-campus visitors. These policies are applicable whether the university's information resources are accessed on-campus or off-campus.

This policy encompasses the appropriate use of all ICT Resources, including hardware, software, systems, networks, procurement and maintenance, information security, and the information contained within these resources.

The purpose of this policy is to establish rules and requirements for connecting to CUH's networks and systems from any device. These guidelines aim to minimize potential risks to students, faculty, employees, vendors, contractors, guests, and other affiliates of CUH, as well as to the University itself, from unauthorized use of CUH resources. Potential risks include, but are not limited to, the loss of sensitive or confidential data or intellectual property, damage to the University's public image, harm to critical internal systems, and financial liabilities such as fines resulting from these losses.

It also establishes a security framework to protect University Information from unauthorized access, loss, or damage; while supporting the open, information-sharing needs of our academic culture. University Information can be verbal, digital, or hardcopy, individually controlled or shared, stand-alone or networked, and used for administration, research, teaching, or other purposes.

Given the ever-evolving nature of Information Technology, information security and the policies governing it must also be adaptable. These policies require regular reviews and updates to align with technological advancements, the evolving needs of the IT user community, and changes in operational procedures.

This policy is applicable to all members of the University, including faculty, staff, students, contractors, consultants, and visitors who handle University-managed information. The University adheres to "The Digital Personal Data Protection Act, 2023.

1.1 Purpose

1.1.1 CUH Provides ICT resources to its end-users to enhance their efficiency and productivity. These resources are meant as tools to access and process information related to their areas of work. These resources help officials to remain well informed and carry out their functions in an efficient and effective manner.

1.1.2. For the purpose of this policy, the term 'ICT Resources' includes desktop devices, portable devices, networks including wireless networks, Internet connectivity, external storage devices and peripherals like printers and scanners and the software associated therewith.

1.1.3. Misuse of these resources can result in unwanted risk and liabilities for the CUH. It is, therefore, expected that these resources are used primarily for CUH related purposes and in a lawful and ethical way.

1.2 Scope/Applicability

Applies to all University students, faculty and staff, and all others using computer and communication technologies, including the University's network, whether personally or University owned, which access, transmit or store University or student information.

Stakeholders on campus or off campus

- Students: UG, PG, Research
- Employees (Permanent/ Temporary/ Contractual)
- Faculty (Permanent/Temporary/Contractual)

- Administrative Staff (Non-Technical / Technical)
- Higher Authorities and Officers
- Guests

1.3 Objectives

1.3.1. The policy aims to inform about the available ICT facilities and services for the stakeholders of users for their effective utilization. It is also to ensure proper access to the ICT infrastructure and assets of CUH and prevent their misuse by its stakeholders.

Access to the Network (Internet and Intranet):

a. A user should register the client system and obtain one time approval /permission from the ICT Section before connecting the client system to the CUH network.
b. Users should not undertake any activity through any website or applications to bypass filtering / Policy / Firewall / UTM of the network or perform any other unlawful acts which may affect the network's performance or security
c. Users are not allowed to change the NIC configuration, IP address or any other parameters set for accessing University's LAN & WAN without permission of the ICT SECTION.
d. Users shall not connect any other devices to access Internet / any other network in the same client system configured for connecting to LAN/WAN of the University without permission.
e. It is the responsibility of the user to ensure that the client system is free from any Virus/Malware/Potential threat softwares/pirated copy of softwares before connecting to the University's network.

1.4 Access to the CUH network

For connecting to a CUH network(wireless/wired), user should ensure the following:

a. A user should register access device and obtain one time approval / permission from the ICT SECTION before connecting the access device to the CUH wireless/wired network.
b. Wireless client systems and wireless devices should not be allowed to connect to the CUH wireless access points without due authentication.
c. To ensure information security, it is recommended that users should not connect their devices to unsecured wireless/wired networks.

1.5 Filtering and blocking of Sites

a. ICT Section may block content over the Internet which is in contravention of the relevant provisions of the Government Laws and other applicable laws or which may pose a security threat to the network.
b. ICT SECTION may also block content, which, in the opinion of the University, is inappropriate or may adversely affect the network security and productivity of the users/organization.

1.6 Resources

a. Network Devices (Wired/Wireless)

b. Servers

c. CCTVs

d. Internet Access

e. Official Websites, web applications

f. Official Email services

g. Data Storage

h. Desktop / Laptop server computing facility

i. Software

j. Documentation facility (Printers/Scanners)

k. Multimedia Contents, etc.

2. Installation Policy

2.1 IT/ICT Hardware Installation

University network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

A. **Primary User**

a. Computer System issued to individuals (Administrative officers/Faculty/staff/research scholar), the individual will be responsible for that system. Those systems in the lab/office, department Head should make an arrangement and make a person (lab coordinator) responsible for compliance.

B. **End User Computer Systems**

a. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the ICT SECTION, are still considered under this policy as "end-users" computers.

C. **Warranty and Annual Maintenance Contract**

a. Any IT equipment purchased by the University and provided to primary users will be maintained under annual maintenance contract.

b. Computers purchased by any Section/Department/Project should preferably be with 3- year on-site comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract.

c. The above said maintenance will be under the supervision of the ICT SECTION.

D. **Power Connection to Computers and Peripherals**

a. All the computers and peripherals should be connected to the electrical point strictly through UPS. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

b. All the power connection related issues/ installation of ups/earthing/wiring related issues will be dealt with by the Engineering Section of CUH.

E. **Shifting Computer from One Location to another**

a. Computer systems may be moved from one location to another with prior written intimation to the ICT SECTION, as ICT SECTION maintains the record of computer identification names and MAC address. Such computer identification names follow the convention that it comprises building name abbreviation and room No. As and when any deviation (from the list maintained by ICT SECTION is found for any computer system, network connection would be disabled and the same will be informed to the user by email/phone, if the user is identified. When the end user meets the compliance and informs the ICT SECTION in writing/by email, connection will be restored.

F. **Noncompliance**

a. CUH faculty, staff, and students not complying with the policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computers resulting in loss of productivity. An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even the whole university. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be non-compliant.

2.2 Software Installation and Licensing

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws, University ICT Policy does not allow any unauthorized software installation on the university owned computers and the computers connected to the university campus network. In case of any such instances, the university will hold the department/individual personally responsible for any unauthorized software installed on the computers located in their department/individual's rooms.

A. Operating System and its Updating

a. Individual users should make sure that respective computer systems have their OS updated of their service packs/patches, through the Internet. This is particularly important for all MS Windows based computers (both PCs and

Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by Microsoft for which it provides patches/service packs to fix them. Checking for updates and updating of the OS should be performed at least once in a week or so.

b. University as a policy encourages the user community to go for open-source software such as Linux, Open office etc. to be used on their systems wherever possible.

B. Antivirus Software and its updating

a. Computer systems used in the university should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system safe from Virus, Malware, Trojan etc.

b. He/she should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use.

c. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from ICT SECTION or any service-providing agency.

d. Do not remove or disable anti-virus software.

e. Do not use unauthorized/ not licensed Antivirus Solution.

f. Centralized or network-based antivirus shall be installed.

C. Backups of Data

a. Individual users are responsible to perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible and the loss of data is the sole responsibility of the individual.

b. Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned in at least two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only C drive volume will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data either on portable hard disks or other reliable storage devices.

c. The backup of the servers and the devices under the supervision of the ICT Section to be taken by the ICT Staff in regular interval of the time.

2.3 Network Device Connectivity and Installation

Network connectivity provided through the University, referred to hereafter as "the Network", either through an authenticated network access connection, a Virtual Private Network (VPN) connection, or Wireless Connection is governed under the University ICT Policy.

A. **IP Address Allocation**

a. Any computer (PC/laptop/Server) that will be connected to the university network should have an IP address assigned by the ICT SECTION. Following a systematic approach, the range of IP addresses that will be allocated to each building is decided. So, any computer connected to the network from that building will be allocated IP address only from that Address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location.

b. Any IP base device like network printer, smart TV, biometric machine, CCTV DVR/NVR, IP Camera, Video conferencing device, IP Phone etc. is to be installed at any location, then the concerned user should contact ICT SECTION and get proper IP Address.

c. Any computer (PC/Server) that will be connected to the university network should have an IP address assigned by the ICT SECTION.

d. All network devices should be IPV6 compliant and should support IPV4 till the time all networks and applications are not completely migrated to IPV6.

e. Following a systematic approach, the range of IP addresses that will be allocated to each department/section/hostel etc. is decided. So, any computer connected to the network from that building will be allocated IP address only from that Address pool.

B. Wireless Local Area Networks

a. This policy applies, in its entirety, to School, department, or section wireless local area networks. In addition to the requirements of this policy, schools, departments, or sections must register each wireless access point with ICT SECTION including Point of Contact information. ICT SECTION will be responsible for creating wireless access points.

b. School, departments, or sections must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.

c. If individual departments/schools/sections etc. wants to have an inter-building wireless network, prior to installation of such network, it should obtain permission from the University authorities.

C. Structured Cabling as a part of New Buildings

a. All the new buildings that will be constructed in the academic complex here onwards should have the structured cabling included in their building plans like any other wiring such as electrical and telephone cabling, for LAN as a part of the building layout Plan.

b. Engineering/Infra Cell/Section may make provisions in their designs for network points/access points in each room and in the corridors based on the input provided by ICT SECTION or in coordination with ICT SECTION. All such network cabling should strictly adhere to the structured cabling standards used for Local Area Networks.

3 Email Policy

3.1 E-mail, password and security

3.1.1.1 The University uses email as a major mode of communication. Communications include university data that travels as part of mail transactions between users located both within the university and outside.

3.1.1.2 This policy of **Central University of Haryana** lays down the guidelines with respect to use of CUH e-mail services. The Implementing Department of University E-mail Service shall be the ICT SECTION, CUH.

3.1.1.3 This policy is based on the E-mail Policy adopted by the Govt. of India, with suitable changes.

3.2 Scope

3.2.1.1 Only the e-mail services provided by G-Suite (www.cuh.ac.in), of Google shall be used for official communications by the University. Every staff, faculty member, and researcher shall be mandatorily required to use the official email id allotted to them in formal communications. E- mail services provided by other service providers shall not be used for any official communication.

3.2.1.2 This policy is applicable to all primary user/ end-user / researchers of CUH that use these e-mail services and choose to adopt this policy in future. The directives contained in this policy must be followed by all of them with no exceptions.

3.2.1.3 E-mail can be used as part of the electronic file processing in university.

3.3 Objective

3.3.1.1 The objective of this policy is to ensure secure access and usage of university e-mail services by its users. Users have the responsibility to use this resource in an efficient, effective, lawful, and ethical manner. Use of the CUH e-mail service amounts to the user's agreement to be governed by this policy.

3.3.1.2 All services under e-mail are offered free of cost to all officials under Departments/ Centres and Researchers enrolled in the University.

3.3.1.3 Any other policies, guidelines or instructions on e-mail previously issued shall be superseded by this policy.

3.4 Role specified for implementation of the policy

The following roles are specified in each department using the university e-mail service. The official identified for the task shall be responsible for the management of the entire user base configured under that respective domain.

3.4.1. Competent Authority shall be the Vice-Chancellor and the Registrar, CUH.

3.4.2 Designated Officer of Department/Centre/Section as identified by the Competent Authority

3.4.3 Only the implementation agency i.e. ICT Section, CUH is authorized to exempt any Department/ Official as per Clause 3.11 of this policy

3.5 Basic requirements of CUH email Service

3.5.1 Security

a) Considering the security concerns with regard to a sensitive deployment like e- mail, apart from the service provided by the ICT SECTION, there would not be any other email service under the university.

b) Secure access to the university email service

1. It is recommended for users working in sensitive offices to use 2-Step Verification (also known as two-factor authentication)/OTP for secure authentication as deemed appropriate by the competent authority.
2. It is recommended that university officials on long deputation/ stationed abroad and handling sensitive information should use 2-Step Verification (also known as two-factor authentication)/ OTP for accessing university email services as deemed appropriate by the competent authority.

c) From the perspective of security, the following shall be adhered to by all users of university e-mail service:

1. Users shall not download emails from their official email account, configured on the university mail server, by configuring POP or IMAP on any other email service provider. This implies that users should not provide their university e-mail account details (id and password) to their accounts on private email service providers.
2. In case a compromise of an e-mail ID is detected by the ICT SECTION, an email alert shall be sent to the user by the Admin. In case an attempt to compromise the password of an account is detected, an email alert shall be sent. The email shall contain details of the action to be taken by the user. If the user does not take the required action even after five such alerts (indicating a compromise), the ICT SECTION reserves the right to reset the password of that particular email ID under intimation to the Registrar, Vice Chancellor, or concerned designated officer of the respective Department/Centre.
3. In case of a situation when a compromise of a user id impacts a large user base or the data security of the deployment, the ICT SECTION shall reset the password of that user id. This action shall be taken on an immediate basis, and the information shall be provided to the user, the competent authority and the concerned designated officer of the Department/Centre subsequently. SMS shall be one of the prime channels to contact a user; hence all users should ensure that their mobile numbers are updated.
4. Auto-save of password in the Government email service shall not be permitted due to security reasons.

3.5.2 Email Account Management

a) Based on the request of the respective department/Centre, ICT SECTION will create two ids, one based on the designation and the other based on the name. Designation based ids are recommended for officers dealing with the public. Use of alphanumeric characters as part of the e-mail id is recommended for sensitive users as deemed appropriate by the competent authority.

3.5.3. Dos and Don'ts while using official email id

1. Do not circulate any unauthorized or third-party content which you are not fully aware of through official email id.

2. Official email id shall not be used for personal communications.

3. Avoid forwarding the messages received from unknown sources using official email id.

4. Do not open any link received from outsiders (unknown sources) on official email id.

5. Do not send/forward any message containing abusive/offending/anti-social content.

6. Do not use official email id for canvassing on your personal or illegitimate entities.

Do not use official email id to do any commercial transaction that is not official.

8. Report any mischief you identify regarding official email id to the web admin immediately.

9. Do not use official email id to send messages related to any sensitive issue or for campaigning for an individual or a group.

10.Official email id is provided for official communications but not to form groups and create discussion forums.

3.5.4. Delegated Admin Console

Delegated Admin Console can only be handled by ICT SECTION. For security reasons, no other department/center/section/unit may be allowed to access the Administrator Account. Only ICT SECTION is authorized to create/ delete/ change the password of user ids under that respective domain as and when required.

3.5.5. E-mail Domain

By default, the address "userid@cuh.ac.in" shall be assigned to the users. The user id shall be created as per the addressing policy mentioned in email creation form. The user id of research scholars shall be created with a combination of the name and roll number of the scholar for e.g. "user18000@cuh.ac.in".

3.5.6. Use of Secure Passwords

All users accessing the e-mail services must use strong passwords for security of their email accounts.

3.5.7. Privacy

Users should ensure that emails are kept confidential. ICT SECTION shall take all possible precautions on maintaining privacy. Users must ensure that information regarding their password or any other personal information is not shared with anyone. However, it must be kept in mind that emails are not fully secure and care should be taken when typing email addresses to ensure that it reaches the intended recipient. Moreover, it is also possible that the origin of an email is not what it appears to be and users should not disclose sensitive information such as passwords/any financial information in emails.

3.6 Responsibilities of Department/Cell/Section

3.6.1 Compliance

a) All Department/Cell/Section shall implement appropriate controls to ensure compliance with the e-mail policy by their users. ICT SECTION shall give the requisite support in this regard.

b) The Department/Cell/Section shall ensure that official email accounts of all its users are created only on the email server of the university.

c) Head of Department (HoD) of the department/cell/ section/ unit shall ensure resolution of all incidents related to the security aspects of the e-mail policy. ICT SECTION shall give the requisite support in this regard.

d) HoD shall ensure that training and awareness programs on e-mail security are organized at regular intervals. The ICT SECTION shall provide the required support.

3.6.2 Policy Dissemination

a) Head of Department (HoD) of the concerned Department/Cell/Section should ensure dissemination of the e-mail policy.

b) Orientation programs for new teaching, non-teaching staff, researchers etc. shall include a session on the e-mail policy.

3.7 Responsibilities of Users

3.7.1 Appropriate Use of E-mail Service

a) E-mail is provided as a professional resource to assist users in fulfilling their official duties. Designation based ids should be used for official communication and name-based ids can be used for both official and personal communication.

b) For personal communication, reasonable use of the email service is permitted provided it is not:

i. Of commercial/profit-making nature or used for personal financial gains.

ii. In conflict with university rules, regulations, policies, and procedures; including the email policy.

iii. In conflict with the end-user obligations towards the University as employer.

c) Bulk emails (including reply-all to such bulk emails) with multiple intended recipients (viz., faculty/ staff/ students) shall be routed through/ upon approval from, the office of the Registrar or the concerned head/ chairperson of the department/cell/section unit or committee.

d) Examples of inappropriate use of the email service

i. Creation and exchange of e-mails that could be categorized as offensive, harassing, obscene or threatening. However, it is acknowledged that individuals, for the purpose of work/research may be required to receive/send content which may, in normal course, be categorized as offensive, harassing, or obscene. For the purpose of legitimate research, such use is permitted if appropriate permissions are obtained from the heads of the respective department/Centre/Sections.

ii. Unauthorized exchange of proprietary information or any other privileged, confidential or sensitive information, including email IDs and/or passwords.

iii. Unauthorized access of the services. This includes the distribution of emails anonymously, use of other officers' user ids or using a false identity.

iv. Creation and exchange of advertisements, solicitations and other unofficial, unsolicited e-mail (such as spam, chain emails).

v. Creation and exchange of information in violation of any laws.

vi. Willful transmission of an e-mail containing a computer virus.

vii. Misrepresentation of the identity of the sender of an email.

viii. Use or attempt to use the accounts of others without their permission.

ix. Transmission of emails involving language derogatory to religion, caste, ethnicity, sending personal emails to a broadcast list.

x. Use of distribution lists for the purpose of sending emails that are personal in nature, such as personal functions, etc.

xi. Any case of inappropriate use of e-mail accounts shall be considered a violation of the policy and may result in deactivation of the account after consultation with the Competent Authority. Further, such instances may also invite scrutiny by the investigating agencies depending on the nature of violation.

3.7.2 User's Role

a) The User is responsible for any data/e-mail that is transmitted using the university e-mail system. All e-mails/data sent through the mail server are the sole responsibility of the user owning the account.

b) Sharing of passwords is prohibited.

c) The user's responsibility shall extend to the following:

i) Users shall be responsible for the activities carried out on their client systems, using the accounts assigned to them.

ii) The 'reply all' and the use of 'distribution lists' should be used with caution to reduce the risk of sending e-mails to wrong people.

iii) Back up of important files shall be taken by the user at regular intervals. The ICT SECTION shall not restore the data lost due to the user's actions.

iv) Users should not open attachments in emails received from unsolicited/untrusted sources unless the attachment has been scanned for viruses.

d) The University may define and implement storage quotas for both end-user as well as student email accounts. Users are responsible for regular deletion of email which is not of use in order to save storage space. Users will be notified via email when they are approaching the end of their storage limit. Once the storage limit is exhausted, one final email will be sent to the user, notifying them to reduce the storage below the sanctioned limit. After exhaustion of the storage limit, users will not receive any further emails until the storage is reduced below the storage limit.

3.8 Scrutiny of emails/Release of logs

3.8.1 Logs comprise the flow of emails but not the content of the emails. Notwithstanding anything in the clauses above, the disclosure of logs/emails to law enforcement agencies and other departments/centers by the ICT SECTION would be done only as per the IT Act, 2000 and other applicable laws.

3.8.2 The ICT SECTION shall neither accept nor act on the request from any other department/cell/section, save as provided in this clause, for scrutiny of e-mails or release of logs.

3.9 Security Incident Management Process

3.9.1 A security incident is defined as any adverse event that can impact the availability, integrity, confidentiality and authority of university data. Security incidents can be due to factors like malware, phishing, loss of a device, compromise of an e-mail id etc.

3.9.2 It shall be within the right of the ICT SECTION to deactivate or remove any feature of the e-mail service if it is deemed as a threat and can lead to a compromise of the service.

3.9.3 Any security incident, noticed or identified by a user, must immediately be brought to the notice of the Indian Computer Emergency Response Team (ICERT) and the ICT SECTION

3.10 Deactivation

3.10.1 In case of threat to the security of the University service, the e-mail id being used to impact the service may be suspended or deactivated immediately by the ICT SECTION.

3.10.2 Subsequent to deactivation, the concerned user and the competent authority of that respective Department/Cell/Section shall be informed.

3.10.3 The email ids of research scholars shall be kept active for a period of 01 years after their submission of Ph.D.

3.10.4 The email ids of regular teachers who leave the university shall be kept active for 01 years.

3.10.5 Activating/deactivating an email id of a teacher/student/officer/staff on request shall be decided upon request by the competent authority beyond one year.

3.10.6 The competent authority may deactivate an email id if it is deemed to be fit to do so.

3.10.7 Any misuse of email id by a former employee/student shall be immediately deactivated and it shall not be liable to be reactivated in any case.

3.10.8 The employee will be given up to one month for taking backup of the email account. After this time period no such queries for taking backup will be entertained. Also, in the LIEN/Deputation period of the employee the email account will be active and after confirmation of the employee to another department the same will be deactivated. Any requests for the extension of email account activation will be entertained with the approval of the Competent Authority.

3.10.9 In case of termination/dismissal/suspension of services/ during enquiries (or in any special circumstances) of any employee, the email account will be suspended upon receipt of written instruction/intimation from the establishment section/Competent Authority to do so. In such a case/period, the backup/access to email won't be given to such employees until the instructions are received from the establishment Section/competent authorities to do so.

3.11 Exemption

Departments/centers operating Intranet mail servers with air-gap are exempted from this policy.

3.12 Audit of E-mail Services

The security audit of G-Suite email services and other departments maintaining their own mail server may be conducted periodically by committee/professional as approved by the Competent Authority.

3.13 E-mail account and resultant record

All the E-mail ids provided to the individual members of academic and administrative community, including the E-mail ids provided to different Branches, Sections and Research Centres are supposed to transact the official business through these email ids.

3.14 Review

Future changes in this Email Policy, as deemed necessary, shall be made by ICT SECTION with the recommendation of the ICT Committee or specially constituted committee and approval of the Competent Authority. The above laid down email policy particularly 3.1 to 3.11 are broadly applicable even to the email services that are provided by other sources such as gmail.com, rediffmail.com, Hotmail.com, Yahoo.com etc., as long as they are being used from the university's campus network, or by using the resources provided by the university to the individual for official use even from outside.

4 Network/Server Usage

4.1 Responsibility of Individual/Stakeholders

Individuals must not

i. Use the internet or email for the purposes of harassment or abuse.

ii. Use profanity, obscenities, or derogatory remarks in communications.

iii. Access, download, send or receive any data (including images), which (CUH) considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.

iv. Use the internet or email to gamble.

v. Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.

vi. Place any information on the Internet that relates to (CUH), alter any information about it, or express any opinion about (CUH), unless they are specifically authorized to do this.

vii. Send unprotected sensitive or confidential information externally.

viii. Make official commitments through the internet or email on behalf of (CUH) unless authorized to do so.

ix. In any way infringe any copyright, database rights, trademarks or other intellectual property.

x. Care must be taken to not leave confidential material on printers or photocopiers. · Violate the IT ACT of GOI provided from time to time.

4.2 Desktop/PC/Laptop etc. Users

The Guidelines are meant for all members of CUH Network User Community and users of University Network. Due to the increase in hacker activity, University ICT Policy has put together recommendations to strengthen system security. The following recommendations include:

i. All desktop computers should have the latest version of antivirus such as inbuilt OS defender/Scanner.

ii. When a desktop computer is installed, all operating system updates should be applied.

iii. All Windows desktops should have an administrator account that is not used as the regular login account.

iv. The password should be difficult to break. Suggested to mix upper case, lower case, or other characters not easily found in a dictionary, and make sure they are at least eight characters long. Also suggested to change the password on regular interval time. Don't open email or attachments from unknown sources.

v. The guest account should be disabled.

vi. Disconnect from the Internet when not in use.

vii. When the hard disk of the PC is formatted, the OS and all the application software should be installed from the original CDs of the software. Only the data or

document files should be copied from the old hard disk and care should be taken to see that no virus residing in the old hard disk gets into the newly formatted and installed hard disk.

viii. ICT Section recommends a regular backup strategy. Backing up data on a regular basis (daily and/or weekly) will lessen the damage caused by the loss of a machine. Departments should arrange/purchase data storage devices as part of the requirement from the department. If the user feels he/she can store data on Cloud etc.

ix. Do not allow anyone else to use their user ID and password on any (CUH) IT system

x. Do not leave their user accounts logged in at an unattended and unlocked computer.

xi. Not to Use someone else's user ID and password to access (CUH's) IT systems. Do not leave the password unprotected (for example writing it down).

xii. Documents that are no longer required to be shared will be removed from the shared folder.

xiii. All shared folders should be password protected.

xiv. Remote Login should be disabled and only in special cases it would be permitted with permission of ICT SECTION (Incharge).

xv. End user will be solely responsible for use/installation of any unauthorized/restricted software.

4.3 Data Backup, Security, and Disclaimer

ICT SECTION will not be liable for the loss or corruption of data on the individual user's computer as a result of the use and/or misuse of his/her computing resources (hardware or software) by the user or from any damage that may result from the advice or actions of an ICT SECTION staff member in the process of helping the user in resolving their network/computer related problems.

Users may note that the University's Network Security System may maintain a history of infractions, for each user account. In case of any termination of User Account, this history of violations will be considered in determining what action to pursue. If warranted, serious violations of this policy will be brought before the appropriate University authorities.

4.4 Wi-Fi implementation and usage

4.4.1. Wi-Fi Access and locations

1. Wi-Fi Access Point: Wi-Fi facilities may be made available at canteen, library, hostels, department/cell/section, laboratories, guest house and officers' residences etc. The decision of ICT SECTION will be final to decide the location of such access points.

2. Wi-Fi Access Points: may be placed temporarily on demand in auditorium and other places, for conference, workshops, symposia and any other important events.

3. In special cases the individual or department may approach the ICT SECTION to get proper secure configuration and registration of the personal/ department's Access Points or routers with proper approval of the concerned head.

4.4.2. Methods for Wi-Fi users Authentication/ Authorization and Activity Logs

1. For respected guests/invitees staying in the campus Wi-Fi access is given on demand by the corresponding hosts. It is password-based access. Passwords are changed periodically by the ICT SECTION.

2. For others, some Wi-Fi can be accessible to all in specific areas like libraries etc. with a per day limit on data on it.

3. Specific Wi-Fi installed in the department, if the Head of Department wants can give username password on request.

4.4.3. Wi-Fi Usage

i. The individual user will be responsible for his/her Wi-Fi usage.

ii. Solicited and ethical usage is expected from the users.

iii. The Internet Access through Wi-Fi is filtered access. Possible phishing, spurious, unsolicited or obscene sites, gaming sites, some shopping/multimedia streaming sites are blocked at firewall level.

iv. There shall be a per day usage quota on Students User class.

v. The users will access the University Resources properly and will not try to harm the resources.

4.4.4. Misuse and actions

a. If a user or his/her device is causing any harm to university resources or other users, then such a user will be warned by THE CONCERNED DEPARTMENT OR ICT SECTION. User's intention and device will be verified and the corresponding Head of the department will be informed accordingly.

b. A virus infected device may create noticeable network traffic or attempt cyber-attacks. Then the user will be notified and his/her access shall be blocked until the infected device is cleaned/ free from viral infection.

4.5 Internet Access

The User of a Net Access ID guarantees that the Net Access ID will not be shared with anyone else. In addition, the Net Access ID will only be used primarily for educational/official purposes. The User guarantees that the Net Access ID will always have a password. Network IDs will only be established for students, staff and faculty who are currently affiliated with the University. Students, staff and faculty who leave the University will have their Net Access ID and associated files deleted. No User will be allowed more than one Net Access ID at a time, with the exception that faculty or officers,

who hold more than one portfolio, are entitled to have Net Access ID related to the functions of that portfolio.

In special cases like workshop/seminar/conferences etc. access could be permitted by prior permission of competent authority.

Limitations on the use of Resources/Data

On behalf of the University, ICT SECTION reserves the right to close the Net Access ID of any user who is deemed to be using inordinately large amounts of storage space or whose actions otherwise limit the use of computing resources for other users.

The data downloaded/live stream like (movie/video/songs/gaming/software etc.) is not allowed.

Ethics and Etiquette

The User will not attempt to override or break the security of the University networks, or machines accessible there from. Services associated with the Net Access ID will not be used for illegal or improper purposes. This includes, but is not limited to, the unlicensed and illegal copying or distribution of software, and the generation of threatening, harassing, abusive, obscene or fraudulent messages.

4.6 Video Surveillance/CCTV Monitoring

i. The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors: Multiplexers; digital recorders; SAN/NAS Storage; Public information signs.

ii. Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.

iii. Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV/IP Camera installation is in use.

iv. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

5 Web Site Hosting Policy

5.1 For Official Pages: Sections and departments may have pages on CUH's official Web page. Official Web pages must conform to the University Web Site Creation Guidelines for Web site hosting.

5.2 For Personal Pages

Apart from Official profile on website, faculty may request to have their personal pages linked to official web site of the university by sending a written request to ICT SECTION giving the details of the hyperlink of the URL that he/she wants to be added in the official website of the university. However, his/her pages must be used for the purpose of

academics and should not violate any university, state, or central government laws. Personal pages should explicitly mention that views expressed by him/her in their pages are exclusively their own and not that of the university.

5.3 Supply of Information by Section, Department for Publishing on/Updating the CUH Web Site

Any Schools or Departments having any updated information should send a hard Copy of such information duly signed by the competent authority/Heads of Section, Department along with a softcopy to be sent to the ICT SECTION.

This policy is applicable even for advertisements/tender notifications published in newspapers, and the events organized by Section, Department. Links to any web pages that have to be created for any specific purpose or event for any individual department or faculty can be provided by the webmaster upon receiving the written requests.

If such web pages have to be directly added into the official web site of the university, necessary content pages have to be provided by the respective department or individual in a format that is exactly compatible with the existing web design/format.

Further, such requests along with the soft copy of the contents should be forwarded to the competent authority, ICT SECTION well in advance (3 days).

5.4 General Information Technology Usage Guideline

a) Prohibited Use

Users must not send, view or download fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

b) Copyrights and Licenses

Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the University's information resources is a violation of this policy.

c) Social Media

Users must respect the purpose of and abide by the terms of use of online media forums, including social networking websites, mailing lists, chat rooms and blogs.

d) Political Use

University information resources must not be used for partisan political activities prohibited by central, state or other applicable laws, and may be used for other political activities only when in compliance with central, state and other laws and in compliance with applicable University policies.

e) Personal Use

University information resources should not be used for activities unrelated to appropriate University functions, except in a purely incidental manner.

f) Commercial Use

University information resources should not be used for commercial purposes, including advertisements, solicitations, promotions or other commercial messages. Any such permitted commercial use should be properly related to university activities, take into account proper cost allocations for government and other overhead determinations, and provide for appropriate reimbursement to the University for taxes and other costs the University may incur by reason of the commercial use.

g) Risks

The University shall emphasize on managing the risks involved for the usage of ICT Resources. This shall include standard procedures for identification, minimization and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.

h) Open-Source Asset

The University shall endeavor towards the promotion and effective usage of open-source software.

i) Password Policy

Passwords are a critical element in maintaining the security of IT assets. All client machines should have a power-on password and login password. Remember password features should not be used.

j) Safeguard your Equipment

Adopt Security measures that protect your equipment against theft, fire and explosives.

k) Protect your Power Supply

Protect your equipment from power failures and electrical anomalies. Make sure that your power supplies will be provided without interruption and comply with the specifications provided by equipment manufacturers. Also consider multiple power feeds.

l) Secure your Cables

Protect your power lines and telecommunication cables from damage. Place power lines and telecommunication cables underground whenever those lines are connected to information processing facilities. Use Conduits to prevent unauthorized interception or damage to cables and lines.

m) Maintain your Equipment

Maintain your equipment to ensure that it functions properly. Follow the equipment manufacturers recommended maintenance specifications. Allow only authorized maintenance people to service your equipment and suggest keeping a record of all preventive and corrective maintenance activities.

6 Purchase/ Procurement Procedures

The policy is to establish the procedure for the purchase of computer hardware, software, networking equipment and allied material.

6.1 Procedure

The purchase of computer hardware, software, networking equipment and allied materials shall be done after the approval from the Central Purchase Committee (CPC) and Departmental Purchase Committee (DPC). A member nominated by ICT SECTION (Incharge) will be part of CPC/DPC for this purpose.

On request, the ICT SECTION shall check the minimum configuration, specifications and warranty of the above said and may suggest accordingly. The purchase procedure shall be as per the university rules/ GFR or any applicable rules.

6.2 Warranty

Procurement of IT/ICT assets should cater for onsite warranty, as far as practicable for extended period. The warranty should cover all items of non-consumable nature including batteries of UPS, laptops and such other portable IT devices. The scope of warranty of Software should also include patches, updates/upgrades and associated changes of application and provision of help desk facility for providing support in structured and time bound manner.

6.3 Condemnation and Disposal of IT equipment

The present disposal and condemnation policy follow the Guidelines vide circular No. 8-11/2012-13/IT-I dated 26/12/2014 of Department of Telecommunications, Ministry of Communications & IT, Government of India and Notification No. F.No.29-6/2018-S&S dated 25/11.2022 issued by Ministry of Education, Department of Education, and Government of India.

Retention of device

As per the office memorandum F.No. 03(20)/2022-E. II(A) Government of India Ministry of Finance Department of Expenditure E.II(A) Branch dated 21st July 2023:

(a) Post completion of four years of usage, the officer shall retain the issued device. Concerned Department shall ensure that the data in the device is completely wiped out (data sanitized) before the device is handed over to the officer for retention.

(b) No new device may be sanctioned to an officer who has already been allotted a device, in a department, up to four years except in case of repair which is declared as 'beyond economical repairs. Book value of the device/amount to be recovered from the employee is as per the Annexure-" A" of the above said letter.

6.3.1. Grounds for Condemnation

The IT equipment can be condemned on following grounds:

a) Equipment outlived its prescribed life and was certified by the IT Committee as unfit for its useful contribution. The prescribed life of various IT equipment in general would be 10 years. [IT IS SAID THAT NEW TECHNOLOGY IS COMING AFTER EVERY 18 MONTHS, DESKTOPS MAY BE REQUIRED TO BE REPLACED AFTER 6 YEARS AND LAPTOPS

AFTER 3 YEARS] Software does not require any Physical Scrapping. The prescribed life of Battery of UPS would be 2 years after the warranty period.

b) Equipment which has become obsolete technology-wise and can't be upgraded and support from vendors, either paid or unpaid, does not exist and their use may result in insecurity threat/ unauthorized access to data.

Beyond economical repair (BER): When repair cost is considered too high (exceeding 50% of residual value equipment taking depreciation into account), and the age of the equipment. Such cases should be dealt on a case-to-case basis and should have concurrence of finance. In case of IT equipment depreciation of 25% per year may be taken for calculation of residual value. A BER certificate to this effect shall be obtained from the OEM or its authorized service center or agency/company providing AMC services to the department.

c) Equipment that has been damaged due to fire or any other unforeseen reason and have been certified as beyond repair by the authorized service agency and agreed upon by the IT.

6.3.2. Disposal

A. Such equipment shall be disposed strictly following the procedure as laid down in Rule196 to 201 of GFR 2005 [General Financial Rules of Government of India available here https://doe.gov.in/order-circular/general-financial-rules-2005] and notification regarding disposal of E-Waste issued by Ministry of Environment, Forests, and Climate Change [available here https://cpcb.nic.in/e-waste/]. Once the equipment has been condemned, it should be removed from office use and kept in the area allocated for scrapped equipment. University will also ensure removal of service and inventory labels from such equipment. AMC, if any, for such equipment/instruments shall be stopped with the effective date of scrapping. Essential data, if any, must be removed after taking proper backup and preserved by the user of the equipment.

B. The ICT Section shall propagate the information [in the form of notice, demonstration, relevant videos etc.] on disposal of E-waste to all users [regarding their personal E-waste] through various departments once in a year as a part of an awareness programme.

6.3.3. Procedure

a) Scrapping proposals will be initiated by the user section/IT, which will be compiled by the IT Advisory Committee for further processing for scrapping.

b) End-user department/section/IT Advisory Committee will prepare "IT equipment condemnation note" in the pro-forma attached as Annexure-I.

c) Department/section/ICT SECTION will constitute a duly approved condemnation committee which will review the condemnation notes and recommend the condemnation of equipment as per approved guidelines. The Committee should have at least one member from the ICT SECTION (for proposals initiated by department/section) and one from the finance wing.

d) All procedures and rules of the government on maintenance of records for condemnation of non-consumable items will be adhered to in these cases.

e) The condemnation report so prepared shall be put up for approval. The condemnation will be done only after recommendation of the IT committee and approval is obtained from competent authority.

6.3.4. Applicability

These guidelines as per the OM mentioned above will be applicable to all IT equipment installed in CUH.

Note:

i) Consumable items related to IT like used printer cartridges etc. are not included in the scope of scrapping on account of the fact of its nature as consumable.

ii) IT items like pen drives/floppies, Mouse/keyboard/Webcam, which are petty valued and are not capitalized, are not qualified for the detailed scrapping procedure.

7 Role and Responsibilities

7.1 Responsibilities of ICT SECTION

A. **Campus Network Backbone Operations**

a. The campus network backbone and its active components are administered, maintained and controlled by ICT SECTION.

b. ICT SECTION operates the campus network backbone such that service levels are maintained as required by the University Sections and departments served by the campus network backbone within the constraints of operational best practices.

B. **Physical Demarcation of Campus Buildings' Network**

a. Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of ICT SECTION.

b. Physical demarcation of newly constructed buildings to the "backbone" is the responsibility of ICT SECTION. It essentially means exactly at which location the fiber optic-based backbone terminates in the buildings will be decided by the ICT SECTION. The manner in which the building is to be connected to the campus network backbone (whether the type of connectivity should be of fiber optic, wireless or any other media) is also the responsibility of ICT SECTION.

c. ICT SECTION will consult with the client(s) to ensure that end-user requirements are being met while protecting the integrity of the campus network backbone.

d. It is not the policy of the University to actively monitor Internet activity on the network, it is sometimes necessary to examine such activity when a problem has occurred or when optimizing traffic on the University's Internet links.

C. **Network Expansion**

Major network expansion is also the responsibility of ICT SECTION. Every 3 to 5 years, ICT SECTION reviews the existing networking facilities, and needs for possible expansion.

Network expansion will be carried out by ICT SECTION when the university makes the necessary funds available. As IT is the essential component for everyday life of university, funds shall be radially available.

D. **Wireless Local Area Networks**

Where access through Fiber Optic/UTP cables is not feasible, in such locations ICT SECTION considers providing network connection through wireless connectivity.

E. **Providing Net Access IDs and email Accounts**

ICT SECTION provides Net Access IDs and email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the university upon receiving the requests from the individuals.

F. **Network Operation**

ICT SECTION is responsible for the operation of a centralized Network Operation. The campus network and Internet facilities are available 24/7 a week. All network failures and excess utilization are reported to the ICT SECTION technical staff for problem resolution.

G. **Network Policy and Technology Standards Implementation**

ICT SECTION is authorized to take whatever reasonable steps are necessary to ensure compliance with this, and other network related policies that are designed to protect the integrity and security of the campus network backbone.

H. **Receiving Complaints**

ICT SECTION may receive complaints from the users if any of the users is not able to access the network due to a network related problem at the user end. Such complaints may be generally through phone call/Mail/Complain Register to ICT SECTION. The designated person in ICT SECTION receives complaints from the users and coordinates with the user/service engineers or with the internal technical team to resolve the problem within a reasonable time limit. ICT SECTION will be responsible only for solving the network related problems or services related to the network. ICT SECTION may also receive suggestions for the smooth and timely delivery of services.

I. **Disconnect Authorization**

ICT SECTION will disconnect any section or department for routine maintenance for networking and its related issues. ICT SECTION will be constrained to *disconnect any Section, department system from the campus network backbone* whose traffic violates practices set forth in this policy or any network related policy. If a Section ordepartment is disconnected, ICT SECTION shall inform the concerned and shall provide the conditions that must be met to be reconnected.

J. **Enforcement**

ICT SECTION periodically scans the University network for provisions set forth in the Network Use Policy. Failure to comply may result in discontinuance of service to the individual who is responsible for violation of ICT Policy and guidelines. Such disconnection shall be informed to the concerned individual and shall also be informed on conditions for

reconnection. In case of disconnection or major fault the ICT Section shall inform the departments through mail or bulk messages regarding disconnection and reconnection.

K. The ICT SECTION (In charge) will be responsible for allocation of roles to the personnel under ICT SECTION for better functioning of IT related issues in CUH.

L. Where feasible, ICT SECTION Head is to enforce these policies by System Configuration.

M. Backing up Critical data and application residing on Servers while ensuring safe custody and accounting of media used for it.

N. All the computers that were purchased by the university centrally shall be handed over to the ICT SECTION. ICT SECTION will then receive the requisition and distribute, and ICT SECTION will also attend the complaints related to any maintenance related problems.

7.2 Responsibilities of Department or Sections

A. Any Centre, department, or Section or other entity can connect to the University network using a legitimate user account (Net Access ID) for the purposes of verification of affiliation with the university. The user account will be provided by ICT SECTION, upon filling up the prescribed application form and submitting it to ICT SECTION.

B. Each Section or department should identify at least one person as a Point of Contact and communicate it to ICT SECTION so that ICT SECTION can communicate with them directly in case of any network/system related problem at its end.

C. For any defective data storage device/IT assets like hard drive, pen drive etc. are to be physically destroyed before dumping or throwing.

7.3 Responsibilities of the Administration

ICT SECTION needs latest information from the different Administrative Units of the University for providing network and other IT facilities to the new members of the university and for withdrawal of these facilities from those who are leaving the university, and also for keeping the CUH web site up-to-date in respect of its contents.

The information that is required could be broadly of the following nature:

- Information about New Appointments/Promotions.
- Information about Superannuation / Termination of Services, or about someone who is no more a part of university due to any other reason
- Information of New Enrolments.
- Information on Expiry of Studentship/Removal of Names from the Rolls.
- Any action by the university authorities that makes individuals ineligible for using the university's network facilities.
- Information on Important Events/Developments/Achievements.

Hard copy of the information that is supplied by the concerned administrative unit duly signed by competent authority along with its soft copy should be sent to ICT SECTION.

8 Policy Monitoring

8.1 Policy Dissemination

a. Orientation programs for new recruits shall include a session on this policy.

b. For implementation of this policy, the ICT Section shall be competent to suggest modifications in rules and the University will amend necessary rules as suggested by ICT Section or otherwise from time to time.

8.2 Violation of Policy

Any violation of the basic objectives and areas mentioned under the ICT Policy of the University shall be considered as a violation and as a misconduct and gross misconduct under University Rules. Access Control Policy: Without permission mobile phones or any gadgets or electronic photography devices are not allowed in restricted or prohibited areas or in confidential documents rooms. Users are encouraged to be vigilant and to report any suspected violation of this policy immediately to the concerned office.

8.3 Review and Monitoring of Policy

The Policy document needs to be reviewed at least once in two years and updated if required, so as to meet the pace of the advancements in the IT related development in the industry.

Review of this policy document shall be done by a committee chaired by the Vice Chancellor or his Nominee of the University and all the members of the IT Committee. The University reserves all rights to relax the terms of this policy, further when required review of this policy document shall be done by committee.

8.4 Change Management

ICT Policy necessarily evolves with changes in IT infrastructure and threat scenario. Once promulgated, further changes in ICT Policy would be reflected as additions/deletions to this document. Anything that is not covered in this policy will be decided by the Vice Chancellor. The Vice Chancellor has authority to interpret this policy and any decision taken by the Vice Chancellor will be final and binding on everyone.

8.5 Others

8.5.1 The ICT Policy of the CUH respects the right to privacy of every individual concerned.

8.5.2 The ICT Section will have the mandate to spread awareness regarding cyber fraud, password protection etc.

8.5.3 The vacancies in the ICT Section shall be reviewed and filled on priority basis.

8.5.4 As NEP2020 has special focus on Indian languages, ICT Section shall take necessary steps to help all concerned departments to implement it subject to the resources available.

References:

6.3.4.1. Govt. of India Email Policy
6.3.4.2. ICT Policy of the Central University of Jharkhad
6.3.4.3. ICT Policy of the Central University of Rajasthan

9.0 Annexures:

1. Condemnation Note
2. Email Registration Form

Note: Notwithstanding what is contained in the policy, the decision of the Vice Chancellor will be final.

Annexure - I

Proforma for Preparation of Information for condemnation of IT Equipment

(To be filled by user)

Part - A

Name of user:.....
Designation: .....
Section: .....
Room no: /Name.....

Sl. No.*	Name of the Item	Make & Model	OEM Sr. No. of Item	Sr. No. of CUH Inventory	Stock Register Entry Details	Reason for condemnation
1						
2						
3						
4						

*Fitness Certificate issued by the ICT needs to be attached

(Signature of Concern user) (Recommendation of Concerned Head/Dean)

Part - B

(To be filled by Purchase Section)

Sl. No. *	Name of the Item with OEM Serial no.	Date of purchase	Purchase Cost (Incl. Of all Taxes)	Stock Register Details	Sr. No. of CUH Inventory
1					
2					
3					
4					

*Fitness Certificate issued by the ICT needs to be attached

(LDC/UDC Purchase Section) (Recommendation of AR/DR)

Part - C

(To be filled by Condemnation Committee)

Sl. No.	Name of the Item	Reason for scrapping	Residual Value	Any other Information/Remarks
1				
2				
3				
4				

(Signature of Condemnation Committee Members)

(60)

हरियाणा केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

(संसद के अधिनियम संख्या-25 (2009) के तहत स्थापित, नैक से 'ए' ग्रेड प्राप्त)
(Established vide Act No. 25 (2009) of Parliament, Accredited 'A' Grade by NAAC)

जिला महेंद्रगढ़, हरियाणा - 123031
District Mahendergarh, Haryana - 123031

ईमेल पंजीकरण प्रपत्र
Email Registration Form

सत्यापित फोटो
Attested Photograph

1. नाम/Name: .....

2. विभाग/कार्यालय / Department/Office: .....

3. पदनाम/डिग्री / Designation/Degree: .....

4. कर्मचारी आईडी/छात्र पंजीकरण सं./Employee ID/Student Registration No: .....

5. श्रेणी(संकाय-सदस्य/प्रशासनिक स्टाफ/शोध छात्र)/Category (Faculty Member/Administrative staff/Research Student): .....

6. तक वैध/Valid Upto: .....

7. संचार हेतु पता/Address for Communication: .....

.....

8. संपर्क नं./Contact No.: .....

9. निजी ई-मेल आईडी/Private e-mail ID: .....

वचन / Undertaking

मैं समझता हूँ कि ईमेल सुविधा केवल शैक्षिक/कार्यालयी कार्य के लिए प्रयुक्त की जानी चाहिए। मैं वचन देता हूँ कि मैं इस सुविधा का प्रयोग केवल शैक्षिक/कार्यालयी कार्य के लिए करूँगा और कि मैं ईमेल भेजने/प्राप्त करने के लिए किसी बाहरी व्यक्ति को अपना अकाउंट प्रयोग करने की अनुमति नहीं दूंगा।

I understand that the email facility is to be used for academic/official work only. I undertake that I will use this facility only for academic/official work and that I will not allow any outsider to use my account for sending/receiving e-mail.

दिनांक/Date

आवेदक के हस्ताक्षर/Signature of the Applicant

विभाग/कार्यालय प्रमुख की संस्तुतियाँ / Recommendation of the Head of the Department/Office

मैं संस्तुत करता हूँ कि डॉ./श्री/सुश्री ..... को ईमेल सुविधा दी जा सकती है।
I recommended that email facility may be given to Dr./Mr./Ms.....

दिनांक/Date

विभाग प्रमुख के हस्ताक्षर सील सहित/Signature of the Head with Official Seal

केवल कार्यालय(कंप्यूटर केंद्र) के प्रयोग हेतु/For Office (Computer Centre) Use Only

डॉ./श्री/सुश्री..... हेतु कंप्यूटर सुविधाएँ/अकाउंट खोला जाए।
Computing Facilities/Account of Dr./Mr./Ms. ..... may be opened.

ईमेल-आईडी/Email - ID: .....
पासवर्ड/Password: .....
दिनांक/Date: .....

STA / System Analyst

Central University of Haryana

Sub: Proforma for undertaking institute email account

As of now we have not incorporate any undertaking regarding the institute domain email account, so a performa- is proposed for your consideration sir

I _____ S/o Shri _____ Scholar No. /Employee id:_____ undertakes that_____ (institute email) is allotted to me in the domain cuh.ac.in. I will immediately change allotted email password and will be responsible to maintain the privacy and integrity of my allotted email. I will never use official email id allotted to me in case I quit this organization and inform at ict@cuh.ac.in

Further I will act upon the following email usage policy rules.

- I will use my institute email only for official communication.
- I will never respond to an unexpected email or web site that asks my personal information or account login details.
- I will never click on suspicious email link and message through my email account.
- I will delete old/unused emails regularly from my email account for better utilization of web space .I will never be involved in any spam activities through my institute email. I will not indulge in unlawful activities through my institute email.

Signature

Name _____

Permanent Address _____

_____

Mobile No. _____

Present Email id _____

(Out of CUH Domain)

Signature of STA/System Analyst

Registrar

CCTV SURVEILLANCE POLICY



हरियाणा केंद्रीय विश्वविद्यालय

Central University of Haryana

(A Central University established by an act of Parliament of India in 2009)

CCTV SURVEILLANCE POLICY:

"CCTV" means closed circuit television which is a reference to camera surveillance systems that capture images of individuals or information relating to individuals. This policy sets out a framework for the application of closed-circuit television (CCTV) surveillance systems at CUH. It applies to all stakeholders, employees of CUH, and the general public who may enter CUH campus.

SCOPE:

1. This policy explains and regulates the purpose, use, and management of the CCTV system placed in and around Central University of Haryana (hereinafter, "CUH").
2. The purpose of placing the surveillance system by CUH is to investigate incidents, including suspected illegal activity that may compromise the health, safety, security and welfare of persons who enter University premises.
3. The CCTV system has been installed by CUH with the sole purpose of complying with the law and in accordance with the conditions laid down in this policy. The use of the CCTV system shall be in strict adherence with this policy and is applicable to every data subject.
4. This policy shall be notified to incoming or prospective students, staff, etc. along with the prospectus of CUH.
5. Nothing in this policy shall prevent CUH from complying with duly authorized directives of the Centre and State agencies.
6. No CCTV or any similar system shall be installed within the CUH Campus unless their installation is in accordance with this policy.
7. The usage of footage under this policy is to be governed by principles of notice, consent, proportionality, and legitimate purpose.
8. In cases wherein the definition of a term is ambiguous, vague or in dispute, the definitions under Information Technology Act, 2000 and its corresponding regulations shall apply.

OBJECTIVES:

1. Maintain discipline in the University.
2. Increase personal safety of staff, students and visitors.
3. Protect CUH property.
4. Assist CUH to investigate student and/or staff incidents.
5. Assist to manage CUH particularly in health, safety and security sensitive areas.

NOTICE/SIGNAGE:

1. There shall be a public notice board/signage at the entry and exit points of CUH indicating that a CCTV system is being used on the CUH Campus.

CAMERA COVERAGE:

1. The system may comprise, but not limited to, a range of: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors; servers: Storage; network infrastructure and public information signs.
2. Cameras will be located at various places on the campus, and may be relocated from time to time. CCTV may cover (but is not limited to):
   - 2. 1 Roads/Parking spaces/Residential area/Library spaces.
   - 2. 2 Hostels/Corridors/Hallways/University Branches/Departments.
   - 2. 3 Areas where cash and critical information are stored or handled.
   - 2. 4 Areas where staff interact with students and/or the public
   - 2. 5 Areas with high-risk equipment, chemicals e.g. kitchens, labs, trade training areas
3. No camera will be hidden from view.
4. Signage advising of CCTV equipment will be installed at entry points to the campus.
5. Any staff or student incidents or misconduct detected by CCTV will be handled in accordance with CUH Policies and Procedures.
6. The placement of any and all CCTV equipment will not unreasonably intrude on the privacy of individuals.
   - **6. 1** For example CCTV will not be used in areas such as bathrooms or changing areas, in Staff rooms.
   - **6. 2** CCTV footage will only be viewed by authorized personnel who have first sought permission of the Vice Chancellor/Registrar.
   - **6. 3** Footage will be viewed in accordance with the purpose of the cameras as detailed in this policy.
   - **6. 4** Authorized persons (mentioned in this policy) may view real time and recorded data that cover areas that they manage, but cannot record or give access to other persons without permission of the Vice-Chancellor/Registrar.
7. Authorized persons (mentioned in this policy) must apply in writing giving reason(s) why they require real time and recorded data.
8. Any or all cameras will operate 24*7.

CCTV ACCESS, STORAGE AND USE:

1. No access, long term storage of a portion of the footage or copy of the footage can be provided to anyone without the approval of the Competent Authority.
2. CCTV footage is stored on a secure (Storage System) hard drive or similar storage device.
3. CCTV footage will record on the (Storage System) hard drive for **fifteen to thirty** days (based on number of cameras and resolution of the footage stored on NVR) before being overwritten in a continuous recording cycle. Where an incident or suspected incident has been identified, and with the approval of the Incharge ICT, a portion of the footage is to be retained for that incident.

4. Any written request in writing by an individual for a copy of the footage identifying them personally will be referred to the Registrar through CSO. An application form is attached for use by staff and students.

5. The CCTV administrator will allow access only of relevant CCTV footage to:

5.1. Authorized personnel of CUH who have requested footage in terms of this policy.

5.2. Law enforcement agency (Police) on written request only.

5.3. Individuals who have formally requested information pertaining to themselves and approved by competent authority.

5.4. When a request for access to the CCTV has been received and if the footage can be located, CUH will take measures to ensure the relevant footage is saved.

5.5. The data related to students in any of the cases to be supplied is to be decided by the discipline committee depending on the nature/gravity of the incident.

5.6. The storage device to be provided by the individual if it is required in case of an individual.

CCTV CAMERA MONITORING:

1. Will be looked / Supervised by CCTV administrator/ CCTV Operators or the person assigned by the Competent Authority.
2. Effective working of CCTV Cameras will be the responsibility of Incharge/Operator CCTV. He/She will report every malfunctioning CCTV camera and recording to the Incharge ICT without any delay.

MISUSE AND ABUSE:

1. Installing, placing or introducing any computer virus, computer contaminant, exploit, keylogger, malware, spyware, trojan, virus, vulnerability or rootkit into the CCTV system.

2. Aiding and/or abetting and/or facilitating and/or incentivizing and/or assisting any other person to employ any means, which includes but is not limited to actions which results in or causes to result in installing, placing or introducing any computer virus, computer contaminant, exploit, keylogger, malware, spyware, trojan, virus, vulnerability or rootkit into the CCTV system.
3. The following acts shall specifically constitute "abuse" and shall be deemed a violation of this Policy:
   a. The leaking of the Concerned CCTV Footage to any non-party to the ongoing disciplinary proceedings; or
   b. Using the Concerned CCTV Footage that has been released for a particular disciplinary purpose to institute a subsequent complaint against the same or another student or for any other purpose whatsoever; or
   c. Any tampering or unsolicited destruction of footage or the CCTV system; or
   d. Usage of CCTV system by any authorized person that is for any purpose not in consonance with the provisions of this Policy.

PENALTIES:

1. In the event of any Misuse by any authorized or unauthorized person, the authorization of the offender shall immediately be revoked, and he/she shall be disqualified from the rights of using the CCTV access and/or disciplinary action directed by the Competent Authority.
2. In the event of any Abuse by any authorized or unauthorized person, the authorization of the offender shall immediately be revoked, and he/she shall be disqualified from the rights of using the CCTV access and/or disciplinary action directed by the Competent Authority.
3. In the event of any vandalism of the CCTV, a fine equivalent to five times the damage caused to the CCTV shall be imposed on the offender which shall be payable within a period of 30 days.

SECURITY:

1. CUH shall undertake all reasonable practices to ensure that the CCTV system is secure, and shall follow reasonable and necessary data security measures at all points of time.
2. The data accessed by any disciplinary committees shall be used only for the purpose for which the footage has been requested.
3. No data collected from the CCTV installations shall be stored by CUH beyond thirty days.

a. Provided, any footage which has been retained by CUH beyond thirty days shall be allowed for purposes specified in the Policy. Such footage shall be deleted once the relevant use of that footage is completed.

5. CUH may allow the CCTV Audit Agency (Either Government or approved/empaneled by Govt.) to security audit of the CCTV system every three years and ensure that the reasonable and necessary data security measures are being followed.

AUTHORISED PERSONS:

CCTV ADMINISTRATOR	Full system access to all CCTV camera features and programming	Registrar
CCTV OPERATOR	Selected system access for all CCTV cameras on their site including some programming ability, live view, playback and export	CSO/HOD/Section Incharge/ICT Section
CCTV VIEW ONLY	Live view, playback (no export)	As assigned by the Registrar

RESPONSIBILITIES:

Registrar:

- Have overall responsibility for the implementation of this policy.
- Work with University administration and authorized personnel for the administration and implementation of this policy.
- Redresses the grievances/complaints received in relation to CCTV and suggests enhancements or modifications for the betterment of CCTV Cameras.

The CCTV Operator:

- The CCTV Incharge/CCTV Operator shall ensure the smooth working and functioning of the CCTV cameras installed in their premises; report any malfunctioning of the CCTV cameras to Incharge ICT and to get the problem fixed in stipulated time; report any illegal activity; frequently update/crosscheck date and time of all the cameras; maintain a register for daily reports and complaints.

AMENDMENT:

Any amendment to this Policy shall be made only after its review by a duly constituted Committee or as per the directions of the Competent Authority.

COMPLAINTS

1. Any complaints concerning the maintenance and other issues of the CCTV system will be received at cctv@cuh.ac.in in accordance with CUH formal complaints process.
2. Any request for viewing and obtaining CCTV footage should be sent to the Chief Security officer in prescribed application form only.

Note: Notwithstanding what is contained in the policy, the decision of the Vice Chancellor on any matter pertaining this policy will be final

APPLICATION FORM

(For CCTV Footage Viewing Only)

Name of person making the request:	
Address:	
Contact Number:	
Email Address:	
Details of image/Footage to be viewed:	
Date/Estimated time:	
Location:	
Reason for request:	
Photocopy of Identity Card/Aadhar Card etc.	

NOTE: I acknowledge that the footage provided/Viewed will only be used within the terms and purposes of the Camera Surveillance Policy and will not be published on the internet or given to newspapers or any other social media.

Signed:
Date:

Signature of Applicant

HOD/Incharge

Chief Security Officer

Registrar

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APPLICATION FORM

(For taking a copy of CCTV Footage)

Name of person making the request:	
Address:	
Contact Number:	
Email Address:	
Details of image/Footage to be viewed:	
Date/Estimated time:	
Location:	
Reason for request:	
Photocopy of Identity Card/Aadhar Card etc.	

NOTE: I acknowledge that the footage provided/Viewed will only be used within the terms and purposes of the Camera Surveillance Policy and will not be published on the internet or given to newspapers or any other social media.

Signed:
Date:

Signature of Applicant

HOD/Incharge

Chief Security Officer

Registrar

ORDINANCE- XV

PROGRAMMES LEADING TO THE AWARD OF POSTGRADUATE DEGREES/DIPLOMAS

1. PG Programmes of study leading to award of respective Master's Degrees and PG Diploma shall be offered and conducted by the respective Schools/Departments/ Centres established by the University. This Ordinance pertains to Postgraduate programmes (introduced w.e.f. the Academic Session: 2025-26 and thereafter) with provision of NCrF/NHEQF levels, Academic Bank of Credits and 'Multiple Entry and Multiple Exit' options at various stages.

2. Definitions of Key Words:

2.1 **Academic Bank Account**: An individual account with the Academic Bank of Credits opened and operated by a student, to which all academic credits earned by the student from course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of degree/diploma/certificates etc. by an awarding institution.

2.2 **Academic Bank of Credits (ABC):** An academic service mechanism to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning.

2.3 **Academic Year**: Two consecutive (one odd + one even) semesters shall constitute one academic year.

2.4 **Apprenticeship/Internship Embedded Degree Programme: A** programme of study containing minimum 20% of the total credits of the Degree programme assigned to apprenticeship/internship in consonance with *UGC Guidelines for Higher Education Institutions to offer Apprenticeship/Internship Embedded Degree Programme*.

2.5 **Automated Permanent Academic Account Registry (APAAR) ID:** It is a unique and permanent 12-digit ID assigned to every student, offering a comprehensive record of their academic achievements, including degrees, scholarships, awards, and other credits.

2.6 **Choice-Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective, multidisciplinary, skill-based, ability enhancement, vocational education and training, value-added or any other type of courses. It provides a 'cafeteria' approach in which the students can take courses of their choice, learn at their own pace, study additional

courses and acquire more than the minimum required credits, and adopt an inter-disciplinary/ multidisciplinary approach to learning.

2.7 **Course**: Usually referred to as paper, it is a component of a Programme. All courses need not carry the same weightage. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ dissertation/ internship/ apprentice/ practical training/ viva/ seminars/ term-papers/ assignments/ presentations/ self-study work/ clinical component, etc., or a combination of some of these with defined objectives and learning outcomes.

2.8 **Credit**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work, per week. Accordingly, one credit would mean equivalent of 14-15 hours of theory or 28-30 hours of workshop/ lab work. For internship/ field work, the credit weightage for equivalent hours is 50% of that for lectures/tutorials. Weightage and break up of credits will be determined in accordance with NCrF/NHEQF or other relevant guidelines issued by MoE/UGC or regulating bodies from time to time.

2.9 **Credit Point**: It is the product of the grade point and the number of credits for a course.

2.10 **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the credits of all courses in all the semesters. It is expressed up to two decimal places.

2.11 **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

2.12 **Internship/Apprenticeship:** It is the position of a student/trainee who works in an organization in order to gain work experience or satisfy requirements of hands on/ professional training as prescribed in the curriculum.

2.13 **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. It means a letter grade assigned to a student on the basis of evaluation of a course on a ten-point scale.

2.14 **Multiple Entry and Multiple Exit (ME-ME):** NCrF provides the option to students for entry and exit at various levels of qualification on qualifying required number of courses/credits. Additional 10% seats over and above the sanctioned strength may be created to accommodate the request for mobility (entry) of eligible students, or as prescribed by the University from time to time. Preference will be given to those who have got higher CGPA. The University may decide and specify the number of seats for entry in an academic programme at various levels on case to case basis, depending upon the availability of resources.

2.15 **National Credit Framework (NCrF):** It is a comprehensive framework that encompasses school education, higher education, vocational education and training/ skilling and experiential learning based on proficiency/professional levels achieved.

NCrF is the meta framework for creditisation of all types of learning and integrating credits earned from academics, vocational education and training/ skilling and experiential learning including work experience and proficiency/professional levels acquired.

2.16 **NCrF Credit Points**: The credit points earned by the student in a particular year are obtained by multiplying the credits earned with the NCrF level.

2.17 **National Higher Education Qualifications Framework (NHEQF):** This framework is an instrument for the development, classification, and recognition of qualifications along a continuum of levels from 4.5 to 8, where each level is structured based on the defined learning outcomes.

2.18 **NHEQF/NCrF Levels:** These levels represent a series of sequential stages expressed in terms of a range of learning outcomes against which typical qualifications are positioned. For example, NHEQF/NCrF Level-4.5 represents learning outcomes appropriate to the first year (first two semesters) of the undergraduate programme of study, while Level-8 represents learning outcomes appropriate to the doctoral level programme of study.

2.19 **Notional Learning Hours:** According to the NCrF, there shall be 1200 notional hours per year for which a student shall be awarded 40 credits. Accordingly, 30 notional learning hours shall be counted as one credit. Notional learning hours encompass curricular, co-curricular and extra-curricular activities.

2.20 **Programme**: An educational programme leading to the award of a Degree, Diploma or Certificate.

2.21 **Integrated UG-PG Programmes:** Integrated UG-PG Programmes of study as offered by the respective Schools/Departments/ Centres established by the University with multiple entry and multiple exit points/options, with appropriate certifications such as UG Certificate, UG Diploma, 3-Year Bachelor's Degree, 4-Year Bachelor's with Honours/ Honours with Research Degree, PG Diploma, one-year Master's Degree and two-year Master's Degree on fulfilment of credit requirements

2.22 **Postgraduate Programmes:** PG Diploma and Master's degree programmes as offered and conducted by the respective Schools/Departments/ Centres established by the University, with multiple entry and exit points/options, and with appropriate certifications such as PG Diploma, one-year Master's Degree and two-year Master's Degree.

2.23 **Semester:** Each Semester shall consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled ordinarily from July to December and even semester from January to June. The credit-based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching.

2.24 **Semester Grade Point Average (SGPA):** It is a measure of performance of the work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

2.25 **Transcript/ Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA. In addition to course-wise and semester-wise assessment, the mark sheet shall also reflect APAAR ID, Level of the programme and NCrF credit points.

3. Eligibility for Admission:

A candidate may be admitted to the Master's Degree programme if she/he has obtained a Bachelor's degree under 10+2+3/10+2+4 system, recognized by the University, or a degree recognized as its equivalent, provided that such a candidate has attained the minimum eligibility/qualification at the time of admission, as decided by the University from time to time.

The eligibility criteria for admission to various programmes offered by the University shall be decided by the University from time to time.

4. Multiple Entry-Multiple Exit (ME-ME) Options, Credit Requirements and Eligibility:

4.1 ME-ME Options at various Academic levels are illustrated in Table-I

Table-I: Academic Level, Entry and Exit Qualification with Credit Requirements and NHEQF/NCrF Level

Sr.	Academic Level	Entry Qualification	Exit Qualification	Credits required	NHE QF/ NCrF Level
1.	PG Diploma/ 1st year of 2-year PG	Bachelor's Degree (3-year)	PG Diploma	40	6.0
2.	One-year Master's	Bachelor's Degree (honours/ honours with research) or PG Diploma	Master's Degree	40	6.5
3.	Two-year Master's	Bachelor's Degree (after 3 years of UG)	Master's Degree	80 (40+40)	6.5

4.	Two-year Master's (M.E/ M.Tech)	4-year Bachelor's Degree/ Bachelor's (Honours/ Honours with Research)	Master's Degree	80 (40+40)	7.0
5.	Doctoral Degree	i. Master's Degree ii. Bachelor's Degree (Honours with Research)	Ph.D.	Course work and a thesis and/ or published work/ or creative work, as prescribed	8.0

4.2 **Credit Requirements and Eligibility:**

Table-II: Level with Eligibility

Sr.	Level	Eligibility
1	1-year/2-semester PG programme at level 6.5 on the NHEQF/NCrF.	A 4-year bachelor's degree with Honours/ Honours with Research with a minimum of 160 credits
2	2-year/4-semester PG programme at level 6.5 on the NHEQF/NCrF.	A 3-year/6-semester bachelor's degree with a minimum of 120 credits
3	2-year/4-semester PG programme (e.g. M.E., M. Tech. etc.) at level 7 of NHEQF/NCrF.	A 4-year Bachelor's degree (e.g. B.E., B.Tech. etc.) with a minimum of 160 credits
Note: *Students enrolled in UG-PG Integrated Programme shall be eligible for the entry to 1-year or 2-year PG programme depending upon the nature of UG Degree (3-year or 4-year) they have qualified.*		

5. Types of Courses:

Each programme may have various types of courses, namely, Core courses, Elective courses, Multidisciplinary Courses (MDC), Skill Enhancement Courses (SEC), Value-Added Courses (VAC), Summer Internship, Research Project/Minor Project/Dissertation, Massive Open Online Courses (MOOCs), Self-Study Courses, Internship, Apprenticeship, Seminar, community engagement and services, field practice/projects and/ or any other as specified in the curriculum of a programme of

study.

5.1 **Core Courses:**

5.1.1 The core courses are those courses whose knowledge is deemed essential for the students registered for a particular Master's degree programme. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

5.1.2 The core courses shall be mandatory for all the students registered for that PG Diploma or Master's degree programme.

5.1.3 The core courses shall ordinarily be spread over all the semesters of the programme.

5.2 **Elective Courses:** The elective courses can be chosen from a pool of papers. These courses are intended to:

- allow the student to specialize in one or more branches of the broad subject area;
- help the student to acquire knowledge and skills in a related area that may have applications in the broad subject area;
- help the student to bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc.); and
- help the student to pursue an area of interest.
- The student may also choose additional elective courses offered by the University to enable him/her to acquire extra credits from the discipline, or across the discipline.

5.3 **Multidisciplinary/ Generic Elective Courses (courses from other disciplines) (MDC):** These courses are intended to broaden the intellectual experience of the students beyond the core discipline. Students are required to earn required number of credits from the multidisciplinary/ generic elective courses offered by other disciplines, as specified in the curriculum. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

5.4 **Skill Enhancement Courses (SEC):** These courses are aimed at imparting practical skills, hands-on training, soft skills and professional skills to enhance the employability of students. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

5.5 **Value-Added Courses (VAC):** These courses are meant to impart understanding of vital aspects such as Environmental Education, Indian tradition, culture and heritage, digital and technological solutions, health, wellness, Yoga education, sports, and fitness or any other domain of knowledge deemed relevant for the students in addition to their disciplinary knowledge. The students may be required to acquire required number of credits from the Value-Added courses offered by various departments/centres of the

University. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

5.6 **Summer Internship/Apprenticeship:** Under this category, the students undergo internships/ apprenticeships in a firm, industry, or organisation to complete the minimum credit requirements, wherever prescribed. These credits may also be earned by undergoing training in lab with faculty and researchers in their own or other HEIs/ research institutions preferably during the summer term. Community engagement/service, field-based learning/minor project and similar other activities which provide opportunity to the students to engage with practical side of learning may also be undertaken during summer internship.

5.7 **Community Engagement and Service:** The curricular component of 'community engagement and service' will involve activities that would expose students to the socio-economic issues in society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems.

5.8 **Research Project/Dissertation:** A dissertation/ project work may be conducted either under the guidance of a faculty of the department or under an external supervisor as prescribed by the department. The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented. This component may carry minimum 20 credits (along with coursework) during the year; and a year-long dissertation/project work/field work may carry minimum 40 credits.

5.9 **Self-study/Skill-based Courses:**

The self-study courses are optional, not mandatory. Being non-credit courses, the performance of students in these courses shall be indicated either as "satisfactory" or as "unsatisfactory", instead of the Letter Grade and this shall not be counted for the computation of SGPA/CGPA.

***Note*:** A course (Core/Elective/Self-study/Skill-based) may also take the form of a Dissertation, Project work, Practical/ Hands-on training, Field work or Internship/Seminar.

5.10 **Massive Open Online Courses (MOOCs):** The students may opt for the online courses offered through India's Massive Open Online Course (MOOC) platform, viz. Study Web of Active Learning for Young Minds (SWAYAM), SWAYAM Plus or any other online platform approved by UGC/regulatory body from time to time up to an extent as prescribed in the curriculum of an academic programme with the approval of the respective Board of Studies.

The Departments may identify up to 40% of the total courses, being offered in a particular programme in a semester, through the SWAYAM/ SWAYAM Plus or any other online platform approved by UGC/regulatory body from time to time *for adoption in UG/PG programmes in accordance with relevant UGC Guidelines.*

6. Levels of Courses:

The courses shall be defined and coded in terms of learning outcomes, level of difficulty and academic rigor, for which following levels shall be mentioned with the course codes and the nomenclatures of the courses prescribed in the curriculum:

Table-III

Level and Nature of Courses

Sr.	Level	Nature of course
1	0-99	Pre-requisite courses
2	100-199	Foundation or introductory courses
3	200-299	Intermediate-level courses
4	300-399	Higher-level courses
5	400-499	Advanced courses
6	500-599	Courses at first-year Master's degree level for a 2-year Master's degree programme
7	600-699	Courses for second-year of 2-year Master's or 1-year Master's degree programme
8	700 -799 & above	Courses limited to doctoral students

The discipline-specific core and elective courses at postgraduate level (PG Diploma and Master's Degree) shall not be ordinarily below the level of 400, unless specified otherwise in the curriculum.

7. Course Coding:

Each course offered by a school/department is identified by a unique course code indicating school, department, programme no., semester, course no., Core (C)/ Elective (E)/ Multidisciplinary Course (MDC)/ Skill Enhancement Course (SEC)/ Value-added Course (VAC)/ Internship (I)/Research Project/Dissertation (RP), etc., number of credits attached to theory lectures, tutorials, practical and total number of credits for the course and level of course, respectively. For example, the course code for fifth core course at 400 level of the first programme in the second semester in Department of Chemistry under the School of Basic Sciences carrying 4 credits (3 theory lectures and one practical) may be- SBS CHEM 01 02 05 400 C 3014, where '400' defines the level of course. *However, the concerned Board of Studies/School Board may devise a specific course codification pattern for an academic programme with the approval of the Academic Council.*

8. Mobility Options and Credit Transfer through Academic Bank of Credits (ABC):

8.1 Academic Bank of Credits, a national-level facility to promote flexibility of curriculum framework and interdisciplinary or multidisciplinary academic mobility of students across Higher Education Institutions in the country, facilitates students to choose their own learning path to attain a Certificate, Diploma Bachelor's Degree or a Master's Degree, working on the principle of multiple entry-multiple exit as well as any-time, any-where, and any-level learning.

8.2 Each student shall have to register on Academic Bank of Credits (ABC) portal for creation of the unique APAAR ID to avail multiple entry and multiple exit options and mobility across various disciplines and Higher Education Institutes.

8.3 The requirement of credits as well as essential components of study for award of the Postgraduate Degree or Postgraduate Diploma shall be as prescribed by the University.

8.4 The norms in respect to the curriculum content, curriculum transaction, and educational technologies for the courses offered, their timing, continuous evaluation methods, attendance and novel methods of assessment shall be as decided by the University.

8.5 Credits earned and deposited with Academic Bank of Credits (ABC) shall be valid for the purpose of redemption to a degree or diploma or Postgraduate diploma or certificate, for varying duration as specified by the credit awarding and credit accepting Higher Education Institution subject to a maximum duration of seven years, or as revised from time to time.

8.6 Provided that once any credit is redeemed for the award of a degree, diploma or certificate, such credit shall be irrevocably debited from the student's Academic Bank Account, and the credits earned by a student cannot be reused for the award of any other formal academic qualification.

8.7 Students may customize or design their own degrees utilizing courses offered by one or more Higher Education Institutions registered with Academic Bank of Credits.

8.8 Provided that, the student shall be required to earn at least fifty percent of the credits from the Higher Education Institution awarding the degree, diploma or certificate.

8.9 Provided further that, the student shall be required to earn the required number of credits in the core subject area necessary for the award of the degree, diploma or certificate as specified by the university in which the student is enrolled.

8.10 A student shall be eligible for the award of degree, diploma or certificate, whichever applicable, only after fulfillment of the credit requirements, assessment processes, duration and other relevant provisions as laid down by the university.

8.11 A student can take the courses of any other university subject to equivalence of the

core/elective courses and availability of seats, adopting due administrative process and formal consent of the University/Universities through the Equivalence Committee(s).

8.12 Additional 10% seats, over and above the sanctioned strength, may be created to accommodate the request for mobility (entry) of eligible students. Preference will be given to those who have got higher CGPA. The University may decide and specify the number of seats for entry in an academic programme at various levels on case to case basis, depending upon the availability of resources.

8.13 The University may also facilitate easy mobility of students from the member Universities/HEI(s) of the Consortium of Higher Educational Institutions of North India or the Central Universities/Centrally Funded Institutions by making special provision of seats in various programmes of study, as decided from time to time.

8.14 The flexibility and mobility options doesn't entitle a student to be exempted or relaxed from any of the requisites (sessional tests, attendance, assignments, end-semester examinations, programme duration etc.) for the completion of the programme.

8.15 The mobility option should not be interpreted as inter-university migration unless approved by both the Universities

8.16 The mobility across the disciplines is also subject to availability of seats, faculty, infrastructure and number of students (as fixed by the University/department from time to time).

Mobility of Credits earned by the students from GIAN (Global Initiative of Academic Networks) courses/ MOOCs (Massive Open Online Courses)/ SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds)/ Swachh Bharat Internship Programme/ etc. shall be credited in accordance with the provisions made under the respective schemes, as amended from time to time; subject to compatibility of course content & assessment process with the prior approval of the Board of Studies/ School Board of the concerned department.

9. **Credits*:***

A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15-week schedule. 2 hours of laboratory work/field work is generally considered equivalent to 1 hour of lecture.

(i) 1 Credit = 1 Theory/Tutorial period of one-hour duration, or

(ii) In case of practical, 1 Credit = 1 Practical period of two-hour duration

(iii) A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement, or as specified by the Board of Studies.

A core/elective course with practical component may carry up to 6 credits while a core/elective course without practical component may carry up to 5 credits; a self-study course shall normally carry not more than 3 credits. However, a dissertation/ project work/field work may carry minimum 20 credits (along with coursework) during the year; and a year-long dissertation/project work/field work may carry minimum 40 credits.

10. Credit Distribution:

10.1 **Credit Distribution for One-Year PG Programme:**

Table-IV

Sr.	Curricular Components	Course Level	Course Work	Research thesis/ project	Total Credits
1	Coursework only	500	40	-	40
2	Coursework+ Research	500	20	20	40
3	Research Only	-	-	40	40

10.2 **Credit Distribution for Two-Year PG Programme:**

Table-V

<table>
<tr><th colspan="2">Curricular Components</th><th>Course Level</th><th>Course Work</th><th>Research thesis/ project/ patent</th><th>Total Credits</th></tr>
<tr><td colspan="2">PG Diploma/ 1st Year (1st and 2nd Sem)</td><td>400
500</td><td>24
16</td><td>-</td><td>40</td></tr>
<tr><td colspan="6">Students who exit at the end of 1st year shall be awarded a Postgraduate Diploma</td></tr>
<tr><td rowspan="3">2nd Year (3rd & 4th Semester)</td><td>Coursework only</td><td>500</td><td>40</td><td>-</td><td>40</td></tr>
<tr><td>Coursework+ Research</td><td>500</td><td>20</td><td>20</td><td>40</td></tr>
<tr><td>Research Only</td><td>-</td><td>-</td><td>40</td><td>40</td></tr>
</table>

Note: *The department/centre may offer either Coursework or Coursework + Research*

or Research only, or all the three options for one-year/2nd year (3rd and 4th semester) of PG programme, subject to availability of resources.

11. Duration of Programme:

The minimum duration for completion of a one-year Postgraduate Diploma programme shall be two consecutive semesters (one odd and one even semester) and for a two-year Master's degree programme in any discipline, there shall be four consecutive semesters (two odd and two even semesters).

The maximum period for completion of one-year Postgraduate Diploma shall be four semesters and for a two-year Master's degree it will be eight semesters. However, for the students exercising ME-ME options, the relevant ABC/ME-ME clause shall apply.

Provided that a semester or a year may be declared by the Academic Council a zero semester or a zero year for a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a scholarship/fellowship subject to the fulfillment of requirements laid down in this respect by the regulations. Such a zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

12. Minimum Credit Requirements and Exit Options:

12.1 For a one-year Postgraduate programme, the credit requirements for the award of the Postgraduate Diploma or one-year Master's Degree shall be 44 credits (±4 Credits), including a minimum of 8 credits from the elective courses (of which at least 4 credits shall be from Multidisciplinary/elective course(s) offered by another Department).

However, the concerned Board of Studies/School Board may devise a specific credit requirement (not below the minimum credit requirement i.e. 40 credits in a year) for an academic programme with the approval of the Academic Council.

12.2 In case of Library Science, the student shall be awarded Bachelor's of Library and Information Science on successful completion of one-year programme with required number of credits as specified in the curriculum.

12.3 For a two-year Master's Degree programme, the credit requirements for the Master's degree shall be 88 credits (±8 Credits), including a minimum of 16 credits from elective courses (of which at least 8 credits shall be from Multidisciplinary/elective courses offered by other departments.

However, the concerned Board of Studies/School Board may devise a specific credit requirement (not below the minimum credit requirement i.e. 40 credits in a year) for an academic programme with the approval of the Academic Council.

12.4 A student may exit after the successful completion of the first year or two semesters of the two-year Master's Degree programme with fulfillment of minimum requirement of 44 credits ((±4 Credits). Such student shall be eligible to be awarded

with One-year Postgraduate Diploma in the respective discipline.

12.5 A student will be allowed to enter/re-enter only at the odd semester and can only exit after the even semester. The validity of credits earned and deposited with ABC will be to a maximum period of seven years or as specified by the Academic Bank of Credits from time to time.

13. Course Registration:

13.1 The registration for courses shall be the sole responsibility of the student. No student shall be allowed to do a course without registration, and no student shall be entitled to any credits in the course, unless he/she has registered for the course on the SAMARTH Portal or any other registration platform specified by the University within the deadline notified for the purpose by the University.

13.2 Every student shall also register on Academic Bank of Credits (ABC) portal under the guidance of the Student Mentor.

13.3 Every student has to register in each semester (in consultation with his/her Mentor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma/SAMARTH Portal, duly approved by the Head of the Department, within the deadline notified for the purpose by the University.

13.4 Late registration may be permitted by the Head/Incharge of the Department up to a maximum of six weeks after the commencement of the semester, on payment of late registration fee as revised from time to time.

13.5 A student shall register for a minimum of 20 credits and can register for a maximum of 28 credits in a semester (subject to 44 credits (±4 Credits), throughout the duration of the one-year PG Diploma /one-year PG Degree Programme), unless specified otherwise by the University for a programme of study/course.

13.6 A student shall register for a minimum of 20 credits and can register for a maximum of 28 credits in a semester (subject to 88 credits (±8 Credits), throughout the duration of the two-year PG programme), unless specified otherwise by the University for a programme of study/course.

13.7 Withdrawal from a course may be permitted up to two weeks from the date of registration, provided the courses registered after withdrawal of a student have the weightage of a minimum of 20 credits in a semester. Withdrawal from a course may not be allowed for those who had late registration.

13.8 A student may be allowed by the Head/Incharge of the Department to add a course or substitute a course for another course of the same type (elective or self-study/skill-based), for valid reasons with the consent of the Student Mentor not later than two weeks from the date of commencement of the semester.

13.9 If a student registers for more elective courses than the prescribed in the programme, while calculating the Semester/Cumulative Grade Point Average, only the prescribed

number of elective courses for the programme of study shall be included in the descending order of the grades obtained by him/her.

13.10 The elective courses opted and registered by the student either from parent or other department and attempted in the end-semester examination shall have to be qualified. However, a student shall have the option of choosing an elective course from other departments irrespective of the semester in which the course is offered. For example; a student of odd/even Semester can opt an elective course of other department offered in any odd/even semester respectively.

14. Student Mentor:

The Department in which the student gets admitted shall appoint a Mentor for him/her from amongst the members of the faculty concerned. All the faculty members of the department shall function as Student Mentors. The Student Mentor shall advise the student in choosing courses and render all possible support and guidance to him/her.

15. Examination and Continuous Internal Assessment:

The internal assessment work and the End-Semester examination shall have the weightage of 30% and 70%, respectively.

15.1 **Continuous Internal Assessment (CIA)**

15.1.1 Continuous Internal Assessment shall be done on a continual basis, taking into account the student's class performance, completion of assignments and performance at the two compulsory sessional tests to be conducted in a semester.

15.1.2 Continuous Assessment Test- 1 shall be held around the sixth week of the semester for the syllabi covered till then.

15.1.3 Continuous Assessment Test- 2 shall be held around the twelfth week for the syllabi covered between seventh and twelfth week.

15.1.4 Continuous Internal Assessment Test-3, if required, may be held around the fourteenth week for the syllabi covered between seventh and fourteenth week or in lieu of any of the first two tests.

However, the best two scores from the sessional tests shall be counted.

15.1.5 For conducting Internal Assessment, one or more assessment tools, such as written tests, assignments, quizzes, paper presentation, laboratory work, etc., suitable to the course may be employed.

15.1.6 The Internal Assessment for theory shall consist of the following components with marks indicated against each:

(i) Sessional Tests of 10 marks each (Best two shall be counted) : 20 Marks

Note: The 30% weightage for CIA shall be applicable irrespective of the maximum marks assigned to a course.

This criterion shall be made known to the students at the commencement of each semester.

(ii) Assignments/Presentations/Seminars and Class Participation : 5 Marks

(iii) Attendance : 5 marks

Below 75%	Nil
75% to <80%	1 Mark
80 % to <85%	2 Marks
85% to <90%	3 Marks
90% to <95%	4 Marks
95% and above	5 Marks

15.1.7 For practical examination, 70 percent of the marks will be awarded through an end semester practical exam and remaining 30 percent of the marks will consist of Continuous Internal Assessment to be awarded based on regular class performance in practicals by the course coordinator(s). Maximum 05 marks to be awarded for attendance of students (Same as mentioned in case of Continuous Internal Assessment for theory examination).

15.1.8 The seminar paper shall be assessed on the basis of the contents of the paper submitted and its presentation, equally. The assessment will be made by the departmental committee including the concerned teacher/Mentor/supervisor. A Seminar presentation paper will not exceed 4 credits per semester.

15.1.9 The Head/Incharge of the Department may allow a student to repeat one sessional test within the same semester if his/her application in this regard is considered as genuine on valid grounds.

15.1.10 A student is required to secure a minimum of 40% marks ('P' grade) in the Internal Assessment and in the End-Semester examinations in the aggregate. However, he/she shall have to pass the practical examination separately, with a minimum of 'P' grade.

15.2 **End-Semester Examination:**

15.2.1 The End-semester Examinations shall be based on the entire syllabus prescribed for the course and carrying 70% of weightage, shall be conducted by the Examination Branch of the University, in consultation with the Head of the Department.

15.2.2 The Examiners or Board of Examiners shall be appointed for each course by the Board of Studies of the Department concerned.

15.2.3 The distribution of weightage for the valuation of semester/year-long project work/ dissertation shall be:

I.	Periodic Presentations	:	30%
II.	Project Report	:	40%
III.	Viva-Voce	:	30%

Or

as decided by the Board of Studies of the Department concerned.

15.2.4 The hall ticket/admit card shall be issued to the student on the recommendation of the Head of the Department, subject to the following conditions:

(i) Having fulfilled the requirement of attendance as prescribed in the relevant Ordinance, and,

(ii) Submission of a "No dues" certificate in the prescribed form.

16. Letter Grades and Grade Points:

16.1 An absolute grading system shall be adopted to grade the students.

16.2 Under the absolute grading system, marks shall be converted to grades based on pre-determined class intervals.

16.3 In the End-semester theory or practical examinations, the examiner shall award the marks and these marks shall be further converted into Grades/Grade points by the examination branch in accordance with the provisions of the Ordinance.

16.4 Detailed Marks/Grade Card issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

16.5 The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Letter Grade	**Grade Point (SGPA/CGPA)**	**Range of Grade Point (SGPA/CGPA)**	**Marks Obtained (Class Interval in %)**
O (Outstanding)	10	Above 9 to 10	Above 90 and ≤ 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and <90
A (Very Good)	8	Above 7 to 8	Above 70 and < 80
B+ (Good)	7	Above 6 to 7	Above 60 and < 70
B (Above Average)	6	Above 5 to 6	Above 50 and < 60
C (Average)	5	Above 4.5 to 5	Above 45 and < 50
P (Pass)	4	4 to 4.5	40 to 45
F (Fail)	0		< 40
AB (Absent)	0		Absent

Note:

(i) F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination. However, students appearing in their final Semester Examination, may be permitted to appear in the reappear papers of the preceding odd Semesters along with the regular examinations of the

terminal semester.

(ii) The minimum qualifying marks for a course or programme shall be 40% (i.e., 'P' grade), unless specified otherwise

(iii) The students shall have to qualify at the Internal Assessment and the End-Semester examinations in the aggregate, and in the practical examinations, separately.

16.6 The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

CGPA	**Class/ Division**
Above 9	Outstanding
Above 8 to 9	First Class (With Distinction)
6 to 8	First Class
5.5 to <6	High-Second Class
5 to <5.5	Second Class

17. Computation of SGPA and CGPA:

The University shall follow the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

17.1 The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in a particular semester and sum of the number of credits earned of all the courses by a student, i.e.

$$SGPA\ (Si) = \sum(Ci \times Gi)/\sum Ci$$

where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

17.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum(Ci \times Si)/\sum Ci$$

where Si is the SGPA of the ith semester and Ci is the total No. of credits registered and earned in that semester.

17.3 The SGPA and CGPA shall be rounded off to 2 decimal points.

17.4 The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.

17.5 In order to be eligible for the award of the Master's degree of the University, a student must obtain CGPA of 4 at the end of the programme.

17.6 Provided that the student who is otherwise eligible for the award of the Degree/Diploma but has secured a CGPA of less than 4 at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same type in lieu thereof in the extra semesters.

17.7 **Illustration of the Computation of SGPA and CGPA**

17.7.1 **Illustration of Computation of SGPA**

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	3 x 8 = 24
Course II	4	B+	7	4 x 7 = 28
Course III	3	B	6	3 x 6 = 18
Course IV	3	O	10	3 x 10 =30
	Total credits for the semester=13			Total Credit points earned= 100

Thus, SGPA= 100/13= 7.69

17.7.2 **Illustration for Computation of CGPA:**

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA= 8.0

Thus,

$$\text{CGPA} = \frac{((20 \text{ x } 6.9) + (22 \text{ x } 7.8) + (25 \text{ x } 5.6) + (26 \text{ x } 6.0) + (26 \text{ x } 6.3) + (25 \text{ x } 8.0))}{(20 + 22 + 25 + 26 + 26 + 25)}$$

= (969.4/144) =6.73

Note: Formula to calculate percentage from CGPA or SGPA: CGPA or SGPA x 10; and formula to calculate percentage to CGPA or SGPA = Percentage/10

e.g. In case of example mentioned in table 12.2, the equivalent percentage of CGPA = 6.73x10 =67.30.

17.8 **Transcript (Format):** Based on the above, letter grades, grade points, SGPA, and the CGPA, the Transcripts/Detailed Marks Certificates (DMCs)/ Grades shall be issued to the candidates for each semester and a consolidated transcript indicating the performance in all the semesters. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA. In addition to course-wise, semester wise assessment, the mark sheet shall also reflect APAAR ID, Level of the

programme and NCrF credit points.

18. Setting of Question Papers and Evaluation:

18.1. The question papers for the End-Semester theory examination shall be set and evaluation of answer books shall be done by the examiners (Internal and External ordinarily in the ratio of 60:40 from all the courses in a semester) out of the Panel of Examiner recommended by the Board of Studies of the Department concerned on the basis of their expertise/ specialization.

18.2. In case of External Examiner, the question paper setting may be given to Professor/ Associate Professor or Assistant Professor with minimum five years of regular teaching experience at relevant level i.e., UG/PG.

Provided that in case of non-availability of external examiners, the Vice-Chancellor may allow the question paper setting and evaluation to be performed by the Internal examiners so that the conduct of examination and declaration of results is not delayed.

18.3. In case of the practical examination of the courses, the assessment shall be jointly undertaken by the internal and external examiners. The External examiners shall be invited from amongst the panel of examiners proposed/recommended by the Head of the Department/Dean of the School of the concerned Department/School in consultation with the course coordinator(s).

18.4. In case of the Project reports, Thesis and Dissertation, the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) approved by the competent authority.

18.5. The result of the students may be subject to moderation by a Board of Moderators appointed by the University for each programme/course.

18.6. Pattern of Question Papers in End-Semester Examinations:

Unless otherwise specified by the respective Board of Studies, the pattern of Question Papers for End-Semester Examinations shall be as under:

- Question No. 1 shall consist of short answer type questions of specific word length from all the units with internal choice.
- Remaining questions will consist of questions from all the units with internal choice.
- The question paper shall be set in consonance with the defined outcomes and graduate attributes specified in LOCF-based curriculum.

19. Re-appear Examination and Improvement of Grades:

19.1 **Re-appear Examination**: The students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those papers where they couldn't score 'P' grade in the extra semesters provided in Clause 7 on "Duration of

Programme" with the following provisions:

19.1.1 A student securing "F" Grade in a course shall be permitted to repeat/ reappear in the End-Semester Examination of the Course for a maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations.

19.1.2 If a student secures "F" Grade in a Project Work/Project Report/Dissertation/Field Work Report/Training Report etc., he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc. for a maximum of three times (including the first submission).

19.1.3 Such students may avail the chance to re-appear only within the maximum duration of the programme.

19.1.4 Re-appear examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters. However, a student in the final semester is allowed to re-appear in the courses of both odd and even semesters.

19.1.5 A 'Re-appear' examination shall be based on the syllabi of the course in force at the time of initial registration to the course/programme.

19.1.6 A student who has got the migration certificate issued from the university shall not be allowed to re-appear at any examination.

19.1.7 In exceptional circumstances, the University may allow Mercy chance to the students to clear the backlog for which the candidate shall be charged a Fee of Rs. 2000/- per course/paper, as revised from time to time. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Dean of the School of the respective Department/School.

19.1.8 In case of students participating in NSS, NCC, Sports, Cultural, Extension Activities or activities of similar nature, with the prior approval of the Vice Chancellor on the recommendations of the respective Head(s) of the Department, during the duration of the scheduled term-end examinations, special examinations may be conducted. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Dean of the School of the respective Department/School.

19.1.9 The Vice Chancellor/ Controller of Examinations, shall also have right to award grace marks in marginal cases of failure and /or division change. The maximum grace marks could be 1% of the total maximum marks assigned to the semester to the best advantage of the student.

19.2 **Improvement of Grades:** For improvement of grades, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detailed Marks Certificate or the copy of the result sheet and the prescribed fee, as revised from time to time.

19.2.1 A student shall be allowed to improve the division only after qualifying required number of credits as prescribed for the programme.

19.2.2 The student may be allowed to avail only two chances for improvement within the maximum duration of the programme.

19.2.3 Improvement examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters.

19.2.4 Improvement examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

19.2.5 A student shall be allowed to improve his performance/grades in not more than 30% of total courses prescribed in the programme for improvement of division only.

A student improving the Division/grade shall not be considered for Gold Medal/Rank Certificate.

20 Re-evaluation/Re-checking:

20.1 A student may apply for re-evaluation/rechecking of his/her answer scripts within thirty days of the declaration of the result.

20.2 For re-evaluation/re-checking of the answer scripts, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detail Marks/Grade Certificate or the copy of the result sheet and Re-evaluation/Re-checking fee, as notified by the University from time to time. Re-checking shall be conducted at the level of Controller of Examinations.

20.3 **(a)** If, after the first re-evaluation, the difference of the original marks and re-evaluated marks is up to plus or minus 5% of the maximum marks of the paper, there shall be no change in the marks originally scored by the student. However, in view of students' interest, this condition won't apply in case of change of character i.e. 'fail to pass' or change of division.

(b) If after the first re-evaluation, the difference of the original marks and re-evaluated marks is more than 5% and less than 10%, the average of the two scores will be considered as final score and the result shall be revised accordingly. However, if, after re-evaluation, there is change of character to the higher side i.e. 'fail to pass' or change of division, original marks scored after re-evaluation shall be considered.

(c) If after the first re-evaluation, the difference comes to more than plus or minus

10% of the maximum marks of the paper, the answer script shall be re-evaluated by a third examiner.

(d) After the second re-evaluation, the average of the *nearest* two awards/marks shall be taken as final and result shall be revised accordingly.

21 Removal of the Name of a Student from the Programme

The name of a student falling under any one of the following categories shall automatically stand removed from the rolls of the University:

(a) A student who has failed to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.

(b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the degree /diploma.

(c) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Discipline Committee/ Proctorial Board, and

A student who has failed to attend the classes as stipulated under Ordinance-XV (A).

22 Promotion Rules:

(a) A student will be promoted from an odd semester to the next even semester without any restrictions on the minimum number of credits earned. However, for promotion from an even semester to the next odd semester, a student should have earned at least 50% of the credits of the current and all previous semesters taken together. A student failing to earn at least 50% of the credits from the prescribed courses of all present and all previous semesters taken together will be treated as an 'Ex-student' and will be allowed to repeat in the end semester examination of the previous semesters as applicable. However, such student will not be allowed to repeat the internal assessment for the said paper/s of the respective semester/s as the case may be. After passing the said semesters, the student shall be promoted to the next odd semester and shall be treated as a 'Regular' student.

(b) A student shall be declared to have passed the programme of study and award of the degree if he/she has secured the required credits with at least 'P' grade.

23 Pursuance of Two Academic Programmes Simultaneously:

A student may pursue two academic programmes simultaneously in accordance with the UGC "Guidelines for Pursuing Two Academic Programmes Simultaneously", as amended from time to time.

24 Miscellaneous:

a The University shall provide the facility of Academic Bank of Credits and Multiple-Entry and Multiple-Exit in consonance with NCrF, NHEQF, Curriculum Frameworks, ABC and ME-ME guidelines and other relevant guidelines/regulations, as issued and amended by MoE/UGC from time to time.

b For any programme of the University, if a decision of the Academic Council is at variance with the specific provisions of this Ordinance, then the Ordinance shall prevail.

c In addition to the provisions contained in this Ordinance, the Academic programmes governed by a Regulatory Authority shall also comply with essential requirements as prescribed by the respective Regulatory Authority.

d Relevant provisions regarding multiple entry-multiple exit options, academic bank of credits, dual degree programmes etc. shall be applicable in accordance with the University Ordinance(s)/relevant UGC Regulations, as amended from time to time.

Notwithstanding anything stated in this Ordinance and not covered by this Ordinance, or in the event of ambiguity or difference in interpretation, the Vice-Chancellor may take an appropriate decision.

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ORDINANCE-XXIX

PROGRAMMES LEADING TO THE AWARD OF BACHELOR OF TECHNOLOGY (B.TECH) DEGREE

1. Undergraduate programmes of study in Engineering leading to the award of B.Tech Degree in various disciplines shall be offered and conducted by the respective Schools/Departments/ Centres established by the University. This Ordinance pertains to Bachelor of Technology (B.Tech) Degree Programmes (introduced w.e.f. the Academic Session: 2025-26 and thereafter) with provision of NCrF/NHEQF levels, Academic Bank of Credits and 'Multiple Entry and Multiple Exit' options at various stages.

2. Definition of Keywords:

2.1. Academic Bank Account: An individual account with the Academic Bank of Credits opened and operated by a student, to which all academic credits earned by the Student from course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of degree/diploma/certificates etc. by an awarding institution.

2.2. Academic Bank of Credits (ABC): An academic service mechanism to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning.

2.3. Academic Year: Two consecutive (one odd + one even) semesters shall constitute one academic year.

2.4. Apprenticeship/Internship Embedded Degree Programme: A programme of study containing minimum 20% of the total credits of the Degree programme assigned to apprenticeship/internship in consonance with *UGC Guidelines for Higher Education Institutions to offer Apprenticeship/Internship Embedded Degree Programme*.

2.5. Automated Permanent Academic Account Registry (APAAR) ID: It is a unique and permanent 12-digit ID assigned to every student, offering a comprehensive record of their academic achievements, including degrees, scholarships, awards, and other credits.

2.6. Choice-Based Credit System (CBCS): The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective, multidisciplinary, skill-based, ability enhancement, vocational education and training, value-added or any other type of courses. It provides a 'cafeteria' approach in which the students can take courses of their choice, learn at their own pace, study additional

courses and acquire more than the minimum required credits, and adopt an inter-disciplinary/ multidisciplinary approach to learning.

2.7. **Course**: Usually referred to as paper, it is a component of a Programme. All courses need not carry the same weightage. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ dissertation/ internship/ apprenticeship/ practical training/ viva/ seminars/ term-papers/ assignments/ presentations/ self-study work/ clinical component, etc., or a combination of some of these with defined objectives and learning outcomes.

2.8. **Course Learning Outcomes (CLOs):** Course learning outcomes are specific to the learning for a given course of study related to a disciplinary or interdisciplinary/multi-disciplinary area of learning. Some courses of study are highly structured, with a closely laid down progression of compulsory/core courses to be taken at different phases/stages of learning. The NHEQF envisages programmes that would allow learners much more freedom to take a combination of courses of study within the multidisciplinary contexts according to the preferences of the individual student that may be very different from the courses of study pursued by another student of the same programme. Course-level learning outcomes are expected to be aligned with relevant programme learning outcomes. At the course level, each course may well have links to some but not all graduate attributes as these are developed through the totality of student learning experiences across the period/ semesters of their study.

2.9. **Programme Learning Outcomes (PLOs):** The programme learning outcomes are attained by learners through the essential learnings acquired on the completion of selected courses of study within a programme of study. The term 'course' is used to mean the individual courses of study that make up the scheme of study for a programme. The curriculum development agencies are expected to consider the relevant programme learning outcomes when setting the course learning outcomes for the undergraduate certificate/diploma, Bachelor's degree, Bachelor's degree with honours/ honours with research or master's degree programmes.

2.10. **Credit**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work, per week. Accordingly, one credit would mean equivalent of 14-15 hours of theory or 28-30 hours of workshop/ lab work. For internship/ field work, the credit weightage for equivalent hours is 50% of that for lectures/tutorials. Weightage and break up of credits will be determined in accordance with NCrF/NHEQF or other relevant guidelines issued by MoE/UGC/AICTE or regulating bodies from time to time.

2.11. **Credit Point**: It is the product of the grade point and the number of credits for a course.

2.12. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of the total credit points secured by a student in various courses in all semesters and the sum of the credits of all courses in all the semesters. It is expressed up to two decimal places.

2.13. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

2.14. **Graduate Attributes:** The graduate profile/attributes include capabilities that help widen the current knowledge base and skills, gain and apply new knowledge and skills, undertake future studies independently, perform well in a chosen career, and play a constructive role as a responsible citizen in society. The graduate profile/attributes are acquired incrementally and describe a set of competencies that are transferable beyond the study of a particular subject/disciplinary area and programme contexts in which they have been developed. Graduate attributes are fostered through meaningful learning experiences made available through the curriculum and learning experience, the total college/university experience, and a process of critical and reflective thinking.

2.15. **Internship/Apprenticeship:** It is the position of a student/trainee who works in an organization in order to gain work experience or satisfy requirements of hands on/professional training as prescribed in the curriculum.

2.16. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. It means a letter grade assigned to a student on the basis of evaluation of a course on a ten-point scale.

2.17. **NHEQF Level Descriptors:** Each NHEQF Level is structured based on the defined learning outcomes which lead to the expected graduate attributes/profile. The level descriptors reflect the expected outcomes of learning that should be achieved and demonstrated by graduates of a specific programme of study leading to a qualification at a specific NHEQF level. The level descriptors may be incorporated in the curriculum of a programme of study.

2.18. **Recognition of Prior Learning (RPL):** A process that involves the assessment of an individual's relevant prior learning (including through formal, informal, and non-formal learning).

2.19. **Major Discipline:** It is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (minimum 50% of total credits) through the core courses in the major discipline.

2.20. **Minor Discipline:** It helps a student to gain a broader understanding beyond the major discipline. For example, if a student pursuing an Economics major obtains a minimum of 12 credits from a bunch of courses in Statistics, then the student will be awarded B.A. degree in Economics with a Minor in Statistics.

2.21. **Multiple Entry and Multiple Exit (ME-ME):** NCrF provides the option to students for entry and exit at various levels of qualification on qualifying required number of courses/credits. Additional 10% seats, over and above the sanctioned strength, may be created to accommodate the request for mobility (entry) of eligible students, or as prescribed by the University from time to time. Preference will be given to those who have got higher CGPA.

2.22. **National Credit Framework (NCrF):** It is a comprehensive framework that encompasses school education, higher education, vocational education and training/ skilling and experiential learning based on proficiency/professional levels achieved. NCrF is the meta framework for creditisation of all types of learning and integrating of credits earned from academics, vocational education and training/ skilling and experiential learning including work experience and proficiency/professional levels acquired.

2.23. **National Higher Education Qualifications Framework (NHEQF):** This framework is an instrument for the development, classification, and recognition of qualifications along a continuum of levels from 4.5 to 8, where each level is structured based on the defined learning outcomes.

2.24. **NHEQF Levels:** These levels represent a series of sequential stages expressed in terms of a range of learning outcomes against which typical qualifications are positioned. NHEQF Level-4.5 represents learning outcomes appropriate to the first year (first two semesters) of the undergraduate programme of study, while Level-8 represents learning outcomes appropriate to the doctoral level programme of study.

2.25. **NCrF Credit Points**: The NCrF credit points earned by the student in a particular year are obtained by multiplying the credits earned with the NCrF level.

2.26. **Notional Learning Hours:** According to the NCrF, there shall be 1200 notional hours per year for which a student shall be awarded 40 credits. Accordingly, 30 notional learning hours shall be counted as one credit. Notional learning hours encompass curricular, co-curricular and extra-curricular activities.

2.27. **Programme**: An educational programme leading to the award of a Degree, Diploma or Certificate.

2.28. **Undergraduate Programmes:** Undergraduate degree programmes of either 3 or 4-year duration, with multiple entry and exit points/options, with appropriate certifications such as UG Certificate, UG Diploma, 3-year bachelor's degree or 4-year bachelor's degree (honours/ honours with research), offered and conducted by the respective Schools/Departments/ Centres established by the University.

2.29. **Integrated UG-PG Programmes:** Integrated UG-PG Programmes of study as offered by the respective Schools/Departments/ Centres established by the University with multiple entry and multiple exit points/options, with appropriate certifications such as UG

Certificate, UG Diploma, 3-Year Bachelor's Degree, 4-Year Bachelor's with Honours/ Honours with Research Degree, PG Diploma, one-year Master's Degree and two-year Master's Degree on fulfilment of credit requirements

2.30. Postgraduate Programmes: PG Diploma and Master's degree programmes with multiple entry and exit points/options, with appropriate certifications such as PG Diploma, one-year Master's Degree and two-year Master's Degree, offered and conducted by the respective Schools/Departments/ Centres established by the University.

2.31. Semester: Each Semester shall consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled ordinarily from July to December and even semester from January to June. The credit-based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching.

2.32. Semester Grade Point Average (SGPA): It is a measure of performance of the work done in a semester. It is the ratio of total credit points secured by a student registered in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

2.33. Summer Term: A summer term is ordinarily for eight weeks during summer break. Internship/apprenticeship/work-based vocational education and training may be carried out during the summer term, especially by the students who wish to exit after two semesters or four semesters of study.

2.34. Transcript/ Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA. In addition to course-wise and semester-wise assessment, the mark sheet shall also reflect APAAR ID, Level of the programme and NCrF credit points.

3. Eligibility for Admission: A candidate may be admitted to the Undergraduate Programme (B.Tech), if he or she has attained the minimum eligibility/qualification at the time of admission i.e. Senior Secondary Certificate or Higher Secondary (12th Grade) Certificate, or as decided by the University from time to time. The admissions are offered on the basis of the score of JEE-Mains conducted by National Testing Agency and coordinated by Joint Seat Allocation Authority (JOSAA).

The eligibility criteria and selection process for admission to various programmes offered by the University shall be decided by the University from time to time.

Table-I

Multiple Entry-Multiple Exit Options and Eligibility

Sr.	Academic Level	Minimum Entry Qualification	Exit Qualification	Minimum Credits required	NHEQF /NCrF Level
1	UG 1st year	12th pass certificate or equivalent	UG Certificate in Engineering	40+4 (exit SEC)	4.5
2	UG 2nd Year	i. UG Certificate in Engineering# **Or** ii. Successful completion of UG first year with required number of credits	UG Diploma in Engineering	80 (40 per year)+4 (exit SEC)	5.0
3	UG 3rd Year	i. UG Diploma# **Or** ii. Successful completion of UG second year with required number of credits	B.Tech (Vocational)/ B.E. (Vocational)	120 (40 per year)	5.5
4	UG 4th Year	i. B.Tech (Vocational)/ B.E. (Vocational) # **Or** ii. Successful completion of UG third year with required number of credits	B.Tech/B.E.	160 (40 per year)	6.0
5	1st Year PG (Engg.)	B.Tech/B.E.	M.Tech (Vocational)/ M.E. (Vocational)	40	6.5
6	2nd Year PG (Engg)	i. M.Tech (Vocational)/ M.E. (Vocational)	M.Tech/M.E.	80 (40+40)	7.0

		Or ii. Successful completion of PG first year with required number of credits			

#. For lateral entry.

Note:

i. Students opting to exit with UG Certificate or UG Diploma are required to complete minimum 4-credit Skill Enhancement Course (SEC) preferably during the summer vacation of the first year or second year, as applicable, either through online, offline or blended mode. Various departments/centres/schools of the University may offer good number of skill enhancement courses in online/offline or blended mode and may identify relevant courses from SWAYAM/ SWAYAM Plus Portal for the convenience of the students.

ii. The Board of Studies of a department shall prescribe specific exit credit requirements in accordance with AICTE Model Curriculum/guidelines as amended from time to time.

3.1. The student registered for an Undergraduate programme of study may avail multiple Exit options as under:

3.1.1. If a student enrolled in Undergraduate programme exits after successful completion of the courses prescribed in the first year of an Undergraduate programme (B.Tech/B.E.) with required number of credits/grade, he/she shall be awarded a UG Certificate in respective Engineering discipline.

3.1.2. If a student enrolled in Undergraduate programme exits after successful completion of the courses prescribed in the first two years of an Undergraduate programme (B.Tech/B.E.) with required number of credits/grade, he/she shall be awarded UG Diploma in respective Engineering discipline.

3.1.3. If a student enrolled in Undergraduate programme exits after successful completion of the courses prescribed in the first three years of an Undergraduate programme (B.Tech/B.E.) with required number of credits/grade, he/she shall be awarded B.Tech (Vocational)/ B.E. (Vocational) in the respective Engineering discipline.

3.1.4. If a student enrolled in Undergraduate programme exits after successful completion of the courses prescribed in the first four years of an Undergraduate programme (B.Tech/B.E.), with required number of credits/grade, he/she shall be awarded B.Tech or B.E. Degree in respective Engineering discipline.

4. Types of Courses/Activities:

Each programme may have various types of core and elective courses/activities, namely, Basic Science Courses (BSC), Engineering Science Courses (ESC), Humanities and Social Sciences including Management Courses (HSMC), Professional Core Courses (PCC), Professional Elective Courses (PEC), Laboratory Courses (LC), Mandatory Non-Credit Courses- Audit Courses (MNC-AU), Vocational Education and Training (VET), Multidisciplinary Courses (MDC), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value-Added Courses (VAC), Summer Internship (INT), Research Project/Minor Project/Dissertation (PR), Massive Open Online Courses (MOOCs), Self-Study Courses, Internship, Apprenticeship, Seminar, community engagement and services, field practice/projects and/ or any other as specified in the curriculum of a programme of study.

The Board of Studies of the department/centre offering B.Tech/B.E. programme shall prescribe the curriculum in accordance with the AICTE guidelines/ Model Curriculum, as revised from time to time.

4.1. Core Courses:

The core courses are those courses whose knowledge is deemed essential for the students registered for a particular programme of study. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

4.2. Elective Courses: The elective courses can be chosen from a pool of papers. The courses may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provide an extended scope or which enable an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill.

These courses are intended to:

- allow the student to specialize in one or more branches of the broad subject area;
- help the student to acquire knowledge and skills in a related area that may have applications in the broad subject area;
- help the student to bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc.); and
- help the student to pursue an area of interest.
- The student may also choose additional elective courses offered by the University to enable him/her to acquire extra credits from the discipline, or across the discipline.

4.3. **Vocational Education and Training (VET):** Vocational Education and Training will form an integral part of the undergraduate programme to impart skills along with theory and practical.

4.4. **Multidisciplinary Courses (courses from other disciplines) (MDC):** All undergraduate students are required to undergo minimum three multidisciplinary courses from other disciplines. These courses are intended to broaden the intellectual experience of the students beyond the major discipline. Students can not choose or repeat courses already undergone at the senior/higher secondary level (12th class) under this category. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

4.5. **Ability Enhancement Course (AEC):** Ability enhancement courses aim at enabling the students to develop competency in a modern Indian Language and in English language with special emphasis on language and communication skills.

4.6. **Skill Enhancement Course (SEC):** These courses are aimed at imparting practical skills, hands-on training, soft skills and professional skills to enhance the employability of students. The students shall be required to complete the minimum credit requirements from SECs. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

4.7. **Value-Added Courses (VAC):** These courses are meant to impart understanding of vital aspects such as Environmental Education, Indian tradition, culture and heritage, digital and technological solutions, health, wellness, Yoga education, sports, and fitness or any other domain of knowledge deemed relevant for the students in addition to their disciplinary knowledge. The students are required to acquire required number of credits from the Value-Added courses offered by various departments/centres of the University. These courses shall be offered to all UG and PG students irrespective of the level of study. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

4.8. **Summer Internship/Apprenticeship:** The students may be required to undergo internships/ apprenticeships in a firm, industry, or organisation to complete the minimum credit requirements under this category. These credits may also be earned by undergoing training in lab with faculty and researchers in their own or other HEIs/ research institutions preferably during the summer term in online/offline or blended mode. Community engagement/service, field-based learning/minor project and similar other activities which provide opportunity to the students to engage with practical side of learning may also be undertaken during summer internship.

4.9. **Community Engagement and Service:** The curricular component of 'community engagement and service' will involve activities that would expose students to the socio-

economic issues in society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems.

4.10. Research Project/Dissertation: Students choosing a 4-Year Bachelor's degree (B.Tech/B.E.) may be required to take up research project(s) under the guidance of a faculty member as prescribed in the curriculum.

4.11. Self-Study Courses: The self-study courses, if offered, are optional and not mandatory. Being non-credit courses, the performance of students in these courses shall be indicated either as "satisfactory" or as "unsatisfactory", instead of the Letter Grade and this shall not be counted for the computation of SGPA/CGPA.

4.12. Seminar: A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared experiences guided or led by an expert or qualified personnel in a field of learning, work/vocation, or professional practice.

4.13. Massive Open Online Courses (MOOCs): The students may opt for the online courses offered through India's Massive Open Online Course (MOOC) platform, viz. Study Web of Active Learning for Young Minds (SWAYAM), SWAYAM Plus or any other online platform approved by UGC/regulatory body from time to time up to an extent as prescribed in the curriculum of an academic programme with the approval of the respective Board of Studies.

The Departments may identify up to 40% of the total courses, being offered in a particular programme in a semester, through the SWAYAM/ SWAYAM Plus or any other online platform approved by UGC/regulatory body from time to time *for adoption in UG/PG programmes in accordance with relevant UGC/AICTE Guidelines.*

5. Levels of Courses:

The courses shall be defined and coded in terms of learning outcomes, level of difficulty and academic rigor, for which following levels shall be mentioned with the course codes and the nomenclatures of the courses prescribed in the curriculum:

Table-II

Level and Nature of Courses

Sr.	Level	Nature of Courses
1	0-99	Pre-requisite courses
2	100-199	Foundation or introductory courses
3	200-299	Intermediate-level courses
4	300-399	Higher-level courses

5	400-499	Advanced courses

6. Course Coding:

Each course offered by a school/department/ centre is identified by a unique course code indicating school, department, programme no., semester, course no., Discipline Specific Core (DSC)/ Minor Stream Course (MSC)/Multidisciplinary Course (MDC)/Ability Enhancement Course (AEC)/ Skill Enhancement Course (SEC)/Value-Added Course (VAC)/ Internship (I)/Research Project/Dissertation (RP), etc., number of credits attached to theory lectures, tutorials, practical and total number of credits for the course and level of course, respectively. For example, the course code for fifth core course of Level-100 of the first programme in the second semester in Department of Chemistry under the School of Basic Sciences carrying 4 credits (3 theory lectures and one practical) may be- SBS CHEM 01 02 05 100 C 3014, where '100' defines the level of course. However, the concerned Board of Studies/School Board may devise a specific course codification pattern for an academic programme with the approval of the Academic Council.

7. Mobility Options and Credit Transfer through Academic Bank of Credits (ABC):

7.1. Academic Bank of Credits, a national-level facility to promote flexibility of curriculum framework and interdisciplinary or multidisciplinary academic mobility of students across Higher Education Institutions in the country, facilitates students to choose their own learning path to attain a Certificate, Diploma or Degree working on the principle of multiple entry-multiple exit as well as any-time, any-where, and any-level learning.

7.2. Each student shall have to register on Academic Bank of Credits (ABC) portal for creation of the unique APAAR ID to avail multiple entry and multiple exit options and mobility across various disciplines and Higher Education Institutes.

7.3. The requirement of credits as well as essential components of study for award of the Certificate/Diploma/Degree shall be as prescribed by the University.

7.4. The norms in respect of the curriculum content, curriculum transaction, and educational technologies for the courses offered, their timing, continuous evaluation methods, attendance and novel methods of assessment shall be as decided by the University.

7.5. Credits earned and deposited with Academic Bank of Credits (ABC) shall be valid for the purpose of redemption to a Certificate/Diploma/Degree, for varying duration as specified by the credit awarding and credit accepting Higher Education Institution subject to a maximum duration of seven years.

7.6. Provided that once any credit is redeemed for the award of a degree, diploma or certificate, such credit shall be irrevocably debited from the student's Academic Bank

Account, and the credits earned by a student cannot be reused for the award of any other formal academic qualifications.

7.7. Students may customize or design their own degrees utilizing courses offered by one or more Higher Education Institutes registered with Academic Bank of Credits.

7.8. Provided that, the student shall be required to earn at least 50% of the credits from the Higher Education Institute awarding the degree, diploma or certificate.

7.9. Vacant seats or additional seats, over and above the sanctioned strength, or as prescribed by the University according to AICTE norms as amended from time to time may be offered to accommodate the request for mobility/ lateral entry of eligible students. Preference will be given to those who have got higher CGPA. Provided further that, the student shall be required to earn the required number of credits in the core subject area necessary for the award of the degree, diploma or certificate as specified by the university in which the student is enrolled.

7.10. The University may also facilitate easy mobility of students from the member Universities/HEI(s) of the Consortium of Higher Educational Institutions of North India or the Central Universities/Centrally Funded Institutions by making special provision of seats in various programmes of study, as decided from time to time, in accordance with the AICTE norms, if permissible.

7.11. A student shall be eligible for the award of degree, diploma or certificate, whichever applicable, only after fulfilment of the credit requirements, assessment processes, duration and other relevant provisions as laid down by the university.

7.12. A student can take the courses of any other university subject to equivalence of the core/elective courses and availability of seats, adopting due administrative process and formal consent of the University/Universities through the Equivalence Committee(s).

7.13. The flexibility and mobility option doesn't entitle a student to be exempted or relaxed from any of the requisites (sessional tests, attendance, assignments, end-semester examinations, programme duration etc.) for the completion of the programme.

7.14. The mobility option should not be interpreted as inter-university migration unless approved by both the Universities.

7.15. Mobility of Credits earned by the students from GIAN (Global Initiative of Academic Networks) courses/ MOOCs (Massive Open Online Courses)/ SWAYAM (Study Webs of Active –Learning for Young Aspiring Minds)/ SWAYAM Plus, Swachh Bharat Internship Programme/ etc. shall be credited in accordance with the provisions made under the respective schemes, as amended from time to time; subject to compatibility of course content & assessment process with the prior approval of the respective Board of Studies/ School Board.

7.16. The student shall be given the equivalent credit weightage for the credits earned vide online learning credit courses through SWAYAM/ SWAYAM Plus platform or any other platform specified by UGC/AICTE and as approved by the respective Board of Studies.

7.17. The mobility across the disciplines is also subject to availability of seats, faculty, infrastructure, etc (as fixed by the University/department from time to time).

8. Credits:

A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15-week schedule. Two hours of laboratory work/field work etc. is generally considered equivalent to 1 hour of lecture.

i. 1 Credit = 1 Theory/Tutorial period of one-hour duration, or

ii. In case of practical, 1 Credit = 1 Practical period of two-hour duration

iii. A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement, or as specified by the Board of Studies.

- A core/elective course with practical component may ordinarily carry up to 6 credits while a core/elective course without practical component may ordinarily carry up to 4 credits; a self-study course shall normally carry not more than 3 credits.
- All discipline-specific courses (major or minor) may be of 4 credits or as defined by the department.
- All courses under the Multi-disciplinary and Skill Enhancement categories etc. may be of 3-credits or as defined by the department.
- Ability Enhancement courses may be of 2 or 4 credits each.
- Courses under Value-Added, Summer Internship/ Apprenticeship/ Community outreach activities, etc., may be of 2-credits or as appropriate;
- Terminal year/semester Research Project / Dissertation etc., may be of minimum 12 credits for 4-Year Undergraduate programme (Honours with Research).
- In case of Post-Graduate programme, a dissertation/ project work/field work may carry minimum 20 credits (along with coursework) during the year; and a year-long dissertation/project work/field work may carry minimum 40 credits.

9. Duration of the UG and PG Programmes:

Table-III

Duration of the Programmes

Programmes	**Bachelor's Degree[#]**
Duration	The duration of the 4-year Bachelor's programme (B.Tech/B.E.) is 4 years or 8 semesters.
Exit	Students who desire to undergo a 4-year UG Programme will be allowed to exit after successful completion of four years. If a student wants to leave after successful completion of one, two or three years, the student will be given a UG Certificate, UG Diploma or B.Tech (Vocational/B.E. (Vocational), respectively, provided they earn the prescribed number of credits including a 4-credit Skill Enhancement Course preferably during the summer vacation after successful completion of one year (in case of UG Certificate) and two years (in case of UG Diploma), either through online, offline or blended mode, as prescribed by the department.
Entry	Students who exit with a UG certificate, UG diploma or B.Tech (Vocational)/ B.E. (Vocational) are permitted to re-enter within three years and complete the degree programme*.
Maximum Duration	Three years period beyond the normal period to complete the requisite courses and credit requirements for the Degree, or as amended from time to time.

**However, the conditions and provisions of ABC and ME-ME Guidelines, as amended from time to time, shall apply.*

a. The students enrolled in Bachelor's Programme shall also be eligible for multiple entry and multiple exit as prescribed by the respective department/relevant clause of the Ordinance.

b. Provided that a semester or a year may be approved a zero semester or a zero year for a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a scholarship/fellowship subject to the fulfilment of requirements laid down in this respect by the regulations with the approval of Academic Council. Such a zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student. On re-joining, the student shall resume the academic programme with the subsequent batch. For example, a student availing zero semester in an odd semester shall resume the studies of that semester with subsequent batch of odd semester students.

10. **Syllabi and Structure of the Programmes of Study:** The Syllabi and Structure of the Programme of study shall be as approved by the Academic Council on the recommendations of the Board of Studies/School Board of the Department/Centre/School concerned in accordance with the AICTE Model Curriculum/guidelines as issued from time to time.

11. **Course Registration**:

11.1. The student shall be required to register for the credits as specified by the Board of Studies of the respective department/centre for a programme of study, as amended from time to time. The Academic Council, on the recommendation of BoS/School Board of the respective Department/Centre/School, shall decide the curriculum with specific minimum credit requirements for Certificate, Diploma, Bachelor's Degree, in accordance with relevant UGC/AICTE Regulations or Guidelines or the University Ordinance, as amended from time to time.

11.2. Every student has to register in each semester (in consultation with his/her Mentor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma/SAMARTH Portal, duly approved by the Head of the Department, within the deadline notified for the purpose by the University.

11.3. Every student shall also register on Academic Bank of Credits (ABC) portal under the guidance of the Student Mentor.

11.4. Every student has to register in each semester on SAMARTH Portal or on other platform specified by the University (in consultation with his/her Student Mentor) for the courses he/she intends to undergo in that semester by applying as per the prescribed proforma, duly endorsed/approved by the Head of the Department, within the deadline notified for the purpose by the University.

11.5. Withdrawal from a course may be permitted up to two weeks from the date of registration, provided the courses registered after withdrawal of a student have the weightage of a minimum of 20 credits in a semester. Withdrawal from a course may not be allowed for those who had late registration.

11.6. Late registration may be permitted by the Head/Incharge of the Department up to a maximum of six weeks after the commencement of the semester, on payment of late fee as prescribed/revised by the university.

11.7. A student may be allowed by the Head/Incharge of the Department to add a course or substitute a course for another course of the same type (skill enhancement course/ elective course/ self-study course), for valid reasons with the consent of the Student Mentor not later than two weeks from the date of commencement of the semester.

11.8. If a student registers for more elective courses than the prescribed in the programme, while calculating the Semester/Cumulative Grade Point Average, the prescribed number of elective courses for the programme of study shall be included in the descending order of the grades obtained by him/her.

11.9. The elective courses (Discipline-specific or Multidisciplinary) opted and registered and attempted by the student in the end-semester examination may not be ordinarily replaced, unless approved by the Department. However, a student studying in odd or even semester shall have the option of choosing an elective course offered by the respective/allied/other department at an appropriate level from the corresponding semester i.e. students of odd semester shall opt for the courses of odd semesters and students of even semester shall opt for the courses offered by the parent or other department in even-semester. In case of an elective opted in addition to the minimum requirement of the programme, it will not be binding on the students to qualify in such courses.

11.10. The Student is required to declare in writing his/her choice for exit at specific level as mentioned above (Certificate/Diploma/Degree) on completion of the level at which he/she wants to exit, through respective Head of the Department.

11.11. The credit requirements for Apprenticeship/Internship Embedded Degree Programme, if offered by a department, shall be specifically prescribed in the curriculum in consonance with relevant AICTE/UGC guidelines.

11.12. The Academic Council of the University, on the recommendation of the Board of Studies of the respective department, may increase the minimum and maximum credits for the award of Certificate, Diploma or Degree, wherever required.

12. Student Mentor:

The Department shall appoint a Mentor for each student from amongst the faculty members of the Department concerned. All faculty members of the department shall act as Student Mentors. The Student Mentor shall advise the student in selection of courses and shall render all possible support, guidance and counselling to him/her.

13. Examination and Continuous Internal Assessment

The Continuous Internal Assessment work and the End-Semester examination shall have the weightage of 30% and 70%, respectively. For practical examination also, 70 percent of the marks will be awarded through an end-semester practical exam and remaining 30 percent of the marks will consist of Continuous Internal Assessment to be awarded by concerned faculty member(s) of the department.

13.1. Continuous Internal Assessment (CIA):

13.1.1. Continuous Internal Assessment shall be done on a continual basis, taking into account the student's class performance, completion of assignments and performance at the two compulsory sessional tests to be conducted in a semester.

13.1.2. Continuous Internal Assessment Test-1 shall be held around the sixth week of the semester for the syllabi covered till then.

13.1.3. Continuous Internal Assessment Test-2 shall be held around the twelfth week for the syllabi covered between seventh and twelfth week.

13.1.4. Continuous Internal Assessment Test-3, if required, may be held around the fourteenth week for the syllabi covered between seventh and fourteenth week.

However, the best two scores from the sessional tests shall be counted.

13.1.5. For conducting Continuous Internal Assessment, one or more assessment tools, such as written tests, assignments, quizzes, paper presentation, laboratory work, seminar, etc., suitable to the course may be employed.

13.1.6. The Continuous Internal Assessment for theory shall consist of the following components with marks indicated against each:

(i) Sessional Tests of 10 marks each (Best two shall be counted): 20 Marks

Note: The 30% weightage for CIA shall be applicable irrespective of the maximum marks assigned to a course.

This **criterion** shall be made known to the students at the commencement of each semester.

(ii) Assignments/Presentations/Seminars and Class Participation: 5 Marks

(iii) Attendance:	**5 marks**
Below 75%	Nil
75% to <80%	1 Mark
80 % to <85%	2 Marks
85% to <90 %	3 Marks
90% to <95%	4 Marks
95% and above	5 Marks

13.1.7. For practical examination, 70 percent of the marks will be awarded through an end semester practical exam and remaining 30 percent of the marks will consist of Continuous Internal Assessment to be awarded based on regular class performance in practicals by the course coordinator(s). Maximum 05 marks to be awarded for attendance of students (Same as mentioned in case of Continuous Internal Assessment for theory examination).

13.1.8. The seminar paper shall be assessed on the basis of the contents of the paper submitted and its presentation, equally. The assessment will be made by the departmental committee including the concerned teacher/Mentor/supervisor. A Seminar presentation paper will not exceed 4 credits per semester.

13.1.9. The Head/Incharge of the Department may allow a student to repeat one sessional test within the same semester, if his/her application in this regard is considered as genuine on valid grounds.

13.1.10. A student is required to secure, in aggregate, a minimum of 40% marks ('P' Grade) in the Continuous Internal Assessment and in the End-Semester examinations. However, he/she shall have to pass the practical examination separately, with a minimum of 'P' grade.

13.2. End-Semester Examination

13.2.1. The End-semester Examinations shall be based on the entire syllabus prescribed for the course and carrying 70% of weightage, shall be conducted by the Examination Branch of the University, in consultation with the Head of the Department.

13.2.2. The Examiners or Board of Examiners shall be appointed for each course by the Board of Studies of the Department concerned.

13.2.3. The hall ticket/admit card shall be issued to the student on the recommendation of the Head of the Department, subject to the following conditions:

(i) Having fulfilled the requirement of attendance as prescribed in Ordinance-XV (A).

(ii) Submission of a "No dues" certificate in the prescribed form.

13.2.4. The distribution of weightage for the evaluation of semester/year-long project work/ dissertation shall be:

I. Periodic Presentation : 30%;

II. Project Report : 40%; and

III. Viva Voce : 30%

or as decided by the Board of Studies of the Department concerned.

13.3. Setting of Question Papers and Evaluation

13.3.1. The question papers for the End-Semester theory examination shall be set and evaluation of answer books shall be done by the examiners (Internal and External ordinarily in the ratio of 60:40 from all the courses in a semester) out of the Panel of Examiners recommended by the Board of Studies of the Department concerned on the basis of their expertise/ specialization/area of interest.

13.3.2. In case of External Examiner, the question paper setting may be given to Professor/ Associate Professor or Assistant Professor with minimum five years of regular teaching experience at relevant level i.e., UG/PG.

Provided that in case of unavailability of external examiners, the Vice Chancellor may allow the question paper setting and evaluation to be performed by the Internal examiners so that the conduct of examination and declaration of results is not delayed.

13.3.3. In the case of the practical examination of the courses, the assessment shall be jointly undertaken by the internal and external examiners. The External examiners shall be invited from amongst the panel of examiners proposed/recommended by the Head of the Department/Dean of the School of the concerned Department/School in consultation with the course coordinator(s).

13.3.4. In case of the Project reports, Thesis and Dissertation, the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) proposed/recommended by the Head/Dean of the concerned Department/School and approved by the Vice Chancellor/ Vice Chancellor's nominee.

13.3.5. The result of the students may be subject to moderation by a Board of Moderators appointed by the Vice Chancellor.

13.3.6. Unless specified otherwise by the respective Board of Studies, the pattern of Question Papers for End-Semester Examinations shall be as under:

- Question no. 1 shall consist of short answer type questions of specific word length from all the units with internal choice.
- Remaining questions will consist of questions from all the units with internal choice.
- The question paper shall be set in consonance with the defined outcomes specified in LOCF-based curriculum.

14. Letter Grades and Grade Points:

14.1.1. In the End-semester theory or practical examinations, the examiner shall award the marks and these marks shall be further converted into Grades/Grade points by the Examination Branch in accordance with the provisions of the Ordinance.

14.1.2. Detailed Marks/Grade Card issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

14.1.3. The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Table-IV

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/CGPA)	Marks obtained (Class Interval in %)
O (Outstanding)	10	Above 9 to 10	Above 90 and ≤ 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and < 90
A (Very Good)	8	Above 7 to 8	Above 70 and < 80
B+ (Good)	7	Above 6 to 7	Above 60 and < 70
B (Above Average)	6	Above 5 to 6	Above 50 and < 60
C (Average)	5	Above 4.5 to 5	Above 45 and < 50
P (Pass)	4	4 to 4.5	40 to 45
F (Fail)	0		< 40
AB (Absent)	0		Absent

Note:

(i) F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination. However, students appearing in their final Semester Examination, may be permitted to appear in the reappear papers of all preceding Semesters.

(ii) The minimum qualifying marks for a course or programme shall be 40% (i.e., 'P' grade).

(iii) The students shall have to qualify at the Continuous Internal Assessment and the End-Semester examinations in the aggregate, and in the practical examinations, separately.

(iv) There shall be no rounding off of SGPA/CGPA.

(v) The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.

(vi) In order to be eligible for the award of the Certificate/Diploma/ Degree of the University, a student must obtain CGPA of 4 at the end of the programme.

(vii) Provided that the student who is otherwise eligible for the award of the certificate/diploma/degree but has secured a CGPA of less than 4 at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same nature in lieu thereof in the extra semesters within the maximum duration of the programme.

(viii) The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

CGPA	Class/Division

Above 9	Outstanding
Above 8 to 9	First Division (With Distinction)
6 to 8	First Division
5.5 to <6	High-Second Division
5 to <5.5	Second Division
4 to <5	Third Division

15. Computation of SGPA and CGPA:

The University shall follow the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

15.1. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in a particular semester and sum of the number of credits earned from all the courses by a student, i.e.

$$SGPA\ (Si) = \sum(Ci \times Gi)/\sum Ci$$

where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

15.2. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum(Ci \times Si)/\sum Ci$$

where Si is the SGPA of the ith semester and Ci is the total no. of credits registered and earned in that semester.

15.3. The SGPA and CGPA shall be rounded off to 2 decimal points.

16. Illustration of the Computation of SGPA and CGPA:

16.1. Illustration of Computation of SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	3 x 8 = 24
Course II	4	B+	7	4 x 7 = 28
Course III	3	B	6	3 x 6 = 18
Course IV	3	O	10	3 x 10 =30

	Total credits for the semester=13			Total Credit points earned= 100

Thus, SGPA= 100/13= 7.69

16.2. Illustrations of Computation of CGPA

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA= 8.0

Thus,

$$\text{CGPA} = \frac{((20 \text{ x } 6.9) + (22 \text{ x } 7.8) + (25 \text{ x } 5.6) + (26 \text{ x } 6.0) + (26 \text{ x } 6.3) + (25 \text{ x } 8.0))}{(20 + 22 + 25 + 26 + 26 + 25)}$$

= (969.4/144) =6.73

Note: Formula to calculate percentage from CGPA or SGPA: CGPA or SGPA x 10; and formula to calculate percentage to CGPA or SGPA = Percentage/10

e.g. In case of example mentioned in above table, the equivalent percentage of CGPA = 6.73x10 =67.30.

17. Award of Certificate/Diploma/ Degree and Transcript:

17.1. Unless otherwise prescribed/amended by the University Grants Commission or the respective regulatory body, the Certificate/Diploma/ Degree shall be awarded on successful completion of prescribed courses with minimum credit/grade requirements as specified by the department.

17.2. Transcript (Format): Based on the above, letter grades, grade points, SGPA, and the CGPA, the Transcripts/Detailed Marks Certificates (DMCs)/ Grades shall be issued to the candidates for each semester and a consolidated transcript indicating the performance in all the semesters. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA. In addition to course-wise, semester wise assessment, the mark sheet shall also reflect APAAR ID, Level of the programme and NCrF credit points.

18. Re-appear Examination and Improvement of Grades:

18.1. Re-appear Examination: The students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those papers where they couldn't

score ‘P’ grade in the extra semesters provided in specific Clause-8 on “Duration of Programme” with the following provisions:

18.1.1. A student securing "F" Grade in a course shall be permitted to repeat/ reappear in the End-Semester Examination of the Course for a maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations.

18.1.2. If a student secures “F” Grade in a Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to resubmit the Project Work / Project Report / Dissertation / Field Work Report/ Training Report etc. for a maximum of three times (including the first submission).

18.1.3. Such students may avail the chance to re-appear only within the maximum duration of the programme.

18.1.4. Re-appear examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters. However, a student in the final semester/exit stage is allowed to re-appear in the courses of both odd and even semesters.

18.1.5. A ‘Re-appear’ examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

18.1.6. A student who has got the migration certificate issued from the university shall not be allowed to re-appear at any examination.

However, the credits earned by the student shall be credited to the Academic Bank of Credits as per the relevant guidelines/Ordinance, as amended from time to time.

18.1.7. In exceptional circumstances, the University may allow Mercy chance to the students to clear the backlog for which the candidate shall be charged a Fee of Rs. 2000/- per course/paper, as revised from time to time. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Dean of the School of the respective Department/School.

18.1.8. In case of students participating in NSS, NCC, Sports, Cultural, Extension Activities or activities of similar nature, with the prior approval of the Vice Chancellor on the recommendations of the respective Head(s) of the Department, during the duration of the scheduled term-end examinations, special examinations may be conducted. The Vice-

Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Dean of the School of the respective Department/School.

18.1.9. The Vice Chancellor shall also have the right to award grace marks in marginal cases of failure and /or division change. The maximum grace marks could be 1% of the total maximum marks assigned to the semester to the best advantage of the student.

18.2. Improvement of Grades

For improvement of grades, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detailed Marks Certificate or the copy of the result sheet and the prescribed fee, as revised from time to time.

18.2.1. A student shall be allowed to improve the division only after qualifying required number of credits as prescribed for the programme.

18.2.2. The student may be allowed to avail only two chances for improvement within the maximum duration of the programme.

18.2.3. Improvement examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters.

18.2.4. Improvement examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

18.2.5. A student shall be allowed to improve his performance/grades in not more than 30% of total courses prescribed in the programme for improvement of division only.

18.2.6. A student improving the Division/grade shall not be considered for Gold Medal/Rank Certificate.

19. Re-evaluation/Re-checking:

19.1. A student may apply for revaluation/rechecking of his/her answer scripts within thirty days of the declaration of the result.

19.2. For re-evaluation/re-checking of the answer scripts, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detailed Marks/Grade Certificate or the copy of the result sheet and Re-evaluation/Re-checking fee, as notified by the University from time to time. Re-checking shall be conducted at the level of Controller of Examinations.

19.3. Declaration of Result after Re-evaluation:

19.3.1. If, after the first re-evaluation, the difference of the original marks and re-evaluated marks is up to plus or minus 5% of the maximum marks of the paper, there shall be no change in the marks originally scored by the student. However, in view of students'

interest, this condition won't apply in case of change of character i.e. 'fail to pass' or change of division.

19.3.2. If after the first re-evaluation, the difference of the original marks and re-evaluated marks is more than 5% and less than 10%, the average of the two scores will be considered as final score and the result shall be revised accordingly. However, if, after re-evaluation, there is change of character to the higher side i.e. 'fail to pass' or change of division, marks scored after re-evaluation shall be considered.

19.3.3. If after the first re-evaluation, the difference comes to more than plus or minus 10% of the maximum marks of the paper, the answer script shall be re-evaluated by a third examiner

19.3.4. After the second re-evaluation, the average of the nearest two awards/marks shall be taken as final and result shall be revised accordingly.

20. Removal of the Name of a Student from the Programme:

20.1. The name of a student falling under any one of the following categories shall automatically stand removed from the rolls of the University:

(a) A student who has failed to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.

(b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the Degree/Diploma.

(c) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Discipline Committee/ Proctorial Board, and

(d) A student who has failed to attend the classes of the programme for ten teaching days continuously.

20.2. Promotion Rules

20.2.1. A student will be promoted from an odd semester to the next even semester without any restrictions on the minimum number of credits earned. However, for promotion from an even semester to the next odd semester, a student should have earned at least 50% of the credits of the current and all previous semesters taken together. A student failing to earn at least 50% of the credits from the prescribed courses of all present and all previous semesters taken together will be treated as an 'Ex-student' and will be allowed to repeat in the end semester examination of the previous semesters as applicable. However, such student will not be allowed to repeat the Continuous Internal Assessment for the said paper/s of the respective semester/s as the case may be. After passing the said semesters,

the student shall be promoted to the next odd semester and shall be treated as a 'Regular' student.

20.2.2. A student shall be declared to have passed the programme of study and award of the degree if he/she has secured the required credits with at least 'P' grade.

21. Pursuance of Two Academic Programmes Simultaneously:

A student may pursue two academic programmes simultaneously in accordance with the UGC "Guidelines for Pursuing Two Academic Programmes Simultaneously", as amended from time to time.

22. Miscellaneous:

22.1.1. The University shall provide the facility of Academic Bank of Credits and Multiple-Entry and Multiple-Exit in consonance with NCrF, NHEQF, Curriculum Frameworks, ABC and ME-ME guidelines and other relevant guidelines/regulations, as issued and amended by MoE/UGC/AICTE from time to time.

22.1.2. For any programme approved by the competent authority, if a decision of the Academic Council is at variance with the provisions of this Ordinance, then the Ordinance shall prevail.

22.1.3. In addition to the provisions contained in this Ordinance, the Academic programmes governed by a Regulatory Authority shall comply with essential requirements as prescribed by the respective Regulatory Authority.

22.1.4. Relevant provisions regarding NCrF, NHEQF, ME-ME options, academic bank of credits, dual degree programmes etc. shall be applicable in accordance with the University Ordinance(s)/relevant UGC/AICTE Regulations/Guidelines, as amended from time to time.

Notwithstanding anything stated in this Ordinance and not covered by this Ordinance, or in the event of ambiguity or difference in interpretation, the Vice-Chancellor may take an appropriate decision.

ORDINANCE NO. XXX

PROGRAMME LEADING TO THE AWARD OF BACHELOR OF VOCATION (B.VOC) DEGREE

1. Undergraduate (B.Voc) Programmes of study leading to the award of Certificates/Diplomas/Degrees shall be offered and conducted by the respective School(s)/Department(s)/ Centre(s) established by the University. This Ordinance pertains to Undergraduate programmes (B.Voc) (introduced w.e.f. the Academic Session: 2025-26 and thereafter) with provision of NCrF/NHEQF/NSQF levels, Academic Bank of Credits and 'Multiple Entry and Multiple Exit' options at various stages.

2. Definitions of Key Words:

2.1. Academic Bank Account: An individual account with the Academic Bank of Credits opened and operated by a student, to which all academic credits earned by the Student from course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of degree/diploma/certificates etc. by an awarding institution.

2.2. Academic Bank of Credits (ABC): An academic service mechanism to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning.

2.3. Academic Year: Two consecutive (one odd + one even) semesters shall constitute one academic year.

2.4. Apprenticeship/Internship Embedded Degree Programme: A programme of study containing minimum 20% of the total credits of the Degree programme assigned to apprenticeship/internship in consonance with *UGC Guidelines for Higher Education Institutions to offer Apprenticeship/Internship Embedded Degree Programme.*

2.5. Automated Permanent Academic Account Registry (APAAR) ID: It is a unique and permanent 12-digit ID assigned to every student, offering a comprehensive record of their academic achievements, including degrees, scholarships, awards, and other credits.

2.6. Choice-Based Credit System (CBCS): The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective, multidisciplinary, skill-based, ability enhancement, vocational education and training, value-added or any other type of courses. It provides a 'cafeteria' approach in which the students can take courses of their choice, learn at their own pace, study additional courses and acquire more than the minimum required credits, and adopt an inter-disciplinary/ multidisciplinary approach to learning.

2.7. Course: Usually referred to as paper, it is a component of a Programme. All courses need not carry the same weightage. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ dissertation/ internship/ apprenticeship/ practical training/ viva/ seminars/ term-papers/ assignments/ presentations/ self-study work/ clinical component, etc., or a combination of some of these with defined objectives and learning outcomes.

2.8. Course Learning Outcomes (CLOs): Course learning outcomes are specific to the learning for a given course of study related to a disciplinary or interdisciplinary/multi-disciplinary area of learning. Some courses of study are highly structured, with a closely laid down progression of compulsory/core courses to be taken at different phases/stages of learning. The NHEQF envisages programmes that would allow learners much more freedom to take a combination of courses of study within the multidisciplinary contexts according to the preferences of the individual student that may be very different from the courses of study pursued by another student of the same programme. Course-level learning outcomes are expected to be aligned with relevant programme learning outcomes. At the course level, each course may well have links to some but not all graduate attributes as these are developed through the totality of student learning experiences across the period/ semesters of their study.

2.9. Programme Learning Outcomes (PLOs): The programme learning outcomes are attained by learners through the essential learnings acquired on the completion of selected courses of study within a programme of study. The term 'course' is used to mean the individual courses of study that make up the scheme of study for a programme. The curriculum development agencies are expected to consider the relevant programme learning outcomes when setting the course learning outcomes for the undergraduate certificate/diploma, Bachelor's degree, Bachelor's degree with honours/ honours with research or master's degree programmes.

2.10. Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work, per week. Accordingly, one credit would mean equivalent of 14-15 hours of theory or 28-30 hours of workshop/ lab work. For internship/ field work, the credit weightage for equivalent hours is 50% of that for lectures/tutorials. Weightage and break up of credits will be determined in accordance with NCrF/NHEQF/NSQF or other relevant guidelines issued by MoE/UGC/NCVET or regulating bodies from time to time.

2.11. Credit Point: It is the product of the grade point and the number of credits for a course.

2.12. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of the total credit points secured by a student in various courses in all semesters and the sum of the credits of all courses in all the semesters. It is expressed up to two decimal places.

2.13. Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

2.14. Graduate Attributes: The graduate profile/attributes include capabilities that help widen the current knowledge base and skills, gain and apply new knowledge and skills, undertake future studies independently, perform well in a chosen career, and play a constructive role as a responsible citizen in society. The graduate profile/attributes are acquired incrementally and describe a set of competencies that are transferable beyond the study of a particular subject/disciplinary area and programme contexts in which they have been developed. Graduate attributes are fostered through meaningful learning experiences made available through the curriculum and learning experience, the total college/university experience, and a process of critical and reflective thinking.

2.15. Internship/Apprenticeship: It is the position of a student/trainee who works in an organization in order to gain work experience or satisfy requirements of hands on/professional training as prescribed in the curriculum.

2.16. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. It means a letter grade assigned to a student on the basis of evaluation of a course on a ten-point scale.

2.17. NHEQF/NSQF Level Descriptors: Each NHEQF/NSQF Level is structured based on the defined learning outcomes which lead to the expected graduate attributes/profile. The level descriptors reflect the expected outcomes of learning that should be achieved and demonstrated by graduates of a specific programme of study leading to a qualification at a specific NHEQF/NSQF level. The level descriptors may be incorporated in the curriculum of a programme of study.

2.18. Multiple Entry and Multiple Exit (ME-ME): NCrF provides the option to students for entry and exit at various levels of qualification on qualifying required number of courses/credits. Additional 10% seats, over and above the sanctioned strength, may be created to accommodate the request for mobility (entry) of eligible students, or as prescribed by the University from time to time. Preference will be given to those who have got higher CGPA.

2.19. National Credit Framework (NCrF): It is a comprehensive framework that encompasses school education, higher education, vocational education and training/ skilling and experiential learning based on proficiency/professional levels achieved. NCrF is the meta framework for creditisation of all types of learning and integrating of credits earned from academics, vocational education and training/ skilling and experiential learning including work experience and proficiency/professional levels acquired.

2.20. National Higher Education Qualifications Framework (NHEQF): This framework is an instrument for the development, classification, and recognition of qualifications along a continuum of levels from 4.5 to 8, where each level is structured based on the defined learning outcomes.

2.21. NHEQF Levels: These levels represent a series of sequential stages expressed in terms of a range of learning outcomes against which typical qualifications are positioned. NHEQF Level-4.5 represents learning outcomes appropriate to the first year (first two

semesters) of the undergraduate programme of study, while Level-8 represents learning outcomes appropriate to the doctoral level programme of study.

2.22. National Occupation Standards (NOS): NOS define the measurable performance outcomes required from an individual engaged in a particular task and lists down what an individual performing that task should know and also do. These standards can form the benchmarks for various education and training programs.

2.23. NSQF: The National Skills Qualification Framework (NSQF) is an outcome and competency-based framework which organizes qualifications according to a series of levels of knowledge, skills, aptitude, and responsibility defined in terms of learning outcomes which the learner must acquire through formal, non-formal or informal learning which may comprise of academics, vocational education, training & skilling and experiential learning including relevant experience and proficiency/ professional levels acquired, subject to assessment.

2.24. NCrF Credit Points: The NCrF credit points earned by the student in a particular year are obtained by multiplying the credits earned with the NCrF level.

2.25. Notional Learning Hours: According to the NCrF, there shall be 1200 notional hours per year for which a student shall be awarded 40 credits. Accordingly, 30 notional learning hours shall be counted as one credit. Notional learning hours encompass curricular, co-curricular and extra-curricular activities.

2.26. Recognition of Prior Learning (RPL): A process that involves the assessment of an individual's relevant prior learning (including through formal, informal, and non-formal learning).

2.27. Programme: An educational programme leading to the award of a Degree, Diploma or Certificate.

2.28. Undergraduate Programmes: Undergraduate degree programmes of either 3 or 4-year duration, with multiple entry and exit points/options, with appropriate certifications such as UG Certificate, UG Diploma, 3-year bachelor's degree or 4-year bachelor's degree (honours/ honours with research), offered and conducted by the respective Schools/Departments/ Centres established by the University.

2.29. Sector Skill Councils (SSCs): SSCs are set up as autonomous industry-led bodies by National Skills Development Corporation (NSDC).

2.30. Semester: Each Semester shall consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled ordinarily from July to December and even semester from January to June. The credit-based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching.

2.31. Semester Grade Point Average (SGPA): It is a measure of performance of the work done in a semester. It is the ratio of total credit points secured by a student registered in

various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

2.32. Summer Term: A summer term is ordinarily for eight weeks during summer break. Internship/apprenticeship/work-based vocational education and training may be carried out during the summer term, especially by the students who wish to exit after two semesters or four semesters of study.

2.33. Transcript/ Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA. In addition to course-wise and semester-wise assessment, the mark sheet shall also reflect APAAR ID, Level of the programme and NCrF credit points.

3. Eligibility for Admission

A candidate may be admitted to the Undergraduate Programme (B.Voc) if he or she has attained the minimum eligibility/qualification at the time of admission i.e. Senior Secondary Certificate or Higher Secondary (12th Grade) Certificate, or as decided by the University from time to time.

The eligibility criteria for admission to various programmes offered by the University shall be decided by the University from time to time.

Table-I

Multiple Entry-Multiple Exit Options and Eligibility

Sr.	Academic Level	Minimum Entry Qualification	Exit Qualification	Minimum Credits required	NCrF/ NHEQF/NSQF Level
1	UG 1st year (B.Voc)	12th pass certificate or equivalent	UG Certificate	40+4 (exit SEC)	4.5
2	UG 2nd Year (B.Voc)	i. UG Certificate# **Or** ii. Successful completion of UG 1st year with required number of credits	UG Diploma	80+4 (exit SEC)	5.0
3	UG 3rd Year (B.Voc)	i. UG Diploma# **Or** ii. Successful completion of UG 2nd year with required number of credits	Bachelor's Degree (B.Voc)	120	5.5
4	UG 4th Year (B.Voc), if applicable	Bachelor's Degree (3-year)	Bachelor's Degree (Honours/ Honours with Research*)	160	6.0

#. For lateral entry

**Students shall have to qualify minimum 12 credits research project/ dissertation to be eligible for Bachelor's Degree (Honours with Research) in the 4th year of Bachelor's programme.*

Note:

1. *Vocational programmes shall have a mix of general and skill components in which 30-40% of the total content shall be of general nature including language courses while the remaining 60% (extendable up to 70%) of the content shall be on skill development*.

2. *The Academic Council of the University, on the recommendation of the Board of Studies of the respective department, may increase the minimum and maximum credits for the award of Certificate, Diploma or Degree, wherever required.*

3. *Students opting to exit with UG Certificate or UG Diploma are required to complete 4-credit Skill Enhancement Course (SEC) preferably during the summer vacation of the first year or second year, as applicable, either through online, offline or blended mode. Various departments/centres/schools of the University may offer good number of skill enhancement courses in online/offline or blended mode and may identify relevant courses from SWAYAM/ SWAYAM Plus Portal for the convenience of the students.*

4. *In case of B.Voc programmes with primary focus on vocational skills/ education and training integrated in curriculum of the respective programme, condition of exit SEC may not apply.*

3.1. The student registered for an Undergraduate programme of study (B.Voc) may avail multiple Exit options as under:

3.1.1. If a student enrolled in Undergraduate programme exits after successful completion of the courses prescribed in the first year of an Undergraduate programme with required number of credits/grade, he/she shall be awarded an Undergraduate Certificate.

3.1.2. If a student enrolled in Undergraduate programme exits after successful completion of the courses prescribed in the first two years of an Undergraduate programme with required number of credits/grade, he/she shall be awarded Undergraduate Diploma.

3.1.3. If a student enrolled in Undergraduate programme exits after successful completion of the courses prescribed in the first three years of an Undergraduate programme with required number of credits/grade, he/she shall be awarded Bachelor's Degree.

3.1.4. If a student enrolled in Undergraduate programme exits after successful completion of the courses prescribed in the four years of an Undergraduate programme (Honours/ Honours with Research), if offered by a department in accordance with NSQF/NCVET/ regulatory agency guidelines, with required number of credits/grade, he/she shall be awarded Bachelor's Degree (Honours/ Honours with Research).

4. Programme Structure and Types of Courses:

4.1. Programme Structure: Each programme shall include the Skill Component and General Education component. Vocational programmes shall have a mix of general and skill components in which 30-40% of the total content shall be of general nature including language courses while the remaining 60% (extendable up to 70%) of the content shall be on skill development. In B.Voc programmes, the skill component and general education component form the structure of the curriculum as follows:

4.1.1. Skill Component: The skill component should have a minimum of 60% (extendable upto a maximum of 70%) of the total credits. The skill component will include practical classes in laboratories / workshops, internships, apprenticeships and any other forms of hands on training.

4.1.1.1. The University, in consultation with the industry partner(s) and based upon Skills Gap Analysis Report published by the NSDC, industry associations, Sector Skills Councils, Government agencies etc., may decide specific job Role(s) to be embedded in curriculum.

4.1.1.2. The exit profiles of the learners at different levels i.e. Certificate / Diploma / Bachelor's Degree shall be defined in output terms.

4.1.1.3. The curriculum shall be aligned to Qualification Packs (QPs) / National Occupational Standards (NOSs) of selected job role(s) within the industry sector(s). If a progressive QP is not available in the concerned trade by the Sector Skill Council (SSC), the relevant entrepreneur/occupational role may be incorporated with well-defined duties and work standards identified with industry partners through proper consultation with the experts in the field.

4.1.1.4. For the skill component, the model curriculum developed by the concerned Sector Skill Councils, wherever available, may be adopted or adapted in consultation with the industry partners. Wherever the curriculum is not available, the same may be developed in consultation with the relevant Sector Skill Councils and/or industry partners.

4.1.1.5. The overall design of the skill development component along with the job roles selected shall be such that it leads to a comprehensive specialization in one or two domains.

4.1.1.6. In case of non-availability of NOS in a specific area / job role, the university shall get the curriculum for this developed in consultation with relevant industry experts. The curriculum shall also focus on work-readiness in terms of skills in each of the semesters.

4.1.1.7. Adequate attention shall be given in curriculum design to practical work, on-the-job training, development of student portfolios and project work. All skill-based programmes shall be invariably apprenticeship-embedded.

4.1.1.8. The practical / hands-on portion of the skills component of the curriculum shall be ordinarily transacted in face to face mode.

4.1.1.9. The university shall have MoUs with relevant Industry Partner/s in order to facilitate on-site skill training of the learners enrolled in B.Voc programmes for required no. of days/hours as prescribed in the curriculum.

4.1.2. General Education Component: The balance credits of the program i.e. 30-40% are of general component. This will include curricula which are supportive to the core trade in addition to communication skills, soft skills, digital skills, critical thinking, problem solving skills, environmental studies and value education.

4.1.2.1. Each B.Voc programme may have various types of core/elective courses/activities, namely, Vocational Education and Training (VET), Multidisciplinary Courses (MDC), Ability Enhancement Courses (AEC), Skill

Enhancement Courses (SEC), Value-Added Courses (VAC), Summer Internship, on the job training, Research Project/Minor Project/Dissertation, Massive Open Online Courses (MOOCs), Self-Study Courses, Internship, Apprenticeship, Seminar, community engagement and services, field practice/projects and/ or any other as specified in the curriculum of a programme of study.

4.2. Types of Courses: There may be various types of courses in the curriculum depending upon the requirements of the programme as decided by the Board of Studies of the respective Department.

4.2.1. Core Courses: The core courses are those courses whose knowledge is deemed essential for the students registered for a particular programme of study. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

4.2.2. Elective Courses: The elective courses can be chosen from a pool of papers. The courses may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provide an extended scope or which enable an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill.

These courses are intended to:

- allow the student to specialize in one or more branches of the broad subject area;
- help the student to acquire knowledge and skills in a related area that may have applications in the broad subject area;
- help the student to bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc.); and
- help the student to pursue an area of interest.
- The student may also choose additional elective courses offered by the University to enable him/her to acquire extra credits from the discipline, or across the discipline.

4.2.3. Vocational Education and Training (VET): Vocational Education and Training will form an integral part of the undergraduate programme to impart skills along with theory and practical.

4.2.4. Multidisciplinary Courses (courses from other disciplines) (MDC): All undergraduate students are required to undergo minimum three multidisciplinary courses from other disciplines. These courses are intended to broaden the intellectual experience of the students beyond the major discipline. Students can not choose or repeat courses already undergone at the senior/higher secondary level (12th class) under this category. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

4.2.5. Ability Enhancement Course (AEC): Ability enhancement courses aim at enabling the students to develop competency in a modern Indian Language and in English language with special emphasis on language and communication skills.

4.2.6. Skill Enhancement Course (SEC): These courses are aimed at imparting practical skills, hands-on training, soft skills and professional skills to enhance the employability of students. The students shall be required to complete the minimum credit requirements from SECs. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

4.2.7. Skill Courses for Skill Component: The skill courses for skill component shall be as per the norms of respective Sector Skill Council of each programme. The curriculum under Skill Component i.e. Theory, Practical and Internship/project/training will be under the purview of respective Sector Skill Council of each programme.

4.2.8. Value-Added Courses (VAC): These courses are meant to impart understanding of vital aspects such as Environmental Education, Indian tradition, culture and heritage, digital and technological solutions, health, wellness, Yoga education, sports, and fitness or any other domain of knowledge deemed relevant for the students in addition to their disciplinary knowledge. The students are required to acquire required number of credits from the Value-Added courses offered by various departments/centres of the University. These courses shall be offered to all UG and PG students irrespective of the level of study. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

4.2.9. Summer Internship/Apprenticeship/on the Job Training: The students are required to undergo internships/ apprenticeships in a firm, industry, or organisation to complete the minimum credit requirements under this category. These credits may also be earned by undergoing training in lab with faculty and researchers in their own or other HEIs/ research institutions preferably during the summer term in online/offline or blended mode. Community engagement/service, field-based learning/minor project and similar other activities which provide opportunity to the students to engage with practical side of learning may also be undertaken during summer internship.

4.2.10. Community Engagement and Service: The curricular component of 'community engagement and service' will involve activities that would expose students to the socio-economic issues in society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems.

4.2.11. Research Project/Dissertation: Students choosing a 4-Year Bachelor's degree (Honours with Research) may be required to take up research projects under the guidance of a faculty member. Such students are expected to complete the Research Project in the eighth semester. The research outcomes of their project

work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented.

4.2.12. Self-Study Courses: The self-study courses, if offered, are optional and not mandatory. Being non-credit courses, the performance of students in these courses shall be indicated either as "satisfactory" or as "unsatisfactory", instead of the Letter Grade and this shall not be counted for the computation of SGPA/CGPA.

4.2.13. Seminar: A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared experiences guided or led by an expert or qualified personnel in a field of learning, work/vocation, or professional practice.

4.2.14. Massive Open Online Courses (MOOCs): The students may opt for the online courses offered through India's Massive Open Online Course (MOOC) platform, viz. Study Web of Active Learning for Young Minds (SWAYAM), SWAYAM Plus or any other online platform approved by UGC/regulatory body from time to time up to an extent as prescribed in the curriculum of an academic programme with the approval of the respective Board of Studies.

The Departments may identify up to 40% of the total courses, being offered in a particular programme in a semester, through the SWAYAM/ SWAYAM Plus or any other online platform approved by UGC/regulatory body from time to time for adoption in UG/PG programmes in *accordance with relevant UGC Guidelines.*

5. Levels of Courses:

The courses shall be defined and coded in terms of learning outcomes, level of difficulty and academic rigor, for which following levels shall be mentioned with the course codes and the nomenclatures of the courses prescribed in the curriculum:

Table-II
Level and Nature of Courses

Sr.	Level	Nature of Courses
1	0-99	Pre-requisite courses
2	100-199	Foundation or introductory courses
3	200-299	Intermediate-level courses
4	300-399	Higher-level courses
5	400-499	Advanced courses

6. Course Coding:

Each course offered by a school/department/ centre is identified by a unique course code indicating school, department, programme no., semester, course no., Discipline Specific Core (DSC)/ Multidisciplinary Course (MDC)/Ability Enhancement Course (AEC)/ Skill

Enhancement Course (SEC)/Value-Added Course (VAC)/ Internship (I)/Research Project/Dissertation (RP), etc., number of credits attached to theory lectures, tutorials, practical and total number of credits for the course and level of course, respectively. For example, the course code for fifth core course of Level-100 of the first programme in the second semester in Department of Chemistry under the School of Basic Sciences carrying 4 credits (3 theory lectures and one practical) may be- SBS CHEM 01 02 05 100 C 3014, where '100' defines the level of course. However, the concerned Board of Studies/School Board may devise a specific course codification pattern for an academic programme with the approval of the Academic Council.

7. Mobility Options and Credit Transfer through Academic Bank of Credits (ABC):

7.1. Academic Bank of Credits, a national-level facility to promote flexibility of curriculum framework and interdisciplinary or multidisciplinary academic mobility of students across Higher Education Institutions in the country, facilitates students to choose their own learning path to attain a Certificate, Diploma or Degree working on the principle of multiple entry-multiple exit as well as any-time, any-where, and any-level learning.

7.2. Each student shall have to register on Academic Bank of Credits (ABC) portal for creation of the unique APAAR ID to avail multiple entry and multiple exit options and mobility across various disciplines and Higher Education Institutes.

7.3. The requirement of credits as well as essential components of study for award of the Certificate/Diploma/Degree shall be as prescribed by the University.

7.4. The norms in respect of the curriculum content, curriculum transaction, and educational technologies for the courses offered, their timing, continuous evaluation methods, attendance and novel methods of assessment shall be as decided by the University.

7.5. Credits earned and deposited with Academic Bank of Credits (ABC) shall be valid for the purpose of redemption to a Certificate/Diploma/Degree, for varying duration as specified by the credit awarding and credit accepting Higher Education Institution subject to a maximum duration of seven years.

7.6. Provided that once any credit is redeemed for the award of a degree, diploma or certificate, such credit shall be irrevocably debited from the student's Academic Bank Account, and the credits earned by a student cannot be reused for the award of any other formal academic qualifications.

7.7. Students may customize or design their own degrees utilizing courses offered by one or more Higher Education Institutes registered with Academic Bank of Credits.

7.8. Provided that, the student shall be required to earn at least 50% of the credits from the Higher Education Institute awarding the degree, diploma or certificate.

Additional 10% seats, over and above the sanctioned strength, may be created to accommodate the request for mobility (entry) of eligible students, or as prescribed by the

University from time to time depending upon the availability of resources. Preference will be given to those who have got higher CGPA.

7.9. The University may also facilitate easy mobility of students from the member Universities/HEI(s) of the Consortium of Higher Educational Institutions of North India or the Central Universities/Centrally Funded Institutions by making special provision of seats in various programmes of study, as decided from time to time.

7.10. Provided further that, the student shall be required to earn the required number of credits in the core subject area necessary for the award of the degree, diploma or certificate as specified by the university in which the student is enrolled.

7.11. A student shall be eligible for the award of degree, diploma or certificate, whichever applicable, only after fulfilment of the credit requirements, assessment processes, duration and other relevant provisions as laid down by the university.

7.12. A student can take the courses of any other university subject to equivalence of the core/elective courses and availability of seats, adopting due administrative process and formal consent of the University/Universities through the Equivalence Committee(s).

7.13. The flexibility and mobility option doesn't entitle a student to be exempted or relaxed from any of the requisites (sessional tests, attendance, assignments, end-semester examinations, programme duration etc.) for the completion of the programme.

7.14. The mobility option should not be interpreted as inter-university migration unless approved by both the Universities.

7.15. Mobility of Credits earned by the students from GIAN (Global Initiative of Academic Networks) courses/ MOOCs (Massive Open Online Courses)/ SWAYAM (Study Webs of Active –Learning for Young Aspiring Minds)/ SWAYAM Plus, Swachh Bharat Internship Programme/ etc. shall be credited in accordance with the provisions made under the respective schemes, as amended from time to time; subject to compatibility of course content & assessment process with the prior approval of the respective Board of Studies/ School Board.

7.16. The student shall be given the equivalent credit weightage for the credits earned vide online learning credit courses through SWAYAM/ SWAYAM Plus platform or any other platform specified by UGC and as approved by the respective Board of Studies.

7.17. The mobility across the disciplines is also subject to availability of seats, faculty, infrastructure, etc (as fixed by the University/department from time to time).

8. Credits:

A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15-week schedule. Two

hours of laboratory work/field work etc. is generally considered equivalent to 1 hour of lecture.

- 1 Credit = 1 Theory/Tutorial period of one-hour duration, or
- In case of practical, 1 Credit = 1 Practical period of two-hour duration
- A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week. Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement, or as specified by the Board of Studies.

  For internship/on the job training / industrial training the requisite credits as approved by respective Sector Skill Council will be awarded for a particular Job Role on the basis of assessment after completion of the requisite number of hours of training for internship/on the job training/industrial training as approved by respective Sector Skill Council.
- A core/elective course with practical component may ordinarily carry up to 6 credits while a core/elective course without practical component may ordinarily carry up to 4 credits; a self-study course shall normally carry not more than 3 credits.
- All discipline-specific courses (major or minor) may be of 4 credits or as defined by the department.
- All courses under the Multi-disciplinary and Skill Enhancement categories etc. may be of 3-credits or as defined by the department.
- Ability Enhancement courses may be of 2 or 4 credits each.
- Courses under Value-Added, Summer Internship/ Apprenticeship/ Community outreach activities, etc., may be of 2-credits or as appropriate;
- Terminal year/semester Research Project / Dissertation etc., may be of minimum 12 credits for 4-Year Undergraduate programme (Honours with Research).

9. Duration of the UG Programmes:

Table-III
Duration of the Programmes

Programmes	**Bachelor's Degree[#]**
Duration	The duration of the 3-year Bachelor's programme (B.Voc) is 3 years or 6 semesters.
	The duration of the Bachelor's Degree with Honours or Honours with Research (if applicable and offered) is 4 years or 8 semesters.
Exit	Students who desire to undergo a 3-year UG Programme will be allowed to exit after successful completion of the 3rd year.

	If a student wants to leave after the completion of the first or second year, the student will be given a UG Certificate or UG Diploma, respectively, provided they earn the prescribed number of credits including a 4-credit Skill Enhancement Course preferably during the summer vacation after completing the first year (in case of UG Certificate) and the second year (in case of UG Diploma), either through online, offline or blended mode.
Entry	Students who exit with a UG certificate or UG diploma are permitted to re-enter within three years and complete the degree programme*.
Maximum Duration	Three Years period beyond the normal period to clear the backlog to be qualified for the Degree.

Three-year Bachelor's Degree, Bachelor's with Honours or Bachelor's Degree (Honours with Research) or Apprenticeship/Internship Embedded Undergraduate Programme as specified by the Board of Studies of the respective Department.

*****However, the conditions and provisions of ABC and ME-ME Guidelines, as amended from time to time, shall apply.*

a. The students enrolled in Bachelor's Programme shall also be eligible for multiple entry and exit as prescribed by the respective department/relevant clause of the Ordinance.

b. Provided that a semester or a year may be approved a zero semester or a zero year for a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a scholarship/fellowship subject to the fulfilment of requirements laid down in this respect by the regulations with the approval of Academic Council. Such a zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student. On re-joining, the student shall resume the academic programme with the subsequent batch. For example, a student availing zero semester in an odd semester shall resume the studies of that semester with subsequent batch of odd semester students.

10. Syllabi and Structure of the Programmes of Study: The Syllabi and Structure of the Programme of study shall be as approved by the Academic Council on the recommendations of the Board of Studies/School Board of the Department/Centre/School concerned.

10.1. The Board of Studies/School Board of a department/ school shall prepare the curriculum structure of UG programmes in alignment with the skills and general education requirements with provision of minimum 40 credits in a year at all levels (in addition to the requirement of exit credits wherever specified), in accordance with the guidelines issued by NSQF/NCVET, as amended from time to time.

11. Course Registration:

11.1. The student shall be required to register for the credits as specified by the Board of Studies of the respective department/centre for a programme of study, as amended from time to time. The Academic Council, on the recommendation of BoS/School Board of the respective Department/Centre/School, shall decide the curriculum with specific minimum credit requirements for Certificate, Diploma, Bachelor's Degree, Bachelor's Degree (Honours), Bachelor's Degree (Honours with Research), in accordance with relevant Ordinance/NCVET/UGC Regulations/Guidelines, as amended from time to time.

11.2. Every student has to register in each semester (in consultation with his/her Mentor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma/SAMARTH Portal, duly approved by the Head of the Department, within the deadline notified for the purpose by the University.

11.3. Every student shall also register on Academic Bank of Credits (ABC) portal under the guidance of the Student Mentor.

11.4. Every student has to register in each semester on SAMARTH Portal or on other platform specified by the University (in consultation with his/her Student Mentor) for the courses he/she intends to undergo in that semester by applying as per the prescribed proforma, duly endorsed/approved by the Head of the Department, within the deadline notified for the purpose by the University.

1.1. Withdrawal from a course may be permitted up to two weeks from the date of registration, provided the courses registered after withdrawal of a student have the weightage of a minimum of 20 credits in a semester. Withdrawal from a course may not be allowed for those who had late registration.

11.5. Late registration may be permitted by the Head/Incharge of the Department up to a maximum of six weeks after the commencement of the semester, on payment of late fee as prescribed/revised by the university.

11.6. A student may be allowed by the Head/Incharge of the Department to add a course or substitute a course for another course of the same type (skill enhancement course/ elective course/ self-study course), for valid reasons with the consent of the Student Mentor not later than two weeks from the date of commencement of the semester.

11.7. If a student registers himself/herself for more elective courses than the prescribed in the programme, while calculating the Semester/Cumulative Grade Point Average, the prescribed number of elective courses for the programme of study shall be included in the descending order of the grades obtained by him/her.

11.8. The elective courses (Discipline-specific or Multidisciplinary) opted and registered and attempted by the student in the end-semester examination may not be ordinarily replaced, unless approved by the Department. However, a student studying in odd or even semester shall have the option of choosing an elective course offered by the respective/allied/other

department at an appropriate level from the corresponding semester i.e. students of odd semester shall opt for the courses of odd semesters and students of even semester shall opt for the courses offered by the parent or other department in even-semester. In case of an elective opted in addition to the minimum requirement of the programme, it will not be binding on the students to qualify such courses.

11.9. The students are required to earn required number of minimum credits for each level of qualification as listed in the table:

Table-IV

Level	**Certificate/ Diploma/ Degree** (in the field of learning and discipline)	**Qualification description**	**Minimum Credit Requirements**
1	Undergraduate Certificate	Exit after successful completion of the courses prescribed in the first year of an Undergraduate programme with required number of credits/ grade.	40 In addition to the above, the student is required to complete one skill enhancement course (SEC) of four credits preferably during the summer vacation of the first year in online, offline or blended mode to be eligible for the award of UG Certificate.
2	Undergraduate Diploma	Exit after successful completion of the courses prescribed in the first two years of an Undergraduate programme with required number of credits/grade.	80 (40+40) In addition to the above, the student is required to complete one skill enhancement course (SEC) of four credits preferably during the summer vacation of the second year in online, offline or blended mode to be eligible for the award of UG Certificate.
3	Bachelor's Degree (B.Voc)	Exit after successful completion of the courses prescribed in the first three years of an Undergraduate programme with	120 (40+40+40)

		required number of credits/ grade.	
4	Bachelor's Degree (Honours), if applicable	Exit after successful completion of the courses prescribed in the four years of an Undergraduate programme with required number of credits/ grade.	160 (40+40+40+40)
5	Bachelor's Degree (Honours with Research), if applicable	Exit after successful completion of the courses prescribed in the four years of an Undergraduate programme with required number of credits/ grade required for Bachelor's Degree (Honours with Research), if any such degree is specifically offered by a department.	160 (40+40+40+40) Students choosing a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects/dissertation under the guidance of a faculty member in the eighth semester.

Note(s):

i. The Student is required to declare in writing his/her choice for exit at specific level as mentioned above (Certificate/Diploma/Degree) on completion of the level at which he/she wants to exit, through respective Head of the Department.

ii. The credit requirements for Apprenticeship/Internship Embedded Degree Programme, if offered by a department, shall be specifically prescribed in the curriculum in consonance with relevant UGC guidelines.

iii. The Academic Council of the University, on the recommendation of the Board of Studies of the respective department, may increase the minimum and maximum credits for the award of Certificate, Diploma or Degree, wherever required.

12. Student Mentor:

The Department shall appoint a Mentor for each student from amongst the faculty members of the Department concerned. All faculty members of the department shall act as Student Mentors. The Student Mentor shall advise the student in selection of courses and shall render all possible support, guidance and counselling to him/her.

13. Examination and Continuous Internal Assessment for General Education Component

The Continuous Internal Assessment work and the End-Semester examination shall have the weightage of 30% and 70%, respectively. For practical examination also, 70 percent of the marks will be awarded through an end-semester practical exam and remaining 30

percent of the marks will consist of Continuous Internal Assessment to be awarded by concerned faculty member(s) of the department.

13.1. Continuous Internal Assessment (CIA):

13.1.1. Continuous Internal Assessment shall be done on a continual basis, considering the student's class performance, completion of assignments and performance at the two compulsory sessional tests to be conducted in a semester.

13.1.2. Continuous Internal Assessment Test-1 shall be held around the sixth week of the semester for the syllabi covered till then.

13.1.3. Continuous Internal Assessment Test-2 shall be held around the twelfth week for the syllabi covered between seventh and twelfth week.

13.1.4. Continuous Internal Assessment Test-3, if required, may be held around the fourteenth week for the syllabi covered between seventh and fourteenth week.

13.1.5. However, the best two scores from the sessional tests shall be counted.

13.1.6. For conducting Continuous Internal Assessment, one or more assessment tools, such as written tests, assignments, quizzes, paper presentation, laboratory work, seminar, etc., suitable to the course may be employed.

13.1.7. The Continuous Internal Assessment for theory shall consist of the following components with marks indicated against each:

(i) Sessional Tests of 10 marks each (Best two shall be counted) : 20 Marks

Note: The 30% weightage for CIA shall be applicable irrespective of the maximum marks assigned to a course.

This **criterion** shall be made known to the students at the commencement of each semester.

(ii) Assignments/Presentations/Seminars and Class Participation : 5 Marks

(iii) Attendance : 5 marks

Below 75%	Nil
75% to <80%	1 Mark
80 % to <85%	2 Marks
85% to <90%	3 Marks
90% to <95%	4 Marks
95% and above	5 Marks

13.1.8. For practical examination, 70 percent of the marks will be awarded through an end semester practical exam and remaining 30 percent of the marks will consist of Continuous Internal Assessment to be awarded based on regular class performance in practicals by the course coordinator(s). Maximum 05 marks to be awarded for attendance of students (Same as mentioned in case of Continuous Internal Assessment for theory examination).

13.1.9. The seminar paper shall be assessed on the basis of the contents of the paper submitted and its presentation, equally. The assessment will be made by the departmental committee including the concerned teacher/Mentor/supervisor. A Seminar presentation paper will not exceed 4 credits per semester.

13.1.10. The Head/Incharge of the Department may allow a student to repeat one sessional test within the same semester, if his/her application in this regard is considered as genuine on valid grounds.

13.1.11. A student is required to secure, in aggregate, a minimum of 40% marks ('P' grade) in the Continuous Internal Assessment and in the End-Semester examinations. However, he/she shall have to pass the practical examination separately, with a minimum of 'P' grade.

13.2. End-Semester Examination

13.2.1. The End-semester Examinations shall be based on the entire syllabus prescribed for the course and carrying 70% of weightage, shall be conducted by the Examination Branch of the University, in consultation with the Head of the Department.

13.2.2. The Examiners or Board of Examiners shall be appointed for each course by the Board of Studies of the Department concerned.

13.2.3. The hall ticket/admit card shall be issued to the student on the recommendation of the Head of the Department, subject to the following conditions:

(i) Having fulfilled the requirement of attendance as prescribed in Ordinance-XV (A).

(ii) Submission of a "No dues" certificate in the prescribed form.

13.2.4. The distribution of weightage for the evaluation of semester/year-long project work/ dissertation shall be:

I. Periodic Presentation : 30%;

II. Project Report : 40%; and

III. Viva Voce : 30%

or as decided by the Board of Studies of the Department concerned.

13.3. Setting of Question Papers and Evaluation

13.3.1. The question papers for the End-Semester theory examination shall be set and evaluation of answer books shall be done by the examiners (Internal and External examiners, ordinarily in the ratio of 60:40 from all the courses in a semester) out of the Panel of Examiners recommended by the Board of Studies of the Department concerned on the basis of their expertise/ specialization/area of interest.

13.3.2. In case of External Examiner, the question paper setting may be given to Professor/ Associate Professor or Assistant Professor with minimum five years of regular teaching experience at relevant level i.e., UG/PG.

Provided that in case of unavailability of external examiners, the Vice Chancellor may allow the question paper setting and evaluation to be performed by the Internal examiners so that the conduct of examination and declaration of results is not delayed.

13.3.3. In the case of the practical examination of the courses, the assessment shall be jointly undertaken by the internal and external examiners. The External examiners shall be invited from amongst the panel of examiners proposed/recommended by the Head of the Department/Dean of the School of the concerned Department/School in consultation with the course coordinator(s).

13.3.4. In case of the Project reports, Thesis and Dissertation, the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) proposed/recommended by the Head/Dean of the concerned Department/School and approved by the Vice Chancellor/ Vice Chancellor's nominee.

13.3.5. The result of the students may be subject to moderation by a Board of Moderators appointed by the Vice Chancellor.

13.3.6. Unless specified otherwise by the respective Board of Studies, the pattern of Question Papers for End-Semester Examinations shall be as under:

- Question no. 1 shall consist of short answer type questions of specific word length from all the units with internal choice.
- Remaining questions will consist of questions from all the units with internal choice.
- The question paper shall be set in consonance with the defined outcomes specified in LOCF-based curriculum.

14. Examination and Assessment for Skill Component:

The Assessment and Certification for Skill Component of the Curriculum will be ordinarily carried out by the respective Sector Skill Council of a programme. However, in case of inability, unavailability or inordinate delay by the Sector Skill Council to conduct the assessment, the University may conduct Skill Assessment through a panel of experts/Skill Assessment Board approved by the Board of Studies of the Department. The Final grade and certificate will be awarded after successful completion of the evaluations by respective Sector Skill Council/Experts. The curriculum under Skill Component i.e. Theory, Practical and Internship will be under the purview of this assessment.

15. Letter Grades and Grade Points:

15.1. In the End-semester theory or practical examinations, the examiner shall award the marks and these marks shall be further converted into Grades/Grade points by the Examination Branch in accordance with the provisions of the Ordinance.

15.2. Detailed Marks/Grade Card issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

15.3. The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Table-V

Letter Grade	**Grade Point (SGPA/CGPA)**	**Range of Grade Point (SGPA/CGPA)**	**Marks obtained (Class Interval in %)**
O (Outstanding)	10	Above 9 to 10	Above 90 and ≤ 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and < 90
A (Very Good)	8	Above 7 to 8	Above 70 and < 80
B+ (Good)	7	Above 6 to 7	Above 60 and < 70
B (Above Average)	6	Above 5 to 6	Above 50 and < 60
C (Average)	5	Above 4.5 to 5	Above 45 and < 50
P (Pass)	4	4 to 4.5	40 to 45
F (Fail)	0		< 40
AB (Absent)	0		Absent

Note:

(i) F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination. However, students appearing in their final Semester Examination, may be permitted to appear in the reappear papers of all preceding Semesters.

(ii) The minimum qualifying marks for a course or programme shall be 40% (i.e., 'P' grade).

(iii) The students shall have to qualify at the Continuous Internal Assessment and the End-Semester examinations in the aggregate, and in the practical examinations, separately.

(iv) There shall be no rounding off of SGPA/CGPA.

(v) The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.

(vi) In order to be eligible for the award of the Certificate/Diploma/ Degree of the University, a student must obtain CGPA of 4 at the end of the programme.

(vii) Provided that the student who is otherwise eligible for the award of the certificate/diploma/degree but has secured a CGPA of less than 4 at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same nature in lieu thereof in the extra semesters within the maximum duration of the programme.

(viii) The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

CGPA	Class/Division
Above 9	Outstanding
Above 8 to 9	First Division (With Distinction)
6 to 8	First Division
5.5 to <6	High-Second Division
5 to <5.5	Second Division
4 to <5	Third Division

16. Computation of SGPA and CGPA:

The University shall follow the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

16.1. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in a particular semester and sum of the number of credits earned from all the courses by a student, i.e.

$$SGPA\ (Si) = \sum(Ci \times Gi)/\sum Ci$$

where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

16.2. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum(Ci \times Si)/\sum Ci$$

where Si is the SGPA of the ith semester and Ci is the total no. of credits registered and earned in that semester.

16.3. The SGPA and CGPA shall be rounded off to 2 decimal points.

17. Illustration of the Computation of SGPA and CGPA:

17.1. Illustration of Computation of SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	3 x 8 = 24
Course II	4	B+	7	4 x 7 = 28
Course III	3	B	6	3 x 6 = 18
Course IV	3	O	10	3 x 10 =30

	Total credits for the semester=13			Total Credit points earned= 100

Thus, SGPA= 100/13= 7.69

17.2. Illustrations of Computation of CGPA

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA= 8.0

Thus,

$$\text{CGPA} = \frac{((20 \times 6.9) + (22 \times 7.8) + (25 \times 5.6) + (26 \times 6.0) + (26 \times 6.3) + (25 \times 8.0))}{(20 + 22 + 25 + 26 + 26 + 25)}$$

= (969.4/144) =6.73

Note: Formula to calculate percentage from CGPA or SGPA: CGPA or SGPA x 10; and formula to calculate percentage to CGPA or SGPA = Percentage/10

e.g. In case of example mentioned in above table, the equivalent percentage of CGPA = 6.73x10 =67.30.

18. Award of Certificate/Diploma/ Degree and Transcript:

18.1. Unless otherwise prescribed/amended by the University Grants Commission or the respective regulatory body, the Certificate/Diploma/ Degree shall be awarded on successful completion of prescribed courses with minimum credit/grade requirements as specified by the department.

18.2. Transcript (Format): Based on the above, letter grades, grade points, SGPA, and the CGPA, the Transcripts/Detailed Marks Certificates (DMCs)/ Grades shall be issued to the candidates for each semester and a consolidated transcript indicating the performance in all the semesters. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA. In addition to course-wise, semester wise assessment, the mark sheet shall also reflect APAAR ID, Level of the programme and NCrF credit points.

19. Re-appear Examination and Improvement of Grades:

19.1. Re-appear Examination: The students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those papers where they couldn't score

'P' grade in the extra semesters provided in specific Clause-8 on "Duration of Programme" with the following provisions:

19.1.1. A student securing "F" Grade in a course shall be permitted to repeat/ reappear in the End-Semester Examination of the Course for a maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations.

19.1.2. If a student secures "F" Grade in a Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to resubmit the Project Work / Project Report / Dissertation / Field Work Report/ Training Report etc. for a maximum of three times (including the first submission).

19.1.3. Such students may avail the chance to re-appear only within the maximum duration of the programme.

19.1.4. Re-appear examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters. However, a student in the final semester/exit stage is allowed to re-appear in the courses of both odd and even semesters.

19.1.5. A 'Re-appear' examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

19.1.6. A student who has got the migration certificate issued from the university shall not be allowed to re-appear at any examination.

However, the credits earned by the student shall be credited to the Academic Bank of Credits as per the relevant guidelines/Ordinance, as amended from time to time.

19.1.7. In exceptional circumstances, the University may allow mercy chance to the students to clear the backlog for which the candidate shall be charged a Fee of Rs. 2000/- per course/paper, as revised from time to time. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Dean of the School of the respective Department/School.

19.1.8. In case of students participating in NSS, NCC, Sports, Cultural, Extension Activities or activities of similar nature, with the prior approval of the Vice Chancellor on the recommendations of the respective Head(s) of the Department, during the duration of the scheduled term-end examinations, special examinations may be conducted. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Dean of the School of the respective Department/School.

19.1.9. The Vice Chancellor shall also have the right to award grace marks in marginal cases of failure and /or division change. The maximum grace marks could be 1% of the total maximum marks assigned to the semester to the best advantage of the student.

19.2. Improvement of Grades

For improvement of grades, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detailed Marks Certificate or the copy of the result sheet and the prescribed fee, as revised from time to time.

19.2.1. A student shall be allowed to improve the division only after qualifying required number of credits as prescribed for the programme.

19.2.2. The student may be allowed to avail only two chances for improvement within the maximum duration of the programme.

19.2.3. Improvement examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters.

19.2.4. Improvement examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

19.2.5. A student shall be allowed to improve his performance/grades in not more than 30% of total courses prescribed in the programme for improvement of division only.

19.2.6. A student improving the Division/grade shall not be considered for Gold Medal/Rank Certificate.

20. Re-evaluation/Re-checking:

20.1. A student may apply for revaluation/rechecking of his/her answer scripts within thirty days of the declaration of the result.

20.2. For re-evaluation/re-checking of the answer scripts, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detailed Marks/Grade Certificate or the copy of the result sheet and Re-evaluation/Re-checking fee, as notified by the University from time to time. Re-checking shall be conducted at the level of Controller of Examinations.

20.3. Declaration of Result after Re-evaluation:

20.3.1. If, after the first re-evaluation, the difference of the original marks and re-evaluated marks is up to plus or minus 5% of the maximum marks of the paper, there shall be no change in the marks originally scored by the student. However, in view of students' interest, this condition won't apply in case of change of character i.e. 'fail to pass' or change of division.

20.3.2. If after the first re-evaluation, the difference of the original marks and re-evaluated marks is more than 5% and less than 10%, the average of the two scores will be considered as

final score and the result shall be revised accordingly. However, if, after re-evaluation, there is change of character to the higher side i.e. 'fail to pass' or change of division, marks scored after re-evaluation shall be considered.

20.3.3. If after the first re-evaluation, the difference comes to more than plus or minus 10% of the maximum marks of the paper, the answer script shall be re-evaluated by a third examiner

20.3.4. After the second re-evaluation, the average of the nearest two awards/marks shall be taken as final and result shall be revised accordingly.

21. Removal of the Name of a Student from the Programme:

21.1. The name of a student falling under any one of the following categories shall automatically stand removed from the rolls of the University:

(a) A student who has failed to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.

(b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the Degree/Diploma.

(c) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Discipline Committee/ Proctorial Board, and

(d) A student who has failed to attend the classes of the programme for ten teaching days continuously.

22. Promotion Rules

22.1. A student will be promoted from an odd semester to the next even semester without any restrictions on the minimum number of credits earned. However, for promotion from an even semester to the next odd semester, a student should have earned at least 50% of the credits of the current and all previous semesters taken together. A student failing to earn at least 50% of the credits from the prescribed courses of all present and all previous semesters taken together will be treated as an 'Ex-student' and will be allowed to repeat in the end semester examination of the previous semesters as applicable. However, such student will not be allowed to repeat the Continuous Internal Assessment for the said paper/s of the respective semester/s as the case may be. After passing the said semesters, the student shall be promoted to the next odd semester and shall be treated as a 'Regular' student.

22.2. A student shall be declared to have passed the programme of study and award of the degree if he/she has secured the required credits with at least 'P' grade.

23. Pursuance of Two Academic Programmes Simultaneously:

A student may pursue two academic programmes simultaneously in accordance with the UGC "Guidelines for Pursuing Two Academic Programmes Simultaneously", as amended from time to time.

24. Miscellaneous:

24.1.1. The University shall provide the facility of Academic Bank of Credits and Multiple-Entry and Multiple-Exit in consonance with NCrF, NHEQF, NSQF, NCVET, relevant Curriculum Frameworks, ABC and ME-ME guidelines and other relevant guidelines/regulations, as issued and amended by MoE/UGC from time to time.

24.1.2. For any programme approved by the competent authority, if a decision of the Academic Council is at variance with the provisions of this Ordinance, then the Ordinance shall prevail.

24.1.3. In addition to the provisions contained in this Ordinance, the Academic programmes governed by a Regulatory Authority shall comply with essential requirements as prescribed by the respective Regulatory Authority.

24.1.4. Relevant provisions regarding NCrF, NSQF, NCVET, NHEQF, ME-ME options, academic bank of credits, dual degree programmes etc. shall be applicable in accordance with the University Ordinance(s)/relevant UGC Regulations, as amended from time to time.

Notwithstanding anything stated in this Ordinance and not covered by this Ordinance, or in the event of ambiguity or difference in interpretation, the Vice-Chancellor may take an appropriate decision.

ORDINANCE-XXXIV

UNDERGRADUATE PROGRAMMES AND INTEGRATED UG-PG PROGRAMMES

1. Undergraduate and Integrated UG-PG Programmes of study leading to award of Certificates/Diplomas/Degrees shall be offered and conducted by the respective Schools/Departments/ Centres established by the University. This Ordinance pertains to Undergraduate programmes and Integrated UG-PG Programmes (introduced w.e.f. the Academic Session: 2025-26 and thereafter) with provision of NCrF/NHEQF levels, Academic Bank of Credits and 'Multiple Entry and Multiple Exit' options at various stages.

2. Definition of Keywords:

2.1. **Academic Bank Account**: An individual account with the Academic Bank of Credits opened and operated by a student, to which all academic credits earned by the Student from course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of degree/diploma/certificates etc. by an awarding institution.

2.2. **Academic Bank of Credits (ABC):** An academic service mechanism to facilitate students to become its academic account holders, thereby paving the way for seamless student mobility between or within degree-granting Higher Educational Institutions through a formal system of credit recognition, credit accumulation, credit transfers and credit redemption to promote distributed and flexible teaching-learning.

2.3. **Academic Year**: Two consecutive (one odd + one even) semesters shall constitute one academic year.

2.4. **Apprenticeship/Internship Embedded Degree Programme:** A programme of study containing minimum 20% of the total credits of the Degree programme assigned to apprenticeship/internship in consonance with *UGC Guidelines for Higher Education Institutions to offer Apprenticeship/Internship Embedded Degree Programme*.

2.5. **Automated Permanent Academic Account Registry (APAAR) ID:** It is a unique and permanent 12-digit ID assigned to every student, offering a comprehensive record of their academic achievements, including degrees, scholarships, awards, and other credits.

2.6. **Choice-Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective, multidisciplinary, skill-based, ability enhancement, vocational education and training, value-added or any other type of courses. It provides a 'cafeteria' approach in which the students can take courses of their choice, learn at their own pace, study additional

courses and acquire more than the minimum required credits, and adopt an inter-disciplinary/ multidisciplinary approach to learning.

2.7. **Course**: Usually referred to as paper, it is a component of a Programme. All courses need not carry the same weightage. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ dissertation/ internship/ apprenticeship/ practical training/ viva/ seminars/ term-papers/ assignments/ presentations/ self-study work/ clinical component, etc., or a combination of some of these with defined objectives and learning outcomes.

2.8. **Course Learning Outcomes (CLOs):** Course learning outcomes are specific to the learning for a given course of study related to a disciplinary or interdisciplinary/multi-disciplinary area of learning. Some courses of study are highly structured, with a closely laid down progression of compulsory/core courses to be taken at different phases/stages of learning. The NHEQF envisages programmes that would allow learners much more freedom to take a combination of courses of study within the multidisciplinary contexts according to the preferences of the individual student that may be very different from the courses of study pursued by another student of the same programme. Course-level learning outcomes are expected to be aligned with relevant programme learning outcomes. At the course level, each course may well have links to some but not all graduate attributes as these are developed through the totality of student learning experiences across the period/ semesters of their study.

2.9. **Programme Learning Outcomes (PLOs):** The programme learning outcomes are attained by learners through the essential learnings acquired on the completion of selected courses of study within a programme of study. The term 'course' is used to mean the individual courses of study that make up the scheme of study for a programme. The curriculum development agencies are expected to consider the relevant programme learning outcomes when setting the course learning outcomes for the undergraduate certificate/diploma, Bachelor's degree, Bachelor's degree with honours/ honours with research or master's degree programmes.

2.10. **Credit**: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work, per week. Accordingly, one credit would mean equivalent of 14-15 hours of theory or 28-30 hours of workshop/ lab work. For internship/ field work, the credit weightage for equivalent hours is 50% of that for lectures/tutorials. Weightage and break up of credits will be determined in accordance with NCrF/NHEQF or other relevant guidelines issued by MoE/UGC or regulating bodies from time to time.

2.11. **Credit Point**: It is the product of the grade point and the number of credits for a course.

2.12. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of the total credit points secured by a student in various courses in all semesters and the sum of the credits of all courses in all the semesters. It is expressed up to two decimal places.

2.13. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

2.14. **Graduate Attributes:** The graduate profile/attributes include capabilities that help widen the current knowledge base and skills, gain and apply new knowledge and skills, undertake future studies independently, perform well in a chosen career, and play a constructive role as a responsible citizen in society. The graduate profile/attributes are acquired incrementally and describe a set of competencies that are transferable beyond the study of a particular subject/disciplinary area and programme contexts in which they have been developed. Graduate attributes are fostered through meaningful learning experiences made available through the curriculum and learning experience, the total college/university experience, and a process of critical and reflective thinking.

2.15. **Internship/Apprenticeship:** It is the position of a student/trainee who works in an organization in order to gain work experience or satisfy requirements of hands on/professional training as prescribed in the curriculum.

2.16. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. It means a letter grade assigned to a student on the basis of evaluation of a course on a ten-point scale.

2.17. **NHEQF Level Descriptors:** Each NHEQF Level is structured based on the defined learning outcomes which lead to the expected graduate attributes/profile. The level descriptors reflect the expected outcomes of learning that should be achieved and demonstrated by graduates of a specific programme of study leading to a qualification at a specific NHEQF level. The level descriptors may be incorporated in the curriculum of a programme of study.

2.18. **Recognition of Prior Learning (RPL):** A process that involves the assessment of an individual's relevant prior learning (including through formal, informal, and non-formal learning).

2.19. **Major Discipline:** It is the discipline or subject of main focus and the degree will be awarded in that discipline. Students should secure the prescribed number of credits (minimum 50% of total credits) through the core courses in the major discipline.

2.20. **Minor Discipline:** It helps a student to gain a broader understanding beyond the major discipline. For example, if a student pursuing an Economics major obtains a minimum of 12 credits from a bunch of courses in Statistics, then the student will be awarded B.A. degree in Economics with a Minor in Statistics.

2.21. **Multiple Entry and Multiple Exit (ME-ME):** NCrF provides the option to students for entry and exit at various levels of qualification on qualifying required number of courses/credits. Additional 10% seats, over and above the sanctioned strength, may be created to accommodate the request for mobility (entry) of eligible students, or as prescribed by the University from time to time, depending upon the availability of resources. Preference will be given to those who have got higher CGPA.

2.22. **National Credit Framework (NCrF):** It is a comprehensive framework that encompasses school education, higher education, vocational education and training/ skilling and experiential learning based on proficiency/professional levels achieved. NCrF is the meta framework for creditisation of all types of learning and integrating of credits earned from academics, vocational education and training/ skilling and experiential learning including work experience and proficiency/professional levels acquired.

2.23. **National Higher Education Qualifications Framework (NHEQF):** This framework is an instrument for the development, classification, and recognition of qualifications along a continuum of levels from 4.5 to 8, where each level is structured based on the defined learning outcomes.

2.24. **NHEQF Levels:** These levels represent a series of sequential stages expressed in terms of a range of learning outcomes against which typical qualifications are positioned. NHEQF Level-4.5 represents learning outcomes appropriate to the first year (first two semesters) of the undergraduate programme of study, while Level-8 represents learning outcomes appropriate to the doctoral level programme of study.

2.25. **NCrF Credit Points**: The NCrF credit points earned by the student in a particular year are obtained by multiplying the credits earned with the NCrF level.

2.26. **Notional Learning Hours:** According to the NCrF, there shall be 1200 notional hours per year for which a student shall be awarded 40 credits. Accordingly, 30 notional learning hours shall be counted as one credit. Notional learning hours encompass curricular, co-curricular and extra-curricular activities.

2.27. **Programme**: An educational programme leading to the award of a Degree, Diploma or Certificate.

2.28. **Undergraduate Programmes:** Undergraduate degree programmes of either 3 or 4-year duration, with multiple entry and exit points/options, with appropriate certifications such as UG Certificate, UG Diploma, 3-year bachelor's degree or 4-year bachelor's degree (honours/ honours with research), offered and conducted by the respective Schools/Departments/ Centres established by the University.

2.29. **Integrated UG-PG Programmes:** Integrated UG-PG Programmes of study as offered by the respective Schools/Departments/ Centres established by the University with multiple entry and multiple exit points/options, with appropriate certifications such as UG

Certificate, UG Diploma, 3-Year Bachelor's Degree, 4-Year Bachelor's with Honours/ Honours with Research Degree, PG Diploma, one-year Master's Degree and two-year Master's Degree on fulfilment of credit requirements

2.30. **Postgraduate Programmes:** PG Diploma and Master's degree programmes with multiple entry and exit points/options, with appropriate certifications such as PG Diploma, one-year Master's Degree and two-year Master's Degree, offered and conducted by the respective Schools/Departments/ Centres established by the University.

2.31. **Semester:** Each Semester shall consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled ordinarily from July to December and even semester from January to June. The credit-based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching.

2.32. **Semester Grade Point Average (SGPA):** It is a measure of performance of the work done in a semester. It is the ratio of total credit points secured by a student registered in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

2.33. **Summer Term**: A summer term is ordinarily for eight weeks during summer break. Internship/apprenticeship/work-based vocational education and training may be carried out during the summer term, especially by the students who wish to exit after two semesters or four semesters of study.

2.34. **Transcript/ Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA. In addition to course-wise and semester-wise assessment, the mark sheet shall also reflect APAAR ID, Level of the programme and NCrF credit points.

1. **Eligibility for Admission:** A candidate may be admitted to the Undergraduate/Integrated UG-PG Programme if he or she has attained the minimum eligibility/qualification at the time of admission i.e. Senior Secondary Certificate or Higher Secondary (12th Grade) Certificate, or as decided by the University from time to time.

The eligibility criteria for admission to various programmes offered by the University shall be decided by the University from time to time.

Table-I

Multiple Entry-Multiple Exit Options and Eligibility

Sr.	Academic Level	Minimum Entry Qualification	Exit Qualification	Credits required	NHEQF /NCrF Level
1	UG 1st year	12th pass certificate or equivalent	UG Certificate	40+4 (exit SEC)	4.5
2	UG 2nd Year	i. UG Certificate# **Or** ii. Successful completion of UG first year with required number of credits	UG Diploma	80+4 (exit SEC)	5.0
3	UG 3rd Year	i. UG Diploma# **Or** ii. Successful completion of UG second year with required number of credits	Bachelor's Degree	120	5.5
4	UG 4th Year	Bachelor's Degree (3-year)	Bachelor's Degree (Honours/ Honours with Research)	160	6.0
5	PG Diploma/ 1st year of 2-year PG	Bachelor's Degree (3-year)	PG Diploma	40	6.0
6.	One-year Master's	Bachelor's Degree (Honours/ Honours with research) or PG Diploma	Master's Degree	40	6.5
7	Two-year Master's	Bachelor's Degree (after 3 years of UG)	Master's Degree	80 (40+40)	6.5
8	Two-year Master's	4-year Bachelor's Degree/	Master's Degree	80 (40+40)	7.0

	(M.E./ M.Tech)	Bachelor's (Honours/ Honours with Research)			
9	Doctoral Degree	i. Master's Degree ii. Bachelor's Degree (Honours with Research)	Ph.D.	Course work and a thesis with published work and/ or creative work	8.0

#. For lateral entry.

Note: *Students opting to exit with UG Certificate or UG Diploma are required to complete 4-credit Skill Enhancement Course (SEC) preferably during the summer vacation of the first year or second year, as applicable, either through online, offline or blended mode. Various departments/centres/schools of the University may offer good number of skill enhancement courses in online/offline or blended mode and may identify relevant courses from SWAYAM/ SWAYAM Plus Portal for the convenience of the students.*

1.1. The student registered for an Undergraduate or Integrated UG-PG programme of study may avail multiple Exit options as under:

1.1.1. If a student enrolled in Undergraduate or integrated UG-PG programme exits after successful completion of the courses prescribed in the first year of an Undergraduate programme with required number of credits/grade, he/she shall be awarded a Certificate.

1.1.2. If a student enrolled in Undergraduate or integrated UG-PG programme exits after successful completion of the courses prescribed in the first two years of an Undergraduate programme with required number of credits/grade, he/she shall be awarded Undergraduate Diploma.

1.1.3. If a student enrolled in Undergraduate or integrated UG-PG programme exits after successful completion of the courses prescribed in the first three years of an Undergraduate programme with required number of credits/grade, he/she shall be awarded Bachelor's Degree.

1.1.4. If a student enrolled in Undergraduate or integrated UG-PG programme exits after successful completion of the courses prescribed in the first four years of an Undergraduate programme (Honours/ Honours with Research), if offered by a department, with required number of credits/grade, he/she shall be awarded Bachelor's Degree (Honours/ Honours with Research).

1.1.5. If a student enrolled in integrated UG-PG programme exits after successful completion of the courses prescribed in the first four years of the integrated UG-PG Programme with required number of credits/grade, he/she shall be awarded Postgraduate Diploma.

1.1.6. If a student enrolled in integrated UG-PG programme exits after successful completion of the courses prescribed in the first five years of the integrated UG-PG Programme with required number of credits/grade, he/she shall be awarded integrated UG-PG Degree in the respective discipline.

1.2. In addition to the above, the entry and exit options shall also be available as under:

1.2.1. Postgraduate Diploma for those who exit after the successful completion of the first year or two semesters of the two-year Master's Degree Programme with required number of credits/grades specified for the programme after obtaining a Bachelor's Degree.

1.2.2. Master's Degree for those who exit after the successful completion of two years or four semesters of the two-year Master's Degree programme with required number of credits/grade specified for the programme after obtaining a Bachelor's Degree.

1.2.3. Master's Degree for those who exit after the successful completion of one year or two semesters of the two-year Master's Degree programme with required number of credits/grade specified for the programme after obtaining a four-year Bachelor's Degree (Honours or Honours with Research) or Postgraduate Diploma.

2. Types of Courses/Activities:

Each programme may have various types of courses/activities, namely, Major Courses (Disciplinary/interdisciplinary), Minor Stream Courses (Disciplinary/Interdisciplinary), Vocational Education and Training (VET), Multidisciplinary Courses (MDC), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value-Added Courses (VAC), Summer Internship, Research Project/Minor Project/Dissertation, Massive Open Online Courses (MOOCs), Self-Study Courses, Internship, Apprenticeship, Seminar, community engagement and services, field practice/projects and/ or any other as specified in the curriculum of a programme of study.

Table-II

Type of Courses and Minimum Credit Requirements

Sr.	Broad Category of Course	Minimum Credit Requirements		
		3-year Bachelor's Degree	4-Year Bachelor's Degree (Honours)	4-Year Bachelor's Degree (Honours with Research)
1	Major	60	84	80

2	Minor (including VET[#])	24	40	32
3	Multidisciplinary	09	09	09
4	Ability Enhancement Courses (AEC)	08	08	08
5	Skill Enhancement Courses (SEC)	09	09	09
6	Value Added Courses (common for all UG)	06-08	06-08	06-08
7	Summer Internship	02-04	02-04	02-04
8	Research Project / Dissertation	---	---	12
	Total	120	160	160

#. Minimum 12 credits from Vocational Education and Training (VET)
Note: *The University may prescribe additional credit requirements, in addition to the minimum credits, for a programme of study, with the approval of the Academic Council.*

2.1. Core Courses:

The core courses are those courses whose knowledge is deemed essential for the students registered for a particular programme of study. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

2.2. Elective Courses: The elective courses can be chosen from a pool of papers. The courses may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provide an extended scope or which enable an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill.

These courses are intended to:

- allow the student to specialize in one or more branches of the broad subject area;
- help the student to acquire knowledge and skills in a related area that may have applications in the broad subject area;
- help the student to bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc.); and
- help the student to pursue an area of interest.
- The student may also choose additional elective courses offered by the University to enable him/her to acquire extra credits from the discipline, or across the discipline.

2.3. **Disciplinary/Interdisciplinary Major:** The major would provide the opportunity for a student to pursue in-depth study of a particular subject or discipline. Students may be allowed to change major within the broad discipline at the end of the second semester.

Additional 10% seats, over and above the sanctioned strength, may be created to accommodate the request for a change of major, depending upon the availability of resources. Preference will be given to those who have got higher CGPA.

2.4. **Disciplinary/Interdisciplinary Minors:** Students will have the option to choose courses from disciplinary/interdisciplinary minors including skill-based vocational courses relating to a chosen vocational education programme. A student may declare the choice of the minor at the end of the second semester, after exploring various courses.

2.5. **Vocational Education and Training (VET):** Vocational Education and Training will form an integral part of the undergraduate programme to impart skills along with theory and practical. A minimum of 12 credits will be allotted to job-oriented, skill-based Vocational Education and Training, and these can be related to the major/ minor or any other discipline of student's choice.

2.6. **Multidisciplinary Courses (courses from other disciplines) (MDC):** All undergraduate students are required to undergo minimum three multidisciplinary courses from other disciplines. These courses are intended to broaden the intellectual experience of the students beyond the major discipline. Students can not choose or repeat courses already undergone at the senior/higher secondary level (12th class) under this category. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

2.7. **Ability Enhancement Course (AEC):** Ability enhancement courses aim at enabling the students to develop competency in a modern Indian Language and in English language with special emphasis on language and communication skills.

2.8. **Skill Enhancement Course (SEC):** These courses are aimed at imparting practical skills, hands-on training, soft skills and professional skills to enhance the employability of students. The students shall be required to complete the minimum credit requirements from SECs. The students may opt these courses from any department irrespective of the level of study with the permission of the department.

2.9. **Value-Added Courses (VAC):** These courses are meant to impart understanding of vital aspects such as Environmental Education, Indian tradition, culture and heritage, digital and technological solutions, health, wellness, Yoga education, sports, and fitness or any other domain of knowledge deemed relevant for the students in addition to their disciplinary knowledge. The students are required to acquire required number of credits from the Value-Added courses offered by various departments/centres of the University. These courses shall be offered to all UG and PG students irrespective of the level of study.

The students may opt these courses from any department irrespective of the level of study with the permission of the department.

2.10. **Summer Internship/Apprenticeship:** The students are required to undergo internships/ apprenticeships in a firm, industry, or organisation to complete the minimum credit requirements under this category. These credits may also be earned by undergoing training in lab with faculty and researchers in their own or other HEIs/ research institutions preferably during the summer term in online/offline or blended mode. Community engagement/service, field-based learning/minor project and similar other activities which provide opportunity to the students to engage with practical side of learning may also be undertaken during summer internship.

2.11. **Community Engagement and Service:** The curricular component of 'community engagement and service' will involve activities that would expose students to the socio-economic issues in society so that the theoretical learning can be supplemented by actual life experiences to generate solutions to real-life problems.

2.12. **Research Project/Dissertation:** Students choosing a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented.

2.13. **Self-Study Courses:** The self-study courses, if offered, are optional and not mandatory. Being non-credit courses, the performance of students in these courses shall be indicated either as "satisfactory" or as "unsatisfactory", instead of the Letter Grade and this shall not be counted for the computation of SGPA/CGPA.

2.14. **Seminar**: A course requiring students to participate in structured discussion/conversation or debate focused on assigned tasks/readings, current or historical events, or shared experiences guided or led by an expert or qualified personnel in a field of learning, work/vocation, or professional practice.

2.15. **Massive Open Online Courses (MOOCs)**: The students may opt for the online courses offered through India's Massive Open Online Course (MOOC) platform, viz. Study Web of Active Learning for Young Minds (SWAYAM), SWAYAM Plus or any other online platform approved by UGC/regulatory body from time to time up to an extent as prescribed in the curriculum of an academic programme with the approval of the respective Board of Studies.

The Departments may identify up to 40% of the total courses, being offered in a particular programme in a semester, through the SWAYAM/ SWAYAM Plus or any other online platform approved by UGC/regulatory body from time to time *for adoption in UG/PG programmes in accordance with relevant UGC Guidelines.*

3. Levels of Courses:

The courses shall be defined and coded in terms of learning outcomes, level of difficulty and academic rigor, for which following levels shall be mentioned with the course codes and the nomenclatures of the courses prescribed in the curriculum:

Table-III

Level and Nature of Courses

Sr.	Level	Nature of Courses
1	0-99	Pre-requisite courses
2	100-199	Foundation or introductory courses
3	200-299	Intermediate-level courses
4	300-399	Higher-level courses
5	400-499	Advanced courses
6	500-599	Courses at first-year Master's degree level for a 2-year Master's degree programme
7	600-699	Courses for second-year of 2-year Master's or 1-year Master's degree programme
8	700 -799 & above	Courses limited to Doctoral degree programme

4. Course Coding:

Each course offered by a school/department/ centre is identified by a unique course code indicating school, department, programme no., semester, course no., Discipline Specific Core (DSC)/ Minor Stream Course (MSC)/Multidisciplinary Course (MDC)/Ability Enhancement Course (AEC)/ Skill Enhancement Course (SEC)/Value-Added Course (VAC)/ Internship (I)/Research Project/Dissertation (RP), etc., number of credits attached to theory lectures, tutorials, practical and total number of credits for the course and level of course, respectively. For example, the course code for fifth core course of Level-100 of the first programme in the second semester in Department of Chemistry under the School of Basic Sciences carrying 4 credits (3 theory lectures and one practical) may be- SBS CHEM 01 02 05 100 C 3014, where '100' defines the level of course. However, the concerned Board of Studies/School Board may devise a specific course codification pattern for an academic programme with the approval of the Academic Council.

5. Mobility Options and Credit Transfer through Academic Bank of Credits (ABC):

5.1. Academic Bank of Credits, a national-level facility to promote flexibility of curriculum framework and interdisciplinary or multidisciplinary academic mobility of students across Higher Education Institutions in the country, facilitates students to choose their own learning path to attain a Certificate, Diploma or Degree working on the principle of multiple entry-multiple exit as well as any-time, any-where, and any-level learning.

5.2. Each student shall have to register on Academic Bank of Credits (ABC) portal for creation of the unique APAAR ID to avail multiple entry and multiple exit options and mobility across various disciplines and Higher Education Institutes.

5.3. The requirement of credits as well as essential components of study for award of the Certificate/Diploma/Degree shall be as prescribed by the University.

5.4. The norms in respect of the curriculum content, curriculum transaction, and educational technologies for the courses offered, their timing, continuous evaluation methods, attendance and novel methods of assessment shall be as decided by the University.

5.5. Credits earned and deposited with Academic Bank of Credits (ABC) shall be valid for the purpose of redemption to a Certificate/Diploma/Degree, for varying duration as specified by the credit awarding and credit accepting Higher Education Institution subject to a maximum duration of seven years.

5.6. Provided that once any credit is redeemed for the award of a degree, diploma or certificate, such credit shall be irrevocably debited from the student's Academic Bank Account, and the credits earned by a student cannot be reused for the award of any other formal academic qualifications.

5.7. Students may customize or design their own degrees utilizing courses offered by one or more Higher Education Institutes registered with Academic Bank of Credits.

5.8. Provided that, the student shall be required to earn at least 50% of the credits from the Higher Education Institute awarding the degree, diploma or certificate.

5.9. Additional 10% seats, over and above the sanctioned strength, may be created to accommodate the request for mobility (entry) of eligible students, or as prescribed by the University from time to time, depending upon the availability of resources. Preference will be given to those who have got higher CGPA. Provided further that, the student shall be required to earn the required number of credits in the core subject area necessary for the award of the degree, diploma or certificate as specified by the university in which the student is enrolled.

5.10. The University may also facilitate easy mobility of students from the member Universities/HEI(s) of the Consortium of Higher Educational Institutions of North India or the Central Universities/Centrally Funded Institutions by making special provision of seats in various programmes of study, as decided from time to time.

5.11. A student shall be eligible for the award of degree, diploma or certificate, whichever applicable, only after fulfilment of the credit requirements, assessment processes, duration and other relevant provisions as laid down by the university.

5.12. A student can take the courses of any other university subject to equivalence of the core/elective courses and availability of seats, adopting due administrative process and formal consent of the University/Universities through the Equivalence Committee(s).

5.13. The flexibility and mobility option doesn't entitle a student to be exempted or relaxed from any of the requisites (sessional tests, attendance, assignments, end-semester examinations, programme duration etc.) for the completion of the programme.

5.14. The mobility option should not be interpreted as inter-university migration unless approved by both the Universities.

5.15. Mobility of Credits earned by the students from GIAN (Global Initiative of Academic Networks) courses/ MOOCs (Massive Open Online Courses)/ SWAYAM (Study Webs of Active –Learning for Young Aspiring Minds)/ SWAYAM Plus, Swachh Bharat Internship Programme/ etc. shall be credited in accordance with the provisions made under the respective schemes, as amended from time to time; subject to compatibility of course content & assessment process with the prior approval of the respective Board of Studies/ School Board.

5.16. The student shall be given the equivalent credit weightage for the credits earned vide online learning credit courses through SWAYAM/ SWAYAM Plus platform or any other platform specified by UGC and as approved by the respective Board of Studies.

5.17. The mobility across the disciplines is also subject to availability of seats, faculty, infrastructure, etc (as fixed by the University/department from time to time).

6. Credits:

A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15-week schedule. Two hours of laboratory work/field work etc. is generally considered equivalent to 1 hour of lecture.

i. 1 Credit = 1 Theory/Tutorial period of one-hour duration, or

ii. In case of practical, 1 Credit = 1 Practical period of two-hour duration

iii. A one-credit of Seminar or Internship or Studio activities or Field practice/projects or Community engagement and service means two-hour engagements per week.

Accordingly, in a semester of 15 weeks duration, one credit in these courses is equivalent to 30 hours of engagement, or as specified by the Board of Studies.

- A core/elective course with practical component may ordinarily carry up to 6 credits while a core/elective course without practical component may ordinarily carry up to 4 credits; a self-study course shall normally carry not more than 3 credits.
- All discipline-specific courses (major or minor) may be of 4 credits or as defined by the department.
- All courses under the Multi-disciplinary and Skill Enhancement categories etc. may be of 3-credits or as defined by the department.
- Ability Enhancement courses may be of 2 or 4 credits each.
- Courses under Value-Added, Summer Internship/ Apprenticeship/ Community outreach activities, etc., may be of 2-credits or as appropriate;
- Terminal year/semester Research Project / Dissertation etc., may be of minimum 12 credits for 4-Year Undergraduate programme (Honours with Research).
- In case of Post-Graduate programme, a dissertation/ project work/field work may carry minimum 20 credits (along with coursework) during the year; and a year-long dissertation/project work/field work may carry minimum 40 credits.

7. Duration of the UG and PG Programmes:

Table-IV

Duration of the Programmes

Programmes	**Bachelor's Degree#**	**Integrated UG-PG Degree**
Duration	The duration of the 3-year Bachelor's programme is 3 years or 6 semesters.	The duration of the Integrated UG-PG Degree is 5 Years or 10 semesters
	The duration of the Bachelor's Degree with Honours or Honours with Research is 4 years or 8 semesters.	
Exit	Students who desire to undergo a 3-year UG Programme will be allowed to exit after successful completion of the three year. If a student wants to leave after the successful completion of	Students who desire to undergo a 4-year UG Programme (Honours or Honours with Research) will be allowed to exit after successful completion of four years, provided

	one or two years, the student will be given a UG Certificate or UG Diploma, respectively, provided they earn the prescribed number of credits including a 4-credit Skill Enhancement Course (SEC) preferably during the summer vacation after successful completion of one year (in case of UG Certificate) and two-year (in case of UG Diploma), either through online or offline mode.	they earn the prescribed number of credits.
Entry	Students who exit with a UG certificate or UG diploma are permitted to re-enter within three years and complete the degree programme*.	Students who exit with a UG certificate, UG diploma or UG degree are permitted to re-enter within three years and complete the degree programme*, whatever is applicable.
Maximum Duration	Three Years period beyond the normal period to complete the requisite courses and credit requirements for the Degree.	Three Years period beyond the normal period to complete the requisite courses and credit requirements for the Degree.

Three-year Bachelor's Degree, Bachelor's with Honours or Bachelor's Degree (Honours with Research) or Apprenticeship/Internship Embedded Undergraduate Programme as specified by the Board of Studies of the respective Department.

**However, the conditions and provisions of ABC and ME-ME Guidelines, as amended from time to time, shall apply.*

a. The students enrolled in Bachelor's or Integrated UG-PG Programme shall also be eligible for multiple entry and exit as prescribed by the respective department/relevant clause of the Ordinance.

b. Provided that a semester or a year may be approved a zero semester or a zero year for a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a scholarship/fellowship subject to the fulfilment of requirements laid down in this respect by the regulations with the approval of Academic Council. Such a zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student. On re-joining,

the student shall resume the academic programme with the subsequent batch. For example, a student availing zero semester in an odd semester shall resume the studies of that semester with subsequent batch of odd semester students.

8. **Syllabi and Structure of the Programmes of Study:** The Syllabi and Structure of the Programme of study shall be as approved by the Academic Council on the recommendations of the Board of Studies/School Board of the Department/Centre/School concerned.

Table-V

Template of UG Curriculum Structure

Sem	Core	Minor	Interdisciplinary	AEC	SEC/ Internship/ Dissertation	Value-Added Courses	Total Credits
I	(100 Level)	(100 Level)	(1 course)	(1 course)	(1 course)	1 or 2 courses	20
II	(100 Level)	(100 Level)	(1 course)	(1 course)	(1 course)	1 or 2 courses	20
Exit with UG Certificate after securing 40+4 (SEC during summer term/ internship/ apprenticeship							40+4
III	(200 Level)	(200 & above)	(1 course)	(1 course)	(1 course)	---	20
IV	(200 Level)	(200 & above)	---	(1 course)	---	---	20
Exit with UG Certificate after securing 80+4 (SEC during summer term/ internship/ apprenticeship							80+4
V	(300 Level)	(200 & above)	---	---	Internship	---	20
VI	(300 Level)	(200 & above)	---	---	---	---	20
Exit with 3-year Bachelor's Degree							120
VII	(400 Level)	(300 & above)	---	---	---	---	20

VIII	(400 Level)	(300 & above)	---	---	Research Project/ Dissertation	---	20
Exit with Bachelor's Degree (Honours/ Honours with Research)							160

Note: The Board of Studies/School Board of a department/ school shall prepare the curriculum structure of UG programmes in alignment with the template given above. However, the BoS/School Board may make specific changes to meet the special requirements of a programme/discipline.

9. Course Registration:

9.1. The student shall be required to register for the credits as specified by the Board of Studies of the respective department/centre for a programme of study, as amended from time to time. The Academic Council, on the recommendation of BoS/School Board of the respective Department/Centre/School, shall decide the curriculum with specific minimum credit requirements for Certificate, Diploma, Bachelor's Degree, Bachelor's Degree (Honours), Bachelor's Degree (Honours with Research), Postgraduate Diploma, Postgraduate Degree and Integrated UG-PG programme(s) in accordance with relevant Ordinance/UGC Regulations/Guidelines, as amended from time to time.

9.2. Every student has to register in each semester (in consultation with his/her Mentor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma/SAMARTH Portal, duly approved by the Head of the Department, within the deadline notified for the purpose by the University.

9.3. Every student shall also register on Academic Bank of Credits (ABC) portal under the guidance of the Student Mentor.

9.4. Every student has to register in each semester on SAMARTH Portal or on other platform specified by the University (in consultation with his/her Student Mentor) for the courses he/she intends to undergo in that semester by applying as per the prescribed proforma, duly endorsed/approved by the Head of the Department, within the deadline notified for the purpose by the University.

9.5. Withdrawal from a course may be permitted up to two weeks from the date of registration, provided the courses registered after withdrawal of a student have the weightage of a minimum of 20 credits in a semester. Withdrawal from a course may not be allowed for those who had late registration.

9.6. Late registration may be permitted by the Head/Incharge of the Department up to a maximum of six weeks after the commencement of the semester, on payment of late fee as prescribed/revised by the university.

9.7. A student may be allowed by the Head/Incharge of the Department to add a course or substitute a course for another course of the same type (skill enhancement course/ elective course/ self-study course), for valid reasons with the consent of the Student Mentor not later than two weeks from the date of commencement of the semester.

9.8. If a student registers for more elective courses than the prescribed in the programme, while calculating the Semester/Cumulative Grade Point Average, the prescribed number of elective courses for the programme of study shall be included in the descending order of the grades obtained by him/her.

9.9. The elective courses (Discipline-specific or Multidisciplinary) opted and registered and attempted by the student in the end-semester examination may not be ordinarily replaced, unless approved by the Department. However, a student studying in odd or even semester shall have the option of choosing an elective course offered by the respective/allied/other department at an appropriate level from the corresponding semester i.e. students of odd semester shall opt for the courses of odd semesters and students of even semester shall opt for the courses offered by the parent or other department in even-semester. In case of an elective opted in addition to the minimum requirement of the programme, it will not be binding on the students to qualify in such courses.

9.10. The students are required to earn required number of minimum credits for each level of qualification as listed in the table:

Table-VI

Level	**Certificate/ Diploma/ Degree** (in the field of learning and discipline)	**Qualification description**	**Minimum Credit Requirements**
1	Undergraduate Certificate	Exit after successful completion of the courses prescribed in the first year of an Undergraduate/ UG-PG Integrated programme with required number of credits/ grade.	40 In addition to the above, the student is required to complete one skill enhancement course (SEC) of four credits preferably during the summer vacation

			of the first year in online, offline or blended mode to be eligible for the award of UG Certificate.
2	Undergraduate Diploma	Exit after successful completion of the courses prescribed in the first two years of an Undergraduate/UG-PG Integrated programme with required number of credits/grade.	80 In addition to the above, the student is required to complete one skill enhancement course (SEC) of four credits preferably during the summer vacation of the second year in online, offline or blended mode to be eligible for the award of UG Certificate.
3	Bachelor's Degree	Exit after successful completion of the courses prescribed in the first three years of an Undergraduate/UG-PG Integrated programme with required number of credits/ grade.	120
4	Bachelor's Degree (Honours)	Exit after successful completion of the courses prescribed in the first four years of an Undergraduate/UG-PG Integrated programme with required number of credits/ grade.	160

5	Bachelor's Degree (Honours with Research)	Exit after successful completion of the courses prescribed in the first four years of an Undergraduate/UG-PG Integrated programme with required number of credits/ grade required for Bachelor's Degree (Honours with Research), if any such degree is specifically offered by a department.	160 Students choosing a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects/dissertation under the guidance of a faculty member in the eighth semester.
6	Postgraduate Diploma	Exit after successful completion of the courses prescribed in the first four years of the integrated UG-PG Programme with required number of credits/grade. Such students will get certification for 3-year bachelor's degree and PG Diploma, separately.	160
		Exit after the successful completion of the first year or two semesters of the two-year Master's Degree Programme with required number of credits/grade after obtaining a 3-year Bachelor's Degree.	40
7	Master's Degree	Exit after the successful completion of the two years or four semesters of the two-year Master's Degree Programme with required number of credits/grade after obtaining a 3-year Bachelor's Degree. Or	88 credits (±8 Credits), including a minimum of 16 credits from elective courses (of which at least 8 credits shall be from elective courses offered by other departments.
		Exit after successful completion of one year or two semesters of the Master's Degree Programme with required	44 credits (±4 Credits), including a minimum of 8 credits from the elective courses (of which at least 4

		number of credits/grade after obtaining a Bachelor's Degree (Honours or Honours with Research) or PG Diploma, if any such degree is specifically offered by the Department.	credits shall be from elective course(s) offered by another Department).
8	Degree in Integrated UG-PG Programme	Exit after successful completion of the courses prescribed in the first five years of the integrated UG-PG Programme with required number of credits/grade.	200 including minimum credits from each type of course prescribed by the department.

Note(s):

i. The Student is required to declare in writing his/her choice for exit at specific level as mentioned above (Certificate/Diploma/Degree) on completion of the level at which he/she wants to exit, through respective Head of the Department.

ii. The credit requirements for Apprenticeship/Internship Embedded Degree Programme, if offered by a department, shall be specifically prescribed in the curriculum in consonance with relevant UGC guidelines.

iii. The Academic Council of the University, on the recommendation of the Board of Studies of the respective department, may increase the minimum and maximum credits for the award of Certificate, Diploma or Degree, wherever required.

10. Student Mentor:

The Department shall appoint a Mentor for each student from amongst the faculty members of the Department concerned. All faculty members of the department shall act as Student Mentors. The Student Mentor shall advise the student in selection of courses and shall render all possible support, guidance and counselling to him/her.

11. Examination and Continuous Internal Assessment

The Continuous Internal Assessment work and the End-Semester examination shall have the weightage of 30% and 70%, respectively. For practical examination also, 70 percent of the marks will be awarded through an end-semester practical exam and remaining 30 percent of the marks will consist of Continuous Internal Assessment to be awarded by concerned faculty member(s) of the department.

11.1. Continuous Internal Assessment (CIA):

11.1.1. Continuous Internal Assessment shall be done on a continual basis, taking into account the student's class performance, completion of assignments and performance at the two compulsory sessional tests to be conducted in a semester.

11.1.2. Continuous Internal Assessment Test-1 shall be held around the sixth week of the semester for the syllabi covered till then.

11.1.3. Continuous Internal Assessment Test-2 shall be held around the twelfth week for the syllabi covered between seventh and twelfth week.

11.1.4. Continuous Internal Assessment Test-3, if required, may be held around the fourteenth week for the syllabi covered between seventh and fourteenth week.

However, the best two scores from the sessional tests shall be counted.

11.1.5. For conducting Continuous Internal Assessment, one or more assessment tools, such as written tests, assignments, quizzes, paper presentation, laboratory work, seminar, etc., suitable to the course may be employed.

11.1.6. The Continuous Internal Assessment for theory shall consist of the following components with marks indicated against each:

(i) Sessional Tests of 10 marks each (Best two shall be counted): 20 Marks

Note: The 30% weightage for CIA shall be applicable irrespective of the maximum marks assigned to a course.

This **criterion** shall be made known to the students at the commencement of each semester.

(ii) Assignments/Presentations/Seminars and Class Participation: 5 Marks

(iii) Attendance:	**5 marks**
Below 75%	Nil
75% to <80%	1 Mark
80 % to <85%	2 Marks
85% to <90%	3 Marks
90% to <95%	4 Marks
95% and above	5 Marks

11.1.7. For practical examination, 70 percent of the marks will be awarded through an end semester practical exam and remaining 30 percent of the marks will consist of Continuous Internal Assessment to be awarded based on regular class performance in practicals by the course coordinator(s). Maximum 05 marks to be awarded for attendance of students (Same as mentioned in case of Continuous Internal Assessment for theory examination).

11.1.8. The seminar paper shall be assessed on the basis of the contents of the paper submitted and its presentation, equally. The assessment will be made by the departmental

committee including the concerned teacher/Mentor/supervisor. A Seminar presentation paper will not exceed 4 credits per semester.

11.1.9. The Head/Incharge of the Department may allow a student to repeat one sessional test within the same semester, if his/her application in this regard is considered as genuine on valid grounds.

11.1.10. A student is required to secure, in aggregate, a minimum of 40% marks ('P' Grade) in the Continuous Internal Assessment and in the End-Semester examinations. However, he/she shall have to pass the practical examination separately, with a minimum of 'P' grade.

11.2. End-Semester Examination

11.2.1. The End-semester Examinations shall be based on the entire syllabus prescribed for the course and shall carry 70% of weightage. It will be conducted by the Examination Branch of the University, in consultation with the Head of the Department.

11.2.2. The Examiners or Board of Examiners shall be appointed for each course by the Board of Studies of the Department concerned.

11.2.3. The hall ticket/admit card shall be issued to the student on the recommendation of the Head of the Department, subject to the following conditions:

(i) Having fulfilled the requirement of attendance as prescribed in Ordinance-XV (A).

(ii) Submission of a "No dues" certificate in the prescribed form.

11.2.4. The distribution of weightage for the evaluation of semester/year-long project work/ dissertation shall be:

I. Periodic Presentation : 30%;

II. Project Report : 40%; and

III. Viva Voce : 30%

or as decided by the Board of Studies of the Department concerned.

11.3. Setting of Question Papers and Evaluation

11.3.1. The question papers for the End-Semester theory examination shall be set and evaluation of answer books shall be done by the examiners (Internal and External, ordinarily examiners in the ratio of 60:40 for all the courses in a semester) out of the Panel of Examiners recommended by the Board of Studies of the Department concerned on the basis of their expertise/ specialization/area of interest.

11.3.2. In case of External Examiner, the question paper setting may be given to Professor/ Associate Professor or Assistant Professor with minimum five years of regular teaching experience at relevant level i.e., UG/PG.

Provided that in case of unavailability of external examiners, the Vice Chancellor may allow the question paper setting and evaluation to be performed by the Internal examiners so that the conduct of examination and declaration of results is not delayed.

11.3.3. In the case of the practical examination of the courses, the assessment shall be jointly undertaken by the internal and external examiners. The External examiners shall be invited from amongst the panel of examiners proposed/recommended by the Head of the Department/Dean of the School of the concerned Department/School in consultation with the course coordinator(s).

11.3.4. In case of the Project reports, Thesis and Dissertation, the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (ordinarily not below the rank of Associate Professor) proposed/recommended by the Head/Dean of the concerned Department/School and approved by the Vice Chancellor/ Vice Chancellor's nominee.

11.3.5. The result of the students may be subject to moderation by a Board of Moderators appointed by the Vice Chancellor.

11.3.6. Unless specified otherwise by the respective Board of Studies, the pattern of Question Papers for End-Semester Examinations shall be as under:

- Question no. 1 shall consist of short answer type questions of specific word length from all the units with internal choice.
- Remaining questions will consist of questions from all the units with internal choice.
- The question paper shall be set in consonance with the defined outcomes specified in LOCF-based curriculum.

12. Letter Grades and Grade Points:

12.1.1. In the End-semester theory or practical examinations, the examiner shall award the marks and these marks shall be further converted into Grades/Grade points by the Examination Branch in accordance with the provisions of the Ordinance.

12.1.2. Detailed Marks/Grade Card issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

12.1.3. The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Table-VII

Letter Grade	**Grade Point (SGPA/CGPA)**	**Range of Grade Point (SGPA/CGPA)**	**Marks obtained (Class Interval in %)**
O (Outstanding)	10	Above 9 to 10	Above 90 and ≤ 100

A+ (Excellent)	9	Above 8 to 9	Above 80 and < 90
A (Very Good)	8	Above 7 to 8	Above 70 and < 80
B+ (Good)	7	Above 6 to 7	Above 60 and < 70
B (Above Average)	6	Above 5 to 6	Above 50 and < 60
C (Average)	5	Above 4.5 to 5	Above 45 and < 50
P (Pass)	4	4 to 4.5	40 to 45
F (Fail)	0		< 40
AB (Absent)	0		Absent

Note:

(i) F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination. However, students appearing in their final Semester Examination, may be permitted to appear in the reappear papers of all preceding Semesters.

(ii) The minimum qualifying marks for a course or programme shall be 40% (i.e., 'P' grade).

(iii) The students shall have to qualify at the Continuous Internal Assessment and the End-Semester examinations in the aggregate, and in the practical examinations, separately.

(iv) There shall be no rounding off of SGPA/CGPA.

(v) The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.

(vi) In order to be eligible for the award of the Certificate/Diploma/ Degree of the University, a student must obtain CGPA of 4 at the end of the programme.

(vii) Provided that the student who is otherwise eligible for the award of the certificate/diploma/degree but has secured a CGPA of less than 4 at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same nature in lieu thereof in the extra semesters within the maximum duration of the programme.

(viii) The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following division/Class:

CGPA	**Class/Division**
Above 9	Outstanding
Above 8 to 9	First Division (With Distinction)

6 to 8	First Division
5.5 to <6	High-Second Division
5 to <5.5	Second Division
4 to <5	Third Division

13. Computation of SGPA and CGPA:

The University shall follow the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

13.1. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student in a particular semester and sum of the number of credits earned from all the courses undergone by a student, i.e.

$$SGPA\ (Si) = \sum(Ci \times Gi)/\sum Ci$$

where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

13.2. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum(Ci \times Si)/\sum Ci$$

where Si is the SGPA of the ith semester and Ci is the total no. of credits registered and earned in that semester.

13.3. The SGPA and CGPA shall be rounded off to 2 decimal points.

14. Illustration of the Computation of SGPA and CGPA:

14.1. Illustration of Computation of SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	3 x 8 = 24
Course II	4	B+	7	4 x 7 = 28
Course III	3	B	6	3 x 6 = 18
Course IV	3	O	10	3 x 10 =30
	Total credits for the semester=13			Total Credit points earned= 100

Thus, SGPA= 100/13= 7.69

14.2. Illustrations of Computation of CGPA

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA= 8.0

Thus,

$$\text{CGPA} = \frac{((20 \text{ x } 6.9) + (22 \text{ x } 7.8) + (25 \text{ x } 5.6) + (26 \text{ x } 6.0) + (26 \text{ x } 6.3) + (25 \text{ x } 8.0))}{(20 + 22 + 25 + 26 + 26 + 25)}$$

= (969.4/144) =6.73

Note: Formula to calculate percentage from CGPA or SGPA: CGPA or SGPA x 10; and formula to calculate percentage to CGPA or SGPA = Percentage/10

e.g. In case of example mentioned in above table, the equivalent percentage of CGPA = 6.73x10 =67.30.

15. Award of Certificate/Diploma/ Degree and Transcript:

15.1. Unless otherwise prescribed/amended by the University Grants Commission or the respective regulatory body, the Certificate/Diploma/ Degree shall be awarded on successful completion of prescribed courses with minimum credit/grade requirements as specified by the department.

15.2. Transcript (Format): Based on the above, letter grades, grade points, SGPA, and the CGPA, the Transcripts/Detailed Marks Certificates (DMCs)/ Grades shall be issued to the candidates for each semester and a consolidated transcript indicating the performance in all the semesters. The percentage of marks shall be reflected in the DMC of the final semester on the basis of the CGPA. In addition to course-wise, semester wise assessment, the mark sheet shall also reflect APAAR ID, Level of the programme and NCrF credit points.

16. Re-appear Examination and Improvement of Grades:

16.1. Re-appear Examination: The students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those papers where they couldn't score 'P' grade in the extra semesters provided in specific Clause-8 on "Duration of Programme" with the following provisions:

16.1.1. A student securing "F" Grade in a course shall be permitted to repeat/ reappear in the End-Semester Examination of the Course for a maximum number of three times i.e. a

student with arrears on account of "F" Grade, shall be permitted to repeat / reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations.

16.1.2. If a student secures “F” Grade in a Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to resubmit the Project Work / Project Report / Dissertation / Field Work Report/ Training Report etc. for a maximum of three times (including the first submission).

16.1.3. Such students may avail the chance to re-appear only within the maximum duration of the programme.

16.1.4. Re-appear examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters. However, a student in the final semester/exit stage is allowed to re-appear in the courses of both odd and even semesters.

16.1.5. A ‘Re-appear’ examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

16.1.6. A student who has got the migration certificate issued from the university shall not be allowed to re-appear at any examination.

However, the credits earned by the student shall be credited to the Academic Bank of Credits as per the relevant guidelines/Ordinance, as amended from time to time.

16.1.7. In exceptional circumstances, the University may allow Mercy chance to the students to clear the backlog for which the candidate shall be charged a Fee of Rs. 2000/- per course/paper, as revised from time to time. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Dean of the School of the respective Department/School.

16.1.8. In case of students participating in NSS, NCC, Sports, Cultural, Extension Activities or activities of similar nature, with the prior approval of the Vice Chancellor on the recommendations of the respective Head(s) of the Department, during the duration of the scheduled term-end examinations, special examinations may be conducted. The Vice-Chancellor shall decide in this regard on case to case basis on the recommendations of the Head of the Department/Dean of the School of the respective Department/School.

16.1.9. The Vice Chancellor shall also have the right to award grace marks in marginal cases of failure and /or division change. The maximum grace marks could be 1% of the total maximum marks assigned to the semester to the best advantage of the student.

16.2. Improvement of Grades

For improvement of grades, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detailed Marks Certificate or the copy of the result sheet and the prescribed fee, as revised from time to time.

16.2.1. A student shall be allowed to improve the division only after qualifying required number of credits as prescribed for the programme.

16.2.2. The student may be allowed to avail only two chances for improvement within the maximum duration of the programme.

16.2.3. Improvement examination of even semesters shall be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters shall be conducted with the end-semester examinations of odd semesters.

16.2.4. Improvement examination shall be based on the syllabi of the course/programme in force at the time of initial registration to the course/programme.

16.2.5. A student shall be allowed to improve his performance/grades in not more than 30% of total courses prescribed in the programme for improvement of division only.

16.2.6. A student improving the Division/grade shall not be considered for Gold Medal/Rank Certificate.

17. Re-evaluation/Re-checking:

17.1. A student may apply for revaluation/rechecking of his/her answer scripts within thirty days of the declaration of the result.

17.2. For re-evaluation/re-checking of the answer scripts, a student shall have to apply on the prescribed form available on the University website or the Examination Branch of the University, along with the original Detailed Marks/Grade Certificate or the copy of the result sheet and Re-evaluation/Re-checking fee, as notified by the University from time to time. Re-checking shall be conducted at the level of Controller of Examinations.

17.3. Declaration of Result after Re-evaluation:

17.3.1. If, after the first re-evaluation, the difference of the original marks and re-evaluated marks is up to plus or minus 5% of the maximum marks of the paper, there shall be no change in the marks originally scored by the student. However, in view of students' interest, this condition won't apply in case of change of character i.e. 'fail to pass' or change of division.

17.3.2. If after the first re-evaluation, the difference of the original marks and re-evaluated marks is more than 5% and less than 10%, the average of the two scores will be considered as final score and the result shall be revised accordingly. However, if, after re-evaluation,

there is change of character to the higher side i.e. 'fail to pass' or change of division, marks scored after re-evaluation shall be considered.

17.3.3. If after the first re-evaluation, the difference comes to more than plus or minus 10% of the maximum marks of the paper, the answer script shall be re-evaluated by a third examiner

17.3.4. After the second re-evaluation, the average of the nearest two awards/marks shall be taken as final and result shall be revised accordingly.

18. Removal of the Name of a Student from the Programme:

18.1. The name of a student falling under any one of the following categories shall automatically stand removed from the rolls of the University:

(a) A student who has failed to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.

(b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the Degree/Diploma.

(c) A student who is found to be involved in misconduct, forgery, indiscipline or any other objectionable conduct, upon recommendation of the Discipline Committee/ Proctorial Board, and

(d) A student who has failed to attend the classes of the programme for ten teaching days continuously.

18.2. Promotion Rules

18.2.1. A student will be promoted from an odd semester to the next even semester without any restrictions on the minimum number of credits earned. However, for promotion from an even semester to the next odd semester, a student should have earned at least 50% of the credits of the current and all previous semesters taken together. A student failing to earn at least 50% of the credits from the prescribed courses of all present and all previous semesters taken together will be treated as an 'Ex-student' and will be allowed to repeat in the end semester examination of the previous semesters as applicable. However, such student will not be allowed to repeat the Continuous Internal Assessment for the said paper/s of the respective semester/s as the case may be. After passing the said semesters, the student shall be promoted to the next odd semester and shall be treated as a 'Regular' student.

18.2.2. A student shall be declared to have passed the programme of study and award of the degree if he/she has secured the required credits with at least 'P' grade.

19. Pursuance of Two Academic Programmes Simultaneously:

A student may pursue two academic programmes simultaneously in accordance with the UGC "Guidelines for Pursuing Two Academic Programmes Simultaneously", as amended from time to time.

20. Miscellaneous:

20.1.1. The University shall provide the facility of Academic Bank of Credits and Multiple-Entry and Multiple-Exit in consonance with NCrF, NHEQF, Curriculum Frameworks, ABC and ME-ME guidelines and other relevant guidelines/regulations, as issued and amended by MoE/UGC from time to time.

20.1.2. For any programme approved by the competent authority, if a decision of the Academic Council is at variance with the provisions of this Ordinance, then the Ordinance shall prevail.

20.1.3. In addition to the provisions contained in this Ordinance, the Academic programmes governed by a Regulatory Authority shall comply with essential requirements as prescribed by the respective Regulatory Authority.

20.1.4. Relevant provisions regarding NCrF, NHEQF, ME-ME options, academic bank of credits, dual degree programmes etc. shall be applicable in accordance with the University Ordinance(s)/relevant UGC Regulations, as amended from time to time.

Notwithstanding anything stated in this Ordinance and not covered by this Ordinance, or in the event of ambiguity or difference in interpretation, the Vice-Chancellor may take an appropriate decision.

MINUTES OF THE MEETING

41st Meeting of the Finance Committee

Date: 27.06.2025 at 11:30 AM

Venue: Conference Room, Administrative Block, Central University of Haryana, Mahendergarh, Haryana (online via google meet link https://meet.google.com/yxk-tyfs-mwn)

The 41st Meeting of the Finance Committee of Central University of Haryana was held at Conference Room, Administrative Block. Central University of Haryana at 11:30 AM on 27.06.2025.

The agenda was circulated to all the members of Finance Committee for submitting their comments through email.

The following attended the meeting:-

1. Prof. Tankeshwar Kumar, Vice-Chancellor : Chairman
2. Prof. Pawan Kumar Sharma, Pro Vice-Chancellor : Member
3. Prof. B. B. Goel : Member (Attended online)
4. Prof. (Dr.) R K Gupta : Member (Attended online)
5. Dr. Vikas Gupta : Member (Attended online)
6. Ms. Anju Mohan Galhotra, Under Secretary: Nominee, JS, UGC (Attended online)
7. Sh. Vivek Kumar, Under Secretary: Nominee, JS & FA, Ministry of Education (Attended online)
8. Ms. Indu Soni, CA : Special Invitee (Attended online)
9. Dr. Vikas Kumar, Finance Officer: Secretary

At the outset the Vice-Chancellor welcomed all the members and presented a brief report on the progress of the University mentioning the agreement with NBCC has been signed and NBCC has engaged architect for the same.

The Finance Officer placed on record the comments of University Grants Commission, New Delhi received vide letter No. F. 28-30/2012(CU)/65892 dated 23.06.2025 (Pages 75 to 76) and Ministry of Education, Department of Higher Education (Integrated Finance Division) received vide letter No F. No. 9-8/2017-IFD-(pt.) dated 26.06.2025 (pages 77 & 78).

Vikas Kumar
27/6/2025

After detailed deliberations on the Agenda items, the following resolutions were passed:

Item No.	DESCRIPTION
1.	To consider the minutes of 40th Meeting of the Finance Committee held on 27.02.2025 as confirmed **(Minutes already circulated).** **(Annexure-I, Pages 4 to 16)** **Resolution:** **Confirmed.**
2.	*To consider the Action Taken Report on resolutions of 40th Meeting of Finance Committee held on 27.02.2025.* **(Annexure-II, Pages 17 to 21)** **Resolution:** **Noted.**
3.	To report that no grievance related to Central University of Haryana is pending on the grievance Portal. **(Annexure III, Page 22 to 24)** **Resolution:** **Noted, the members appreciated that there is no grievance on the portal.**
4.	To consider the Annual Accounts of the University for the Financial Year 2024-25. **(Annexure-IV, Pages 25 to 61)** **Resolution:** **Considered and recommended that the same be placed in forthcoming Executive Council meeting.**
5.	To consider revision of daily allowance of selected players for Inter-University competitions from Rs. 50/- to Rs. 100/- per day for preparation in training camp for minimum of two weeks duration. **(Annexure-V, Pages 62 to 71)** **Resolution:** **Considered and recommended that the same be placed in forthcoming Executive Council meeting. Expenditure for the same shall be met from IRG of the University.**
6.	To consider extra duty allowance to the additional charge of Director Sports. **(Annexure-VI, Pages 62 to 71)** **Resolution:** **Considered Rs. 3000/- per month and recommended that the same be placed in forthcoming Executive Council meeting. Expenditure for the same shall be met from IRG of the University.**

Vikas Kumar
3/7/2025

7.	To consider the proposal for the creation of the following two posts for the Legal Cell of the University and resolution No. 63.9 passed by Executive Council in its 63rd Meeting held on 30.05.2025:-

S.No.	Name/Designation of Post	No. of Posts Required	Group	Pay Level of the post in Pay Matrix (7th CPC)
1.	Law Officer	01 (One)	A	Pay Level-10 (₹ 56,100 - ₹ 1,77,500)
2.	Legal Assistant	01 (One)	B	Pay Level- 6 (₹ 35,400 - ₹ 1,12,400)

(Annexure-VII, Pages 72 to 74)

Resolution:

Approved. The same item has already been approved by the Executive Council vide Resolution No. 63.9 in its 63rd Meeting held on 30.05.2025, the proposal may be sent to UGC/MoE through the Samarth Portal and the same be reported in forthcoming Executive Council meeting.

8.	To report extra work allowance to the teacher assigned with additional charge of Chief Security Officer and Deputy Chief Security Officer at a Uniform rate of 2% of the basic pay per month for a maximum period of one-year w.e.f. date of issue of the Office Order and resolution No. 63.16 passed by Executive Council in its 63rd Meeting held on 30.05.2025.

(Annexure-VIII, Pages 72 to 74)

Resolution:

Approved. Rs. 3000/- per month for Chief Security Officer, Rs. 2000/- per month for Deputy Chief Security Officers for a period of one year. Expenditure for the same shall be met from IRG of the University. The matter may be reported to the Executive Council in accordance with the resolution No. 63.16 in its 63rd Meeting held on 30.05.2025.

9.	Any other item - Nil

Meeting ended with vote of thanks to the chair.

Vikskumar 3/7/2025

(Dr. Vikas Kumar)
Finance Officer

(Prof. (Dr.) Tankeshwar Kumar)
Vice-Chancellor

खेल परिषद
Sports Council
हरियाणा केन्द्रीय विश्वविद्यालय, महेन्द्रगढ़
Central University of Haryana, Mahendergarh
(संसद के अधिनियम संख्या 25 (2009) के तहत स्थापित, नैक से 'ए' ग्रेड प्राप्त)
(Established vide Act No. 25 (2009) of Parliament, Accredited 'A' Grade by NAAC)

No. CUH/2024/Sports/ 766-A

07th October, 24

Meeting of Sports Council

Sr. No.	Agenda
1.	Finalization of University Sports Selection dates and Coaching Camps for Inter-University Games 2024-25.
Resolution	Resolved that the dates of Inter-University Selection Trials to be Finalized as and when the dates are circulated on the AIU website by the organizing Universities.
2.	Approval of Budget for participation in AIU Games 2024-25.
Resolution	Resolved that a tentative Budget of Rs. 5.00 Lacs is approved for participation in Inter-University Games 2024-25.
3.	Constitution of Selection Committees for Trial of various AIU Games 2024-25.
Resolution	Resolved that a google form may be circulated amongst the faculty members for expression of interest and the list be prepared accordingly.
4.	Regarding proposal to revise Daily allowance of selected players for Inter University competitions from Rs. 50/- to Rs. 100/- per day for preparation in Training Camps for minimum of two-week duration.
Resolution	Approved and recommended that the matter be placed in the next Executive Council meeting of the University.
5.	Relaxation in attendance to the Selected students for attending Training camps.
Resolution	Resolved that the relaxation in Generic Elective Course (G.E.C.) classes be given to the selected players for Inter-University Training Camps for Two-week duration subject to their attendance in the Training Camp.

SKumar

6.	Regarding proposal of Budget Allocation to purchase Sports Items/Equipment such as Kabaddi Mat (01 Set), Gymnastic Mat/ Equipment and consumable Sports Items (Volleyballs, Footballs, Basketballs, Badminton Rackets, Shuttles, Cricket Balls etc.) as store item for 2024-25.
Resolution	Approved and resolved that the Sports Items/ Equipment for a tentative Amount of Rs. 8.00 Lacs may be purchased as store items for the Academic Session 2024-25.
7.	Regarding development of Pavilion Building for Synthetic Track.
Resolution	Resolved that the Infra Branch to take up the matter for construction of Pavilion Building for Synthetic Track. The Pavilion Building shall be in accordance with the approved Master Plan of the University.
8.	Regarding creation of Sports facility of Multi-purpose Hall for Indoor games.
Resolution	Resolved that there is a necessity for creation of Multi-purpose Hall for Indoor games and the proposal is forwarded to the UGC and Ministry of Education.
9.	Regarding promotion of Sports activities in the University campus.
Resolution	Resolved to take appropriate steps for promotion of Sports activities in the University Campus
10.	Regarding proposal to apply for All Weather Indoor Swimming Pool (50 M) under Khelo India Scheme.
Resolution	Approved and resolved to send the proposal for creation of All Weather Indoor Swimming Pool (50 M) under Khelo India Scheme.
11.	Regarding Fencing boundary for Sports Complex.
Resolution	Resolved that proposal be forwarded to the Infra Branch for Chain link wired fencing of the Sports Complex.
12.	Requirement of Finance Nominee for assisting in sending the University teams in AIU tournaments and settlement of bills.
Resolution	Resolved that Mr. Sanjeev Kumar may be assigned the additional responsibility in the office of Sports Council.

Supplementary Agenda Items with the permission of the Chair

13.A	The grant of extra duty allowance to the additional charge of Director Sports

Resolution	Resolved that the Extra duty allowance for the additional charge of Director Sports may be treated equal to other additional duties/charges which support the University Administration and the remuneration for additional duty be also treated at par with other additional charges of the University. **Approved and recommended that the matter be placed in the next Executive Council meeting of the University.**
13.B	To explore the possibility of converting the Academic Block-IV building into an Indoor Hall with Temporary Roof and Floor.
Resolution	Resolved that the Infra Branch to explore the possibility and tentative expenditure cost for alteration in the Roof and Floor area of Academic Block-IV.
13.C	To renovate and make functional the Shooting Range of the University
Resolution	Resolved that the Infra Branch to renovate and make functional the Shooting Range located in the basement of Auditorium Hall between Academic Block-III and IV.

The meeting ended with vote of thanks to all the members.

12/10/24
Prof. (Dr.) Tankeshwar Kumar
Patron

12/10/24
Prof. Ravinder Pal Ahlawat
Chairperson

Approved on email dated 14.10.24
Dr. Shashi Bushan Luthra
External Expert

S Kumar
Prof. Sunil Kumar
Registrar (I/c)

Rajeev 22/10/2024
Prof. Rajeev Kaushik
C.O.E.

12/10/24
Prof. Jai Prakash Bhukar
Member

12/10/24
Dr. Kumar. P
Member

Dr. T. Longkoi
Member

12/10/24
Dr. Praveen Kumar
Special Invitee

Gajain
Dr. Gajender Singh
Special Invitee

Sandeep Dhull 12/10/24
Dr. Sandeep Dhull
Secretary

Vikas Kumar
Prof. Vikas Kumar Verma
FINANCE OFFICER

	(ii) The admissibility of the additional duty allowance to the Non-Teaching staff will be in accordance with the GFRs/relevant rules of the Government of India. *The modalities approved by the Executive Council vide its Resolution No.10 dated 24/08/2016 in the 28th meeting of Executive Council shall stand amended accordingly.*
26.	Resolved that the following rules recommended by the Finance Committee vide Resolution No. 18 of the 19th Meeting of Finance Committee held on 06/02/2017 for grant of TA/DA and refreshment to the students of the University for educational and sports tours, be approved: **RULES FOR EDUCATIONAL AND SPORTS TOURS OF STUDENTS** The scheme is to provide financial assistance to the students of the Central University of Haryana for Educational Tour within India provided it is a need/part of their course curriculum and Sports Tour for Inter University Tournaments within India. **CONDITIONS FOR EDUCATIONAL TOUR:** 1. The Educational Tour should be a need/part of course curriculum. 2. The tour proposal should reach to the Dean of Students' Welfare at least 3 weeks before the commencement of the tour. 3. The proposal should be submitted with full justification for requirement of educational tour. 4. The educational tour may preferably be conducted during the vacation/holidays or without affecting the timing of classes. 5. The educational tour period shall be considered as part of the working periods of a semester. 6. Details of Industries/Technical/Research Organizations/Sites proposed to be visited should be indicated in the tour programme. 7. For each group of 20 students, one faculty/staff should accompany the students. If girl students are participating in the tour, one female staff member should accompany the team. 8. Tour programme should be signed and recommended by the Dean/HOD. 9. Written consent of the parent/s is essential for all students who are participating in the tour 10. The students will not be compensated for any recreational activity on the tour. 11. The distance, date of travel, mode of travel, boarding and lodging details etc. should be clearly indicated in the tour programme. **FINANCIAL ASSISTANCE:** The Travelling Allowance and Daily Allowance to be given to students going on Educational Tour shall be equivalent to the allowances given to lowest level of regular employees of the Central Government. **Travelling Expenses:** *The students will be allowed to travel within India in AC III Tier/AC Chair Car by Train and in case of* places not connected by rail travel by Deluxe/Ordinary Bus/any type of public bus other than air-conditioned bus is allowed. For journeys performed by Auto Rickshaw allowance shall be Rs. 8/- per Km or on actual basis/per head basis whichever is lowest. The educational tour should be planned and travelled by shortest route. **Daily Allowance:** Daily allowance for the number of days of educational tour will be admissible within the prescribed limits as mentioned under:

On production of original bills, the maximum limit of reimbursement is as under:

Hotel Accommodation Charges per day	Food Bill per day
Rs. 300/-	Rs. 100/-

Or

Fixed Charges in case of non-production of original bills:

Location other than those mentioned as (2), (3) and (4) (1)	'B-1' Class Cities (2)	'A' Class Cities (3)	'A-1' Class Cities (4)
Rs. 65/-	Rs. 85/-	Rs. 100/-	Rs. 125/-

The classification of the cities will be followed as per the notifications of the Central Government.

*Note: The amount on account of travelling expenses/daily allowance for Educational Tour will be released after submission of bills duly verified by the concerned HOD/Dean.

CONDITIONS FOR INTER UNIVERSITY SPORTS TOURNAMENTS:

1. The tour proposal should reach to the Directorate of Sports/Sports In-charge at least 2 weeks before the commencement of the tour.
2. Details of the games, teams participating in them and the coaches/team managers accompanying the teams should be indicated in the tour programme.
3. If girl players are participating in the tournament, then one female coach should accompany the team if available.
4. Tour programme should be signed and recommended by the Sports In-charge.
5. *Written consent of the parent/s is essential for all players who are participating in the tournament.*
6. The players will not be compensated for any recreational activity on the tournament.
7. The distance, date of travel, mode of travel, boarding and lodging details etc. should be clearly indicated in the tour programme.
8. The joining and relieving dates should be mentioned in the participation certificate.

FINANCIAL ASSISTANCE:

Travelling Expenses:

The students will be allowed to travel within India in AC III Tier/AC Chair Car by Train and in case of places not connected by rail travel by Deluxe/Ordinary Bus/any type of public bus other than air-conditioned bus is allowed. For journeys performed by Auto Rickshaw allowance shall be Rs. 8/- per Km or on actual basis/per head basis whichever is lowest. The sports tour should be planned and travelled by shortest route.

Daily Allowance and Refreshment:

- Daily allowance to players per head per day should be Rs. 300/- during the days of participation in tournament and during travel it shall not exceed Rs. 100/- per head per day.
- Bedding allowance of Rs. 50 per head per day or as per bills, whichever is less.
- Refreshment to players during participation in the Inter University Tournament @ Rs. 100/- per head per day.
- Refreshment to players during preparation/coaching/practice matches @ Rs. 50/- per head per day for 10 days.

Kit Allowance:

- One Track Suit (good quality) to all the members of the University teams and full playing kit to all the University teams participating in Inter University Tournaments.

Shoe cost @ 1000/- per head or as per bills whichever is less to all the members of the University teams participating in Inter University Tournaments".

27. Resolved that, as recommended by the Finance Committee vide Resolution 8 of its 20th meeting held on 26/03/2017, the following consolidated salary for the teachers appointed on contract basis, be approved:

Sr.No.	Teaching Position	Consolidated Salary per month (in Rs.)
1	Professor	Rs. 80,000/-
2	Associate Professor	Rs. 60,000/-
3	Assistant Professor	Rs. 50,000/-

28. Resolved that the following amendments to Statute 10 of the Statutes of the University relating to the University Court, be approved:

Existing	Amendment Proposed
10(5) Eleven members of the Court shall form a quorum for a meeting of the Court	10(5) **Half number of the members** of the Court shall form a quorum for a meeting of the Court.
NIL	**Add Clause 10(6) after 10(5):**
	The Court shall consist of the following members:
	Ex-Officio Members:
Chancellor –Chairperson	(i) Chancellor –Chairperson
Vice Chancellor	(ii) Vice Chancellor
Rector(s)	(iii) Pro-Vice Chancellor, if any
Members of Executive Council	(iv) All Members of the Executive Council
Dean of Students Welfare	(v) All Deans of Schools
Chief Proctor	(vi) Proctor
Finance Officer	(vii) Dean of Students Welfare
University Librarian	(viii) All Chairpersons of Centres
A Senior Warden	(ix) All Heads of Departments
All Deans of Schools	(x) Librarian
All Chairpersons of Centres	(xi) All Professors other than Heads/Deans
One Professor, one Associate Professor and one Assistant Professor from each school/special centre who are member of Academic Council by rotation in order of seniority	(xii) Controller of Examinations
A representative of each recognized institution nominated by the Vice Chancellor	(xiii) Finance Officer
Six representative of Parliament nominated by **Speaker of Lok Sabha**	(xiv) Registrar – Member Secretary
Four representative of Parliament nominated by **Chairman of Rajya Sabha**	(xv) **Nominees of the Visitor:** Four eminent persons nominated by the Visitor
Ten persons representing learned professions nominated by **the Visitor**	(xvi) **Nominees of the Chancellor:** Two eminent academicians nominated by the Chancellor
Six persons representing Industry, Labour, Commerce and Agriculture **nominated by the Visitor**	(xvii) Two Associate Professors who are not Heads of Teaching Departments to be nominated by the Vice Chancellor on rotation basis
Five persons *nominated by the Visitor*	(xviii) Two Assistant Professors representing each School/Centre/Department/College by rotation to be nominated by the Vice Chancellor on rotation basis

हरियाणा केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
NAAC ACCREDITED 'A' GRADE UNIVERSITY

MINUTES

63rd Meeting of the Executive Council

Dated: 30-05-2025 (11:30 AM)

The 63rd meeting of the Executive Council of the Central University of Haryana was held on Friday, May 30, 2025 at 11:30 AM in the Central University of Haryana, Mahendergarh.

The following members attended the meeting:

1.	**Prof. (Dr.) Tankeshwar Kumar**	-	**Chairman**
2.	Prof. Pawan Kumar Sharma	-	Member
3.	Prof. R.K. Gupta	-	Member (Joined via Video Conference)
4.	Prof. (Mrs.) Viney Kapoor Mehra	-	Member
5.	Prof. B. B. Goel	-	Member (Joined via Video Conference)
6.	Prof. Pardeep Kumar	-	Member
7.	Prof. Mukhtiar Singh	-	Member (Joined via Video Conference)
8.	Prof. Tahir Hussain	-	Member
9.	Prof. Ranjan Aneja	-	Member
10.	Prof. Rajesh Kumar Gupta	-	Member
11.	Prof. Payal Kanwar Chandel	-	Member
12.	Prof. Nandkishor	-	Member
13.	**Prof. (Dr.) Suneel Kumar, Registrar (I/C)**	-	**Secretary**

The following members could not attend the meeting due to prior preoccupations: -

1.	Secretary, Higher Education, MoE	-	Member
2.	Prof. Sat Prakash Bansal	-	Member
3.	Prof. Dinesh Kumar Gupta	-	Member

At the outset, the Vice-Chancellor welcomed all members of the Executive Council. The Vice-Chancellor apprised the members of the Council that the 62nd meeting of the EC, held on 02-05-2025, was convened without soliciting items from the branches, in order to comply with the directions of the Hon'ble High Court. However, some of the branches after knowing about the meeting of the EC, sent the items pertaining to their concerned branch. The same was included in the supplementary Agenda of 62nd meeting.

SKumar

63.9 To consider the proposal for the creation of the following two posts for the Legal Cell of the University:

S.No.	Name/Designation of Post	No. of Posts Required	Group	Pay Level of the post in Pay Matrix (7th CPC)
1.	Law Officer	01 (One)	A	Pay Level-10 (₹ 56,100 - ₹ 1,77,500)
2.	Legal Assistant	01 (One)	B	Pay Level-6 (₹ 35,400 - ₹ 1,12,400)

Justification for the Proposal:

A. Need for Sanctioning the Posts:

i. **Increasing Legal Obligations:** With the University's rapid growth, the number of legal issues have been increased significantly. Currently, the university is facing the challenges. Over 37 Court Cases are currently pending in various Courts and Tribunals and there is frequent receipt of Legal Notices and RTI appeals requiring prompt legal review. There is requirement of regular vetting of MoUs. Contracts, Agreements and University policies to align with National Legal Frameworks.

ii. **Compliance with Statutory Mandates:** The University is bound to comply with various Acts and Regulations, including the RTI Act, UGC Regulations/Norms, Anti-Ragging Laws, and Service-related rules etc.

B. Cost Effectiveness:

The creation of these posts will significantly reduce recurring legal costs and enhance efficiency.

C. Proposed Roles and Responsibilities:

S.No.	Name/Designation	Roles and Responsibilities
1.	Law Officer	i. To Assist the Counsel/Advocates in all legal proceedings and to assist in dispute resolution. ii. Draft, vet, and finalize all legal documents, contracts, and agreements. iii. Provide legal opinions on statutory obligations and university ordinances. iv. Ensure compliance with government regulations and liaise with regulatory bodies
2.	Legal Assistant	i. Assist the Law Officer in preparing affidavits, replies, and case documents. ii. Maintain case records and oversee legal correspondence. iii. Support administrative units in legal documentation and procedures.

D. Financial Implications:

S.No.	Post	Pay Level	Approximate Annual Financial Implication
1	Law Officer	Pay Level-10 (₹ 56,100 - ₹ 1,77,500)	₹ 12,00,000 /-
2	Legal Assistant	Pay Level-6 (₹ 35,400 - ₹ 1,12,400)	₹ 7,00,000 /-

This financial outlay is a prudent investment considering the long-term savings on external legal expenses and the mitigation of risks associated with delayed legal actions.

E. Benefits to the Institution:

Timely resolution of legal issues, thereby safeguarding the University's reputation Enhanced compliance with legal and statutory requirements. Improved internal efficiency by reducing dependency on external counsel

Resolution Passed:

Approved to forward to Finance Committee/UGC.

Central University of Haryana
Balance Sheet as at 31 March, 2025

	Particulars	Sch	For the year ended 31 March, 2025 Rupees	For the year ended 31 March, 2024 Rupees
A	**SOURCES OF FUNDS**			
1	**Funds**			
	(a) Corpus Fund/ Capital Fund	1	5,960,451,395	5,909,668,773
	(b) Designated/Earmarked/Endowment Funds	2		-
	(c) Depreciation Reserve Fund			
			5,960,451,395	**5,909,668,773**
2	**Current liabilities & Provisions**			
	(a) Trade/Accounts payables	3	269,357	1,689,254
	(b) Other current liabilities	3	1,048,030,646	1,045,758,254
	(c) Short-term provisions	3	113,399,056	95,244,744
			1,161,699,059	1,142,692,252
	TOTAL		**7,122,150,454**	**7,052,361,025**
B	**APPLICATION OF FUNDS**			
1	**Fixed assets**			
	(a) Tangible assets	4	4,258,596,644	1,941,480,411
	(b) Intangible assets	4	6,606,231	2,762,921
	(c) Capital work in progress	4	1,377,692,392	3,500,135,515
			5,642,895,267	**5,444,378,847**
2	**Investments from Earmarked/Endowment Funds**			
	(a) Long Term	5		-
	(b) Short Term			-
				-
3	**Investments - Others**	6		-
4	**Current Assets**			
	(a) Inventories	7		-
	(b) Trade/Accounts receivables	7		-
	(c) Cash and cash equivalents	7	1,049,873,567	1,014,118,934
			1,049,873,567	**1,014,118,934**
5	**Loans, Advances & Deposits**			
	(d) Short-term loans and advances	8	429,381,624	593,863,244
	(e) Other current assets	7	-	-
			429,381,624	**593,863,244**
	TOTAL		**7,122,150,454**	**7,052,361,025**
	The accompanying notes 1-24 form integral part of these financial statements.			
	Significant Accounting Policies Contingent Liabilities & Notes to Accounts	23 24		

Vikas Kumar
वित्त अधिकारी/Finance Officer
Finance Officer
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Mahendergarh, Haryana - 123029

Central University of Haryana

Income & Expenditure Account for the year ended 31 March, 2025

	Particulars	Schedule No.	For the year ended 31 March, 2025	For the year ended 31 March, 2024
			Rupees	Rupees
	CONTINUING OPERATIONS			
	INCOME			
1	Academic Receipts	9	134,262,923	113,593,401
2	Grants & Donations	10	835,365,999	791,591,192
3	Income from investments	11	58,920,853	41,294,617
4	Interest Earned	12	914,839	2,195,017
5	Other Incomes	13	32,168,467	25,040,237
6	Prior Period Income	14	3,875,360	-
A	**Total Income (1+2+3+4+5+6)**		**1,065,508,441**	**973,714,465**
	EXPENDITURE			
7	Staff Payments & Benefits	15	659,104,615	640,084,728
8	Academic Expenses	16	59,922,110	67,817,600
9	Administrative and General Expenses	17	167,246,380	191,694,171
10	Transportation Expenses	18	4,956,819	3,365,870
11	Repairs & Maintenance	19	9,191,156	23,485,315
12	Finance Costs	20	27,727	139,727
13	Depreciation	4		-
14	Other Expenses	21		-
15	Prior Period Expenses	22	148,000	-
B	**Total expenses (7+8+9+10+11+12+13+14+15)**		**900,596,807**	**926,587,410**
	Balance being excess of Income over Expenditure (A-B)		**164,911,634**	**47,127,054**
C	**Transfer to/from Designated fund**			
	Building Fund			-
	Others (Depreciation)	4	43,09,74,604	88,463,462
D	**Balance Being Surplus (Deficit) Carried to Capital Fund (C-D)**		**430,974,604**	**88,463,462**
			(266,062,970)	**(41,336,408)**
	The accompanying notes 1-24 form intergral part of the financial statements			
	Significant Accounting Policies	23		
	Contingent Liabilities & Notes to Accounts	24		

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कुलसचिव/Registrar
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FORM OF FINANCIAL STATEMENTS OF CENTRAL UNIVERSITY OF HARYANA
RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD/YEAR ENDED 31.03.2025

RECEIPTS	Current Year	PAYMENTS	Current Year
I. Opening Balances		**I. Expenses**	
a) Cash Balances		a) Finance Cost	27,727
b) Bank Balances		b) Academic Expenses	59,922,110
i. In Current Accounts		c) Administrative Expenses	167,246,380
ii. In deposit Accounts	892,394,964	d) Transportation Expenses	4,956,819
iii. In Savings accounts	121,589,420	e) Repairs & Maintenance	9,191,156
		f) Prior period Expenses	-
		g) Staff Payment expenses	602,893,324
II. Grants Received		**II. Payments against Earmarked/Endowment Funds**	
a) From Government of India			
b) From State Government	-		
Other than UGC	44,500,000		
UGC grant under Capital head	71,800,000		
UGC grant under Recurring Head	353,866,000		
UGC grant under Salary Head	481,499,999		
(Grants for capital & reyenue exp/to be shown separately if available)	-		
III. Academic Receipt	134,262,925	**III. Payments against Sponsored Projects/Schemes**	4,221,452.00
IV. Receipts against Earmarked/Endowment Funds		IV. Payments against Sponsored Fellowships/Scholarships	11,936,756
V. Receipts against Sponsored Projects/Schemes	48,809,997	V. Investments and Deposits made	-
		a) Out of Earmarked/Endowments funds	
		b) Out of own funds (Investments - Others)	
VI. Receipts against sponsored Fellowships and SCholarships	8,089,951	VI. Term Deposits with Scheduled Banks	
VII. Income on Investments from		**VII. Expenditure on Fixed Assets and**	
a) Earmarked/Endowent funds		Capital Works - in - Progess	
b) Other investments		a) Fixed Assets	199,659,294
		b) Capital Works - in —Progress	1,892,823
			-
VIII. Interest received on		**VIII. Other Payments including statutory payments**	90,008,881
a) Bank Deposits	58,919,399		
b) Loans and Advances			
c) Savings Bank Accounts	914,839		
IX. Investments encashed		IX. Refunds of Grants	60,108,686
X. Term Deposits with Scheduled Banks encasLed		X. Deposits and Advances	23,952,098
		XI. Other Payments	-
XI. Other income (including Prior Period Income)	3,875,360	Sundry Creditors	448,065
XII. Deposits and Advances		XII. Closing balances	
Bank Sweep A/c	22,108,938	a) Cash in hand	
Deposit including EMD	2,119,971	b) Bank balances	
Deposit from students	11,184,393	In Current Accounts	
Other Advances to Employees	1,701,490	In Savings Accounts	133,287,502
		In Deposit Accounts	914,503,905
XIII. Miscellaneous Receipts Including Statutory Receipts	-		
XIV. Any Other Receipts		XV. Any Other Payment	
Consultancy work	3,370,744		
Hefa grant received	182,239,060	Hefa payment	199,041,060
Rent Income	18,015,536	Consultancy Work	3,387,668
Others	27,813,439	Others	2,390,719
TOTAL	**2,489,076,425**	**TOTAL**	**2,489,076,425**

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Central University of Haryana
Schedules Forming Part of Balance Sheet

Schedule-1 Corpus/Capital Fund

Particulars	For the year ended 31 March, 2025	For the year ended 31 March, 2024
	Rupees	Rupees
Balance as at the beginning of the year	5,909,668,773	5,077,863,272
Add: Contribution towards Corpus/Capital Fund	227,239,060	253,332,038
Add: Grants from UGC, Government of India and State Government to the Extent utilized for capital expenditure (Current Year only)	71,800,000	86,500,000
Add: Asset Purchased out of Earmarked Funds	-	-
Add: Asset Purchased out of Sponsored Projects, where ownership vests in the institution	-	-
Add: Assets Donated/Gifts Received		-
ADD/Less : Prior Period Adjustment (Expenses)*	17,806,532	533,309,870
Add: Excess of Income over Expenditure transferred from the Income and Expenditure Account	- 266,062,970	- 41,336,408
Balance at the year end	**5,960,451,395**	**5,909,668,773**

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Central University of Haryana
Schedules Forming Part of Balance Sheet

Schedule-2 Designated/Earmarked/Endowment Funds

Particulars	FUND WISE BREAK UP				As at 31 March, 2025	As at 31 March, 2024
	AAA*	BBB	CCC	Endowment		Rupees"
a) Opening balance of the funds	-	-	-	-		-
b) Additions to the Funds:	-	-	-	-		-
c) Income from investments made of the funds	-	-	-	-		-
d) Accrued interest on investments/Advances	-	-	-	-		-
e) Interest on Saving Bank A/c	-	-	-	-		-
f) Other additions -Prior Period Expenses (Excess Depreciation Written back)	-	-	-	-		-
g) Depreciation Value Add back	-					-
TOTAL (A)	-	-	-	-		-

B)

Utilisation/Expenditure towards objective of funds						
i. Capital Expenditure	-	-	-	-		-
ii. Revenue Expenditure	-	-	-	-		-
iii Others- Adjustment as per CAG Audit	-	-	-	-		-
TOTAL (B)	-	-	-	-		-

CLOSING BALANCE AS AT THE YEAR-END (A-B)	-	-	-	-		-

Represented by

Cash And Bank Balances	-	-	-	-		-
Investments	-					-
Interest Accrued But Not Due	-	-	-	-		-
TOTAL	-	-	-	-		-

*** JRF Fund**

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Central University of Haryana
Schedules Forming Part of Balance Sheet

Schedule-2A Endowment Funds

Specimen format of Sub Schedule to support the figures in the column "Endowment Funds" in the Schedule "Earmarked / Endowment Funds", forming part of the Balance Sheet

S.No (1)	Name of the Endowment (2)	Opening Balance		Additions during the year		Total		Expenditure on object during the year	Closing Balance		Total
		Endowment (3)	Accumulated Interest (4)	Endowmen	Interere	Endowment (7)-{3+5}	Accumu	(9)	Endo	Accum	{10+11}

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Central University of Haryana
Schedules Forming Part of Balance Sheet

Schedule 3 – Current Liabilities & Provisions

Particulars	For the year ended 31 March, 2025	For the year ended 31 March, 2024
	Rupees	Rupees
A. Current Liabilities		
Deposits from staff		
Deposits from students :		
Security		-
Caution Money-Current Student	15,027,999	18,973,072
Caution Money-Ex Student	18,687,987	3,558,521
Sundry Creditors:		
For Goods & Services	269,357	1,689,254
Others (Stale Cheques Account)		-
Deposit-Others (including EMD, Security Deposit)	11,426,962	9,306,991
Statutory Liabilities (GPF,TDS,WC TAX, CPF,GIS,NPS):		
Overdue		
Others	15,099,787	12,546,051
Other current Liabilities		
Salaries Payable	34,907,564	28,672,841
Receipt against ongoing sponsored projects	90,523,495	70,804,915
Receipt against fellowships & scholarships	1,624,845	2,826,973
Unutilised Grants*	300,210,003	300,210,003
Unutilised Grants- Additional		-
Grants in advance		-
Book Overdraft		
Other funds(HEFA)	556,558,179	596,005,942
Other Liabilities	3,963,826	2,852,944
TOTAL (A)	**1,048,300,003**	**1,047,447,507**
B. Provisions		
For Taxation		
Gratuity		
Superannuation/Pension		
Accumulated Leave Encashment	112,949,615	94,795,304
Other Provisions#	449,440	449,440
Seventh Pay Commission Arrear		-
TOTAL (B)	**113,399,055**	**95,244,744**
TOTAL (A+B)	**1,161,699,058**	**1,142,692,251**

Unutilised grants comprised of following balances:		
Unspent Balance of Grants	21,201,000	60,108,686
Capital Advances	426,188,851	592,243,698
Provision for interest refund of UGC grant created for prior period**		-
Additional Grant'		
Total	**447,389,851**	**652,352,384**

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Central University of Haryana
Schedules Forming Part of Balance Sheet

Schedule 3(A) - Sponsored Projects

S.No	Name Of The Project	Opening Balances as on 01 April 2024		Receipts/Recoveries During The Year	Total	Expenditure/Transfer During The Year	Closing Balances as on 31 March, 2025		Closing Balances as on 31 March, 2024	
							Credit	Debit	Credit	Debit
1	AZAI ANSARI PROJECT-13660	732,549		-	732,549		732,549		732,549	
2	GRANT IN AID 15224 (PUJA YADAV)	1,448,867			1,448,867		1,448,867		1,448,867	
3	GRANT IN AID 19725	1,505,132		327	1,505,459		1,505,459		1,505,132	
4	GRANT IN AID-8852 (YRC)	305,357			305,357		305,357		305,357	
5	GRANT IN AID (MHRD) GIAN-9805	2,176,000			2,176,000		2,176,000		2,176,000	
6	GRANTS IN AID THERMO (14508)	1,208,304			1,208,304		1,208,304		1,208,304	
7	ICSSR ARVIND SINGH TEJAWAT (14524)	360,000			360,000		360,000		360,000	
8	ICSSR KAVITA	10,000			10,000		10,000		10,000	
9	MISC RECEIPT SIR	7,253,779		21,416	7,275,195	464,310	6,810,885		7,253,779	
10	MISC RECEIPT (TRANSFERRED TO LIAB)	10,501,648			10,501,648		10,501,648		10,501,648	
11	NASEEB SINGH ICSSR FELLOW	3,500			3,500		3,500		3,500	
12	PMMMY- AIBET KUMAR SAHOO	120,000			120,000		120,000		120,000	
13	PROJECT DR. SANJAY KUMAR BIOCHEMISTRY	899,000			899,000		899,000		899,000	
14	SCIENCE & ENGINEERING	600,000			600,000		600,000		600,000	
15	SCIENCE & ENGINEERING RESEARCH- YOUNG	150,000			150,000		150,000		150,000	
16	SWAMI DAYANAND SARASWATI CHAIR	1,877,245			1,877,245		1,877,245		1,877,245	
17	EQUAL OPPORTUNITY CELL-10049	374,080			374,080		374,080		374,080	
18	NSS-426-DINESH CHAHAL	467,496		104,725	572,221	220,175	352,046		467,496	
19	PROJECT-04822	28,386		39,568	67,954		67,954		28,386	
20	PROJECT-18887 (DR MANOJ GUPTA)	518,773			518,773		518,773		518,773	
21	PROJECT-21289 (PRAKSH KANDO)	1,804,346		156	1,804,502	1,416	1,803,086		1,804,346	
22	PROJECT-23551(ASHWANI KUMAR)	874,347			874,347		874,347		874,347	
23	PROJECT-23607 (DR SAVITA BUDHWAR)	1,717,533		15,418	1,732,951	15,012	1,717,939		1,717,533	
24	PROJECT-28026 (TEJPAL DHEWA) MOOC)	(49)			(49)		(49)		(49)	
25	PROJECT-28442-DEEPAK PANT	8,753		5,807	14,560		14,560		8,753	
26	PROJECT-27672 (T.LONGKOI)	(236,462)		283,991	47,529	279,436	(231,907)		(236,462)	
27	PROJECT-81734	-			-		-		-	
28	PROJECT-88257 (DR KUMAR P.)	248,212		154,010	402,222	107,434	294,788		248,212	
29	PROJECT-14061 (AMRNDITA CHAKRABORTY)	898		24	922		922		898	
30	PROJECT-ANTIFUNGAL B.-14580	256,906		24,602	281,508		281,508		256,906	
31	PROJECT-BIRAC DBT-19318 (K K DUBEY)	230,510			230,510		230,510		230,510	
32	PROJECT-CROSSING BOUNDARIES-17213	16,700		481	17,181		17,181		16,700	
33	PROJECT-DDUKK-06827	1,121,100		355,550	1,476,650		1,476,650		1,121,100	
34	PROJECT-DST -31471 (DR NAMRATA DHAKA)	(276,776)		334,560	57,784	56,416	1,368		(276,776)	
35	PROJECT-DST-AISTDF-31198 (DR. GUNJAN GOEL)	283,095		1,729	284,824	283,095	1,729		283,095	
36	PROJECT-DST SEED-26874 (DR SAVITA BUDHWAR)	(312,854)		692	(312,162)		(312,162)		(312,854)	
37	PROJECT-ECR-21377 (VINOD KUMAR)	1,771,693		1,973	1,773,666	708	1,772,958		1,771,693	
38	PROJECT-GIAN-9805	106,569		19,923	126,492		126,492		106,569	
39	PROJECT-ICSSR-25982	6,604,903		8,268,646	14,873,549	6,104,589	8,768,960		6,604,903	
40	PROJECT-INSPIRE FACULTY-08096	109,823		3,177	113,000		113,000		109,823	
41	PROJECT-IQAC-10894	311,939		7,122	319,061	0	319,061		311,939	
42	PROJECT-LACCASE-27876 (JITENDER SAINI)	(93,801)		94,676	875		875		(93,801)	
43	PROJECT-LANGUAGE CHANGE-14826	82,881		88,996	171,877	87,810	84,067		82,881	
44	PROJECT-NRC PEDC-23993	1,931,151		798	1,931,949		1,931,949		1,931,151	
45	PROJECT-PMMMNMTT-12139	1,256,808		14,939	1,271,747	27,714	1,244,033		1,256,808	
46	PROJECT-PRONAT-29236 (DR GUNJAN GOEL)	(288,401)		12,791	(275,610)	59,000	(334,610)		(288,401)	
47	PROJECT-RESEARCH AND EXTENSION-19881	66,197		1,914	68,111		68,111		66,197	
48	PROJECT-SDM COQ 10-12412	117,318		3,393	120,711		120,711		117,318	
49	PROJECT-SERB-31707(DR SUSHMITA DHAKA)	530,608		10,051	540,659	36,187	504,472		530,608	
50	PROJECT-SERB-31709 (DR RAM GOPAL)	(657,172)		194	(656,978)		(656,978)		(657,172)	

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51	PROJECT- SERB YSS CHEMISTRY-13378	-			-		-		-
52	PROJECT-SIDEROPHORE-14571	1,378,236		6,103	1,384,339		1,384,339		1,378,236
53	PROJECT-SULFONE-13873 (DR RAJEEV S MENON)	405,020			405,020		405,020		405,020
54	PROJECT-TREAT AFTER TOO-12866	557,173		8,067	565,240		565,240		557,173
55	PROJECT-YOUNG SCIENTIST-10867	198,626		72	198,698		198,698		198,626
56	FELLOWSHIP/CONTINGENCY RECEIVED-49125	5,012,739		1,669,427	6,682,166	4,010,392	2,671,774		5,012,739
57	GRANT 19451 RENU YADAV	190			190		190		190
58	GRANTS-9360	199,577			199,577		199,577		199,577
59	PROJECTS -34416 (DR ANSHU)	112,291		384	112,675	3,728	108,947		112,291
60	Basic Animal cell culture	12,321			12,321		12,321		12,321
61	Project - 37586	1,405,504		21,668	1,427,172	1,301,207	125,965		1,405,504
62	Project - 37185	131,312		974,412	1,105,724	935,435	170,289		131,312
63	Project (35529) DST FIST	577		16	593		593		577
64	Project-18407	1,049,978		928,791	1,978,769	1,198,117	780,652		1,049,978
65	Project 18132	947,751		12	947,763	6,080	941,683		947,751
66	Project 35510	-		-	-		-		-
67	Project- 9817 (Dr. Ambedkar Center)	611,073		7,851,514	8,462,587	2,932,705	5,529,882		611,073
68	PROJECT-G QUADRUPLEX-15224	10,903		55	10,958		10,958		10,903
69	PROJECT-SOSC-18941	(333,873)		15,828	(318,045)	192,787	(510,832)		(333,873)
70	PROJECT-THERMOPLAST YEAST-14508	23,905		11,812	35,717		35,717		23,905
71	Bharat Kosh	-			-		-		-
72	Project -Jitender (Math)	878,156			878,156		878,156		878,156
73	Project - Maruti 38526	298,448		1,061,051	1,359,499	1,122,743	236,756		298,448
74	Project _ Unnat Bharat	100,000			100,000		100,000		100,000
75	PROJECT-ENV MICRO-22321	29,010		29,737	58,747		58,747		29,010
76	Grant Received Aarti	3,174		50,000	53,174		53,174		3,174
77	Project - Anindita Chakraborty	621,683		13,402,169	14,023,852	2,223,852	11,800,000		621,683
78	Project-38953	50,468		200,109	250,577	202,838	47,739		50,468
79	Project-975	4,711,874			4,711,874	249,474	4,462,400		4,711,874
80	Project- 40882	1,274,777		24,212	1,298,989	1,227,536	71,453		1,274,777
81	Project-38580	3,024		17,086	20,110		20,110		3,024
82	Project- 35980	1,714		8,122	9,836		9,836		1,714
83	Project - 33886	432,552		463,180	895,732	544,367	351,365		432,552
84	Project-5312	60,750		1,296,323	1,357,073	1,296,323	60,750		60,750
85	Project -756	2,489,090		100	2,489,190	256,505	2,232,685		2,489,090
	Project -42413			706,620	706,620	576,448	130,172		
	Grant & Seminar			4,853,293	4,853,293	4,580,347	272,946		
	pooja Grant			1,229,640	1,229,640	-	1,229,640		
	Project -1819			1,984,273	1,984,273	1,967,679	16,594		
	Project -42857			608,240	608,240	55,072	553,168		
	Project -45012			1,797,300	1,797,300	-	1,797,300		
	Project -43014			2,126,628	2,126,628	383,319	1,743,309		
	Project -816			2,153,163	2,153,163	1,967,657	185,506		
	Project -34082			18,830	18,830	18,830	-		
	Project -41830			455,509	455,509	329,208	126,301		
	Project -42989			531,782	531,782	330,501	201,281		
	Project -43198			1,319,478	1,319,478	1,184,069	135,409		
	Project -44332			962,438	962,438	830,130	132,308		
	Project -44572			50,089	50,089	-	50,089		
	Project -44615			600,000	600,000	35	599,965		
	Project -MMTC			2,873,235	2,873,235	2,771,176	79,950		
	19728				-		-		
	44679			134	134		134		
	TOTAL	70,804,915		60,182,551	130,987,332	40,441,863	90,523,495		70,804,915

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Mahendergarh, Haryana - 123029

Central University of Haryana
Schedules Forming Part of Balance Sheet

Schedule 3(B) – Sponsored Fellowships And Scholarships

S. No	Name Of The Fellowship	Opening Balances as on 01 April 2024	Receipts/Recoveries During The Year	Total	Expenditure/Transfer During The Year	Closing Balances as on 31 March, 2025	Closing Balances as on 31 March, 2024
1	AAYUSH MATHUR- PHD SCHOLAR	- 56,000	259,613	315,613	274,613	41,000	18,000
2	Narendra Singh Phd	-	130,000	130,000	223,000	(93,000)	-
3	ROHIT- PHD SCHOLAR	21,000	178,314	199,314	199,312	2	18,000
4	Sahil Phd	-	4,274	4,274	4,274	-	-
5	AMAN KUMAR-HSCSIT	- 74,000	69,950	143,950	69,950	74,000	74,000
6	Jaya Yadav-HSCSIT	38,000	235,795	273,795	235,795	38,000	78,443
7	Amjed Ali	- -	130,000	130,000	120,000	10,000	-
8	ANJALI JAGLAN- ICMR	- 140,142	602,700	742,842	596,877	145,965	134,392
9	Badal	- -	123,066	123,066	123,066	-	-
10	Bashir Ahmad Khan-ICSSR	- 9,677	110,000	119,677	110,000	9,677	-
11	Parth-ICSSR Scholar	-	240,000	240,000	240,000	-	-
12	KASHMIRA KHANAM-ICSSR	-	205,010	205,010	205,010	-	-
13	Radha-ICSSR Scholar	-	240,000	240,000	240,000	-	-
14	Dr Poonam Yadav-CSIR	- -	-	-	-	-	403
15	Preety Yadav-CSIR Scholar	-	-	-	-	-	58
16	Rajni-CSIR Scholar	-	-	-	-	-	20,000
17	Sachin- CSIR	-	-	-	-	-	235
18	Dr.Rimmy	-	60,000	60,000	60,000	-	-
19	DST Overseas Fellowship - Dr. Amit	145,006	179,746	324,752	324,752	-	145,006
20	DST Overseas Fellowship-Puja Yadav	-	-	-	-	-	(19,660)
21	JAGDALA	198,500	-	198,500	198,400	100	-
22	Janardan Sen	263,460	-	263,460	-	263,460	-
23	Qazi Fabihan Meraj- PDF Scholar	-	-	-	-	-	300
24	Jeetender Yadav	-	102,850	102,850	102,850	-	-
25	Kareena Moar	18,000	236,000	254,000	231,220	22,780	-
26	MISS NEERU-SCHOLAR	194,516	562,245	756,761	543,408	213,353	30,233
27	MS. BHAWNA SWAMI	-	546,240	546,240	546,240	-	-
28	Narender Singh	-	308,645	308,645	308,645	-	-
29	Neetu	198,500	199,500	398,000	373,000	25,000	-
30	Pushpa-DBT	28,329	-	28,329	-	28,329	29
31	PUSHPA-DBT NEW	462,000	-	462,000	441,221	20,779	-
32	VIKAS KUMAR, SCHOLAR-DBT	130,680	601,902	732,582	676,802	55,780	(133,920)
33	SARIKA THAKUR -DBT	248,171	610,340	858,511	780,923	77,588	-
34	Vikram Poria - Dbt	130,680	532,428	663,108	663,108	-	66,960
35	Sharmila	40,312	208,355	248,667	171,422	77,245	-
36	Tanu Yadav	430,000	474,000	904,000	824,720	79,280	-
37	Tariq Ahmad Bhat	-	210,000	210,000	210,000	-	-
38	Akshay Kumar		241,226	241,226	203,226	38,000	-
39	Kavita		233,225	233,225	250,060	(16,835)	-
40	Kilogiombe		133,613	133,613	114,581	19,032	-

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41	Mandik Rushil Ramesh			668,400	668,400	356,748	311,652		-	
42	Meenakshi			300,705	300,705	262,705	38,000		-	
43	Monika-CSIR Scholar			81,036	81,036	81,036	-		-	
44	Mukhtar			300,705	300,705	262,705	38,000		-	
45	Sarita Kumari			166,211	166,211	141,496	24,715		-	
46	Shalu			156,990	156,990	100,000	56,990		-	
47	Shalu Yadav			593,880	593,880	578,428	15,452		-	
48	Varuna Yadav			253,226	253,226	243,226	10,000		-	
49	Anindita			2,223,852	2,223,852	2,223,351	501		-	
	TOTAL	**-**	**2,826,973**	**12,714,042**	**15,541,015**	**13,916,170**	**1,624,845**	**-**	**432,479**	

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Central University of Haryana
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Schedule 3(C) – Unutilized Grants From the UGC, Government of India and State Governments

Particulars	As at 31 March, 2025	As at 31 March, 2024
	Rupees	Rupees
A. PLAN GRANTS : GOVERNMENT OF INDIA		
Balance B/F		
Add: Receipts during the year		
TOTAL (A)		
Less: Refunds		
Less: Utilized for Revenue Expenditure		
Less: Utilized for Capital Expenditure		
TOTAL (B)		
Unutilized Carried Forward (A-B)		
B. UGC GRANTS		
Balance B/F	279,300,000	275,700,000
Add : Current year provision for refund of interest to UGC		
Add: Receipts during the year	907,165,999	841,500,000
TOTAL (C)	**1,186,465,999**	**1,117,200,000**
Less: Refunds	21,201,000	60,108,686
Less: Utilized for Revenue Expenditure	835,365,999	691,291,314
Less: Utilized for Capital Expenditure	189,199,000	86,500,000
TOTAL (D)	**1,045,765,999**	**837,900,000**
Unutilized Carried Forward (C-D)	**140,700,000**	**279,300,000**
C. UGC GRANTS		
Balance B/F		
Add: Receipts during the year		
TOTAL (E)		
Less: Refunds		
Less: Utilized for Revenue Expenditure		
Less: Utilized for Capital Expenditure		
TOTAL (F)		
Unutilized Carried Forward (E-F)		
D. GRANTS FROM STATE GOVERNMENT		
Balance B/F		
Add: Receipts during the year		
TOTAL (G)		
Less: Refunds		
Less: Utilized for Revenue Expenditure		
Less: Utilized for Capital Expenditure		
TOTAL (H)		
Unutilized Carried Forward (G-H)		
GRAND TOTAL (A+B+C+D)	**140,700,000**	**279,300,000**

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Central University of Haryana
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Schedule-04: Fixed Assets As On 31st March 2025-Straight Line Method

	DESCRIPTION	Rate of Depreciation %	Revised Dep Rates %	GROSS BLOCK				ACCUMULATED DEPRECIATION				NET BLOCK	
	Asset Heads			Cost/valuation as at April 1, 2024	Additions during the year	Deductions during the year	Cost/valuation at March 31, 2024	As at the April 1, 2024	On Additions during the year	On Deductions during the year	Total up to March 31, 2025	As at March 31, 2025	As at March 31, 2024
	Tangible Assets												
I.	**Land**	-	-	**123,173,129**	-	-	**123,173,129**	-	-	-	-	**123,173,129**	**123,173,129**
	a) Freehold			123,130,629	-	-	123,130,629	-	-	-	-	123,130,629	123,130,629
	b) Leasehold			42,500	-	-	42,500	-	-	-	-	42,500	42,500
II.	**Buildings**			**1,683,979,872**	**2,700,874,816**	-	**4,384,854,688**	**151,812,796**	**376,069,337**	-	**527,882,133**	**3,827,272,555**	**1,803,467,076**
	a) On freehold Land			-	-	-	-	-	-	-	-	-	-
	b) On Leasehold Land- Campus Development	-	-	-	-	-	-	-	-	-	-	-	-
	Ownership Flats/Premises/ Building	0	0	832,996,114	510,671	-	833,506,785	117,041,401	16,670,136	-	133,711,537	699,795,248	715,954,713
	Road & Bridge	0	0	38,887,234	404,479	-	39,291,713	3,323,465	785,834	-	4,109,299	35,182,414	35,563,769
	Staff Quarters	0	0	201,200,000	58,493,976		259,693,976	8,048,000	7,381,880	-	15,429,880	244,264,096	193,152,000
	Girls Hostel	0	0	278,606,150	120,000,000		398,606,150	11,104,123	12,772,153	-	23,876,246	374,729,904	267,502,027
	Boys Hostel	0	0	281,790,374	124,154,847		405,945,221	11,175,807	20,708,904	-	31,884,711	374,060,510	270,614,567
	Health centre	0	0	20,500,000	6,900,000		27,300,000	820,000	1,364,000		2,184,000	25,116,000	19,680,000
	Academic Block	0	0		1,552,831,874		1,552,831,874		268,748,880		268,748,880	1,284,082,994	-
	Administrative Block	0	0		366,700,000		366,700,000		36,670,000		36,670,000	330,030,000	-
	Guest House	0	0		38,700,000		38,700,000		2,322,000		2,322,000	36,378,000	-
	other Building	0	0		427,848,977		427,848,977		8,556,980		8,556,980	419,291,997	-
	Buildings -Sports	0	0		4,429,992		4,429,992		88,600		88,600	4,341,392	-
													-
III.	**Plants, machinery & equipments**			**17,422,271**	**2,015,959**	-	**19,438,230**	**7,006,502**	**1,457,876**	-	**8,463,377**	**10,974,953**	**10,416,949**
	Sports Equipment	0	0	3,949,540	1,222,599	-	5,172,239	2,335,040	387,918	-	2,722,958	2,449,281	1,614,500
	Plant & Machinery	0	0	13,472,731	793,360	-	14,266,091	4,670,462	1,069,957	-	5,740,419	8,525,672	8,802,269
					-								
	Scientific & Laboratory Equipment			**168,944,717**	**18,259,347**	-	**187,204,064**	**68,289,359**	**14,976,325**	-	**83,265,684**	**103,938,380**	**100,655,358**
	Scientific & Laboratory Equipment	0	0	168,944,717	18,259,347	-	187,204,064	68,289,359	14,976,325	-	83,265,684	103,938,380	100,655,358
IV.	**Vehicles**	0	0	**26,629,815**	**4,569,758**	-	**30,199,270**	**2,731,667**	**3,019,927**	-	**5,751,494**	**24,447,776**	**22,897,948**
	Mahindra Bus		0	3,511,193	-	-	3,511,193	1,657,009	351,119	-	2,008,128	1,503,065	1,854,184
	Vehicles		0	20,983,956	4,569,755	-	25,553,711	761,776	2,555,371	-	3,317,147	22,236,564	20,222,180
	Ambulance		0	284,782	-	-	284,782	227,824	28,478	-	256,302	28,480	56,958
	Tractor		0	849,584	-		849,584	84,958	84,958		169,916	679,668	764,626
V.	**Furniture & Fixtures**	0	0	**110,612,689**	**4,819,208**	**324,121**	**115,107,976**	**39,535,860**	**3,687,407**	**324,121**	**47,899,146**	**67,218,830**	**71,087,029**
	Furniture & Fixtures		0	98,932,025	3,888,784	324,121	102,496,688	34,408,920	7,711,561	324,121	41,796,360	60,700,328	64,823,105
	UPS		0	11,680,864	930,424		12,611,288	5,146,940	945,847	-	6,092,787	6,518,501	6,533,924
				-			-		-				-
VI.	**Audio Visual Equipment**	0	0	-	-	-	-	-	-	-	-	-	-
	Audio Visual Equipment		0	-	-		-	-	-		-	-	-
VII.	**Office Equipment**	0	0	**63,905,776**	**4,060,690**	-	**67,966,466**	**29,677,219**	**5,096,294**	-	**34,775,453**	**33,191,013**	**34,228,557**
	Air Conditioner		0	3,351,802	507,346	-	3,859,148	1,087,500	289,436	-	1,376,936	2,482,212	2,264,302
	D-freezer		0	-	-		-	-	-	-	-	-	-
	White Board		0	15,000	-		15,000	10,125	1,125	-	11,250	3,750	4,875
	Led TV		0	482,870	-	-	482,870	264,894	36,215	-	301,109	181,761	217,976
	Office Equipments		0	53,066,854	634,441	-	53,701,295	25,522,584	4,028,347	-	29,550,931	24,150,364	27,544,270
	Photocopiers		0	2,384,782	-		2,384,782	1,395,161	178,859	-	1,574,020	810,762	989,621
	Refrigerators		0	378,966	60,000		438,966	243,107	32,922	-	276,029	162,937	135,859
	Video Conferencing system		0	1,042,578	-	-	1,042,578	326,299	78,193	-	404,492	638,086	716,279
	RO		0	233,509	31,990		265,499	118,378	19,912	-	138,290	127,209	115,131
	Camera		0	2,949,415	2,826,913		5,776,328	709,171	433,225	-	1,142,396	4,633,932	2,240,244
				-			-						
VIII.	**Computer/Peripherals**	0	0	**89,245,837**	**2,683,987**	**55,514,494**	**36,415,330**	**54,649,456**	**7,283,066**	**55,514,494**	**6,418,028**	**29,997,302**	**34,596,381**
	Computer/Peripherals		0	89,245,837	2,683,987	55,514,494	36,415,330	54,649,456	7,283,066	55,514,494	6,418,028	29,997,302	34,596,381
	Wi-Fi (NICS)			-	-		-	-	-	-	-	-	-
				-					-	-		-	-
IX.	**Electrical Installations**	0	0	-	-	-	-	-	-	-	-	-	-
	Electricity installation & Equipment		0	-	-	-	-	-	-	-	-	-	-
X.	**Library Books**	0	0	**81,799,778**	**3,937,346**	**10,712,122**	**76,018,998**	**41,356,421**	**8,619,871**	**10,712,122**	**39,264,170**	**36,754,828**	**40,437,354**
	Annual Subscription		0	-	-	-	-	-	-	-	-	-	-
	Books		0	58,793,309	3,342,805	10,712,122	51,423,992	38,225,435	6,260,370	10,712,122	33,773,684	17,650,308	20,567,874
	Books & Journals		0	18,004,609	594,540	-	18,599,149	2,631,400	1,859,915	-	4,491,315	14,107,834	15,373,209
	Journals		0	4,995,857	-	-	4,995,857	499,586	499,586	-	999,172	3,996,685	4,496,271
				-	-		-	-	-	-	-	-	-
XI.	**Tube Wells & Water Supply**		0	1,582,358	1,131,444	-	2,713,802	31,647	54,276	-	85,923	2,627,879	1,550,711
				-	-		-	-					-
XII.	**Other Fixed Assets**	-	-	-		-	-	-	-	-	-	-	-
	a) Capital Asset in Transit			-	-	-	-	-	-	-	-	-	-
	Total of CURRENT YEAR (A)			**2,396,290,239**	**2,742,382,851**	**66,550,737**	**5,012,092,053**	**294,809,928**	**426,296,815**	**66,550,737**	**783,495,409**	**4,228,596,644**	**1,941,480,411**
XIII.	**Capital Work-in-progress (B)**	-	-	**3,499,748,361**	**524,645,355**	**2,647,088,478**	**1,377,305,238**	**(387,154)**	-	-	**(387,154)**	**1,377,692,392**	**3,500,135,515**
	Capital Work in Progress			3,499,748,361	524,645,355	2,647,088,478	1,377,305,238	(387,154)	-	-	(387,154)	1,377,692,392	3,500,135,515
							-						
XIV.	**Intangible Assets**						-						
	Computer Software	0	0	3,269,767	9,089,480	-	12,359,247	1,307,906	4,943,699		6,251,605	6,107,642	1,961,861
				-			-						
XV.	**E-Journals**	0	0	1,972,103	492,116	955,505	1,508,714	1,171,043	794,587	955,505	1,010,125	498,589	801,060
				-			-						
XVI.	**Patents**			-			-	-					
				-			-						
	Total of CURRENT YEAR (C)			**5,241,870**	**9,581,596**	**955,505**	**13,867,961**	**2,478,949**	**5,738,286**	**955,505**	**7,261,730**	**6,606,231**	**2,762,921**
	TOTAL (A+B+C)			**5,841,280,470**	**3,276,879,802**	**2,714,594,720**	**6,403,265,252**	**296,901,623**	**430,976,804**	**67,506,242**	**790,369,995**	**5,642,895,267**	**5,444,378,847**

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Schedules Forming Part of Balance Sheet

Schedule 5 : Investments From Earmarked/Endowment

FUNDS

Particulars	As at 31 March, 2025	As at 31 March, 2024
	Rupees	Rupees
1. In central Government Securities		-
2. In State Government Securities		-
3. Other approved Securities		-
4. Shares		-
5. Debentures and Bonds		-
6. Term Deposits Receipts with Scheduled Banks		-
7. Others (Accrued Interest on FD)		-
TOTAL		-

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Schedule 5 (A) Investments From Earmarked/Endowment Funds (Fund Wise)

Sl. No.	Funds	As at 31 March, 2025	As at 31 March, 2024
		Rupees	Rupees
1			-
2			-
3			-
4			-
5			-
	Total		-

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Schedule-6 : Investments -Others

Particulars	As at 31 March, 2025	As at 31 March, 2024
	Rupees	Rupees
1. In central Government Securities		
2. In State Government Securities		
3. Other approved Securities		
4. Shares		
5. Debentures and Bonds		
6. Others (to be specified)		
TOTAL		

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Schedules Forming Part of Balance Sheet

Schedule- 7 : Current Assets

Particulars	For the year ended 31 March, 2025	For the year ended 31 March, 2024
	Rupees	Rupees
1. Stock:		
a) Stores and spares		-
b) Loose Tools		-
c) Publications		-
d) Laboratory Chemicals, Consumables and glass ware and Other	2,073,610	
e) Building Material		
f) Electrical Material		
g) Stationary		
h) Water Supply Material		
2. Sundry Debtors:		-
a) Debts Outstanding for a period exceeding six months	-	126,000
b) Others-Security Deposit		-
3.Cash and Bank Balances		-
a) With Scheduled Bank:		
Imprest		
In term deposit Accounts	914,503,905	892,394,964
In Savings Accounts	133,287,502	121,589,420
b) With non-scheduled Banks:		
- In Current Accounts		-
- In term deposit Accounts		-
- In Savings Accounts		-
4. Post-Office Savings Accounts		-
5. HEFA Balance (Escrow)*	8,550	8,550
TOTAL	**1049873567**	**1,014,118,934**

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Schedules Forming Part of Balance Sheet

Schedule-8 : Loans, Advances & Deposits

Particulars	As at 31 March, 2025	As at 31 March, 2024
	Rupees	Rupees
1. Advances to employees : (Non-Interest Bearing)		
a) Salary		
b) Festival		
c) Medical Advance		
d) Other (to be Specify) LTC Advance	27,336	
2. Long Term Advances to employees (Interest bearing)		
a) Vehicle Loan		
b) Home Loan		
c) Others (to be specify)		
3. Advances and other amounts recoverable in cash or in kind or for value to be received:*		-
On Capital Account	426,188,851	592,243,698
To suppliers		
Others	609,343	302,762
4. Prepaid Expenses		
Insurance		-
Other Expenses		
5. Deposits		
Telephone		
Lease Rent		
Electricity		
AICTE, if applicable		
Others (CUCET)		-
6. Income Accrued:		
a) On Investments from Earmarked/Endowment Funds		
On Investments-Others		-
c) On Loan and Advances		
d) Others (includes income due unrealized - Accured Bank interest)	1,485,291	1,255,794
e) Accrued Academic Receipt	846,180	
7. Other - Current Assets Recievable from UGC/Sponsored Projects		
a) Debit balances in Sponsored Projects		
b) Debit balances in Fellowship & Scholarship		
c) Grants Recoverable		-
d) Other Receivable (TDS Receivable)	224,623	60,990
8. Claims Receivable	-	
TOTAL	**429,381,624**	**593,863,244**

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Schedules Formink Part of Income & Expenditure Account

Schedule 9 – Academic Receipts

The Income shall be classified and disclosed as follows:

Particulars	For the year ended 31 March, 2025	For the year ended 31 March, 2024
	Rupees	Rupees
FEE FROM STUDENTS		
Academic		
Tuition Fee	69,597,338	60,008,757
Admission Fee	17,908,257	15,553,428
Enrolment Fee	1,285,250	1,101,700
Library Admission Fee	2,400,562	1,300,183
Laboratory Fee	2,132,030	1,518,464
Registration Fee	1,348,961	979,750
TOTAL (A)	**94,672,398**	**80,462,281**
Examinations		
Annual Examination Fee	2,401,138	1,610,058
TOTAL (B)	**2,401,138**	**1,610,058**
Other Fees		
Identity Card Fee	685,650	471,334
Fine/Miscellaneous Fee	936,800	619,419
Medical Fee	945,213	698,950
Hostel Fee	16,045,120	12,001,883
Other Activities	17,431,484	16,866,072
TOTAL (C)	**36,044,267**	**30,657,658**
Sale of Publications		
TOTAL (D)		-
Other Academic Reciepts		
Registration Fee for Workshops, programmes	1,145,120	863,404
TOTAL (E)	**1,145,120**	**863,404**
GRAND TOTAL (A+B+C+D+E)	**134,262,923**	**113,593,401**

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Schedules Forming Part of Income & Expenditure Account

Schedule 10 – Grants / Subsidies (Irrevocable Grants Received)

Particulars	Plan			Total Plan	Non Plan	For the year ended 31 March, 2025	For the year ended 31 March, 2024
	Govt of India	UGC			UGC	Rupees	Rupees
		Plan	Specific Schemes				
Balance B/F		281,303,484		281,303,484	-	281,303,484	275,700,000
Less: Additional Unspent Seperated							
Add : Current year provision for Interest Refund to UGC							
Add: Receipts during the year for Hefa Interest		-		-		-	34,587,708
Add: Receipts during the year other than UGC		-		-		-	5,194,259
Add: Receipts during the year from UGC		907,165,999		907,165,999	-	907,165,999	841,500,000
Total		1,188,469,483		1,188,469,483	-	1,188,469,483	1,156,981,967
Less: Refunds to UGC		21,201,000		21,201,000	-	21,201,000	60,108,686
Balance		1,167,268,483		1,167,268,483	-	1,167,268,483	1,096,873,281
Less: Utilised for Capital Expenditure*		189,199,000		189,199,000		189,199,000	86,500,000
Balance		978,069,483		978,069,483	-	978,069,483	1,010,373,281
Less:- Hefa loan received for last year		-		-		-	2,394,553
Less: Utilised during the year other than UGC		2,003,484		2,003,484		2,003,484	
Less: Utilised for Revenue Expenditure**		835,365,999		835,365,999		835,365,999	726,675,244
Balance C/F		**140,700,000**		**140,700,000**	-	**140,700,000**	**281,303,484**

* Utilised for Capital Expenditure worked out as follows:

Total Capitalization of Assets	189,199,000
Less : FA created out of earlier advances	
Less : CWIP created out of earlier Ad	-
Less: Assets Donated	-
Add: Advance Given(in current year)	-
Less: Advance adjusted(in current ye	-
Less:- Internal receipt	-
Total Capital Expenditure	**189,199,000**

** Utilised for Revenue Expenditure worked out as follows:

Staff Payments & Benefits	659,104,615
Academic Expenses	59,922,110
Administrative and General Expense	167,246,380
Transportation Expenses	4,956,819
Repairs & Maintenance	9,191,156
Depreciation	-
Finance Costs	27,727
Other Expenses	148,000
Total Revenue Expenditure as per	**900,596,807**
Less : Provision for Gratuity & LE made in the current year (a non	-
Less : Provision for Doubtful Advances (a non cash exp.)	-
Total Revenue Expenditure	**900,596,806**

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Schedules Forming Part of Income & Expenditure Account

Schedule 11– Income from Investments

Particulars	Earmarked/Endowment Funds			
	For the year ended 31 March, 2025	For the year ended 31 March, 2024	For the year ended 31 March, 2025	For the year ended 31 March, 2024
	Rupees	Rupees	Current Year	Current Year
Investment from Earmarked/Endowment Fund				
Interest				
a) On Govt. Securities		-		
b) Other Bonds/Debentures		-		
Interest on Term Deposits			58,920,853	41,294,617
a) Designated Fund		-		
b) Capital Fund		-		
c) General Fund		-		
Income Accrued but not due on Term Deposits/Interest Bearing advances to employees		-		
Interest on Saving Bank Accounts		-		
Other -Interest on Advance		-		
TOTAL		**-**	**5,89,20,853**	**4,12,94,617**
Transferred To Earmarked/Endowment Funds				

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Schedule 12– Interest Earned

Particulars	For the year ended 31 March, 2025	For the year ended 31 March, 2024
	Rupees	Rupees
1. On Saving Accounts with scheduled banks		
Interest on Saving Bank Accounts	914,839	2,195,017
2. On Loans		-
a. Employees/Staff		
b. Others		-
3. On Debtors and other Recievables		-
TOTAL	**914,839**	**2,195,017**

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Schedules Forming Part of Income & Expenditure Account

Schedule 13 – Other Income

Items of material amounts included in Miscellaneous Income should be separately disclosed.

Particulars	For the year ended 31 March, 2025 Rupees	For the year ended 31 March, 2024 Rupees
A. Income from Land & Building		
Hostel Room Rent	10,319,099	8,852,608
License Fee	1,604,750	1,397,488
Hire Charges of Auditorium/Play ground/ Convention etc.	36,500	
Electricity Charges Recovered	2,775,910	1,212,021
Water Charges Recovered	3,169,877	1,913,361
Rent-Other	7,696,438	6,942,953
TOTAL (A)	**25,602,574**	**20,318,431**
B. Sale of Institute's Publications		
TOTAL (B)		
C. Income from holding events		
Gross Receipts from annual function/sports carnival		
Less: Direct expenditure incurred on the annual function/ sports carnival		
Gross Receipts from fees		
Less: Direct Expenditure incurred on the fees		
Gross receipts for educational Tours		
Less: Direct expenditure incurred on the tours		
Others (to be specified and separately disclosed)		
TOTAL (C)		
D. Others		
Income from Consultancy	1,405,955	1,074,080
RTI Fees		1,440
Provisions Written Off		
Sale of application form (recruitment)	3,966,739	3,250,800
Misc. receipts (Sale of tender form, waste paper etc.)	227,317	172,348
Profit on Sale/disposal of Assets:		
a) Owned Assets		
b) Assets acquired out of grants, or received free of cost		
Grants/Donations from Institutions, Welfare Bodies and International Organizations		
Others (Consultancy etc.)	965,882	223,138
TOTAL(D)	***6,565,893***	***4,721,806***
Grand Total (A+B+C+D)	**32,168,467**	**25,040,237**

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Schedule 14 – Prior Period Income

Particulars	For the year ended 31 March, 2025	For the year ended 31 March, 2024
	Rupees	Rupees
Academic Reciepts		
Income From Investments		
Interest Eearned	3,875,360	
Gratuity Provision Reversed		
Total	**3,875,360**	-

* Refer Note 13 under Schedule 24

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Schedules Forming Part of Income & Expenditure Account

Schedule 15 – Staff Payments & Benefits

These shall be classified separately for teaching and non-teaching staff; adhoc staff. Arrears of DA, Salary arrear due to increment shall be shown separately. These shall be disclosed as follows:

Particulars	For the year ended 31 March, 2025	For the year ended 31 March, 2024
Salaries and Wages-Teaching	474,562,827	407,098,985
Salaries and Wages-Non Teaching	45,969,208	43,073,546
Salaries and Wages-Adhoc		-
		-
Total Salary	**520,532,035**	**450,172,531**
Allowances and Bonus	17,829,326	10,779,249
Contribution to NPS	65,552,123	57,858,453
Contribution to Other Fund (Pension Fund)	-	3,121,414
Staff Welfare Expenses	806,790	1,123,911
Retirement and Terminal Benefits*	2,810,177	1,385,720
Leave Encashment	23,760,890	94,795,304
LTC Facility	4,318,515	3,400,267
Medical Facility	10,607,041	6,738,406
Children Education Allowance	6,824,940	5,434,275
Honorarium	-	208,959
Others(DA)	6,062,778	5,066,239
TOTAL	**659,104,615**	**640,084,728**

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Schedules Forming Part of Income & Expenditure Account

SCHEDULE 15 A - EMPLOYEES RETIREMENT AND TERMINAL BENEFITS

Particulars	Pension	Gratuity	Leave Encashment	Total
Op. Balance as on (a)			94,795,304	94,795,304
Less:- Actual payment made during the year (b)			5,123,453	5,123,453
Balance available as on 31.03.25 c(a-b)			89,671,851	89,671,851
Provision Required as per Acurarial as on 31.03.25 (d)			112,949,615	112,949,615
A. Provision to be made in the Current year (d - c)			23,277,764	23,277,764
B. Contribution to New Pension Scheme				-
C. Medical Reimbursement to Retired Employees				-
D. Travel to Hometown on Retirement				-
E. Deposit Linked Insurance Payment				-
Total (A+B+C+D+E)			**23,277,764**	**23,277,764**

Note:

1. The total (A+B+E+0+E) in his sub schedule will be the figure against Retirement andTerminal benefits in Scheule 15.
2. Items B,C,D&E will be accounted on accrual basis and will include bills preferred but outstanding for payment on 31/3/2025.

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Schedules Forming Part of Income & Expenditure Account

Schedule 16 – Academic Expenses

These shall be classified and disclosed as follows:

Particulars	For the year ended 31 March,2025	For the year ended 31 March,2024
Laboratory Expenses	904,726	14,442,431
Field Work/Participation	-	-
Seminar/Workshop	8,873,847	8,160,670
Payment to visiting faculty	15,126,224	12,850,438
Examination	3,243,695	2,943,087
Student Welfare Expenses	3,573,086	2,463,129
Admission Expenses	442,945	235,586
Convocation Expenses	5,423,664	2,544,843
Publications	-	-
Stipend/means-cum-merit scholarship	-	-
Subscription Expenses	1,720,445	5,109,527
Non Net Fellowship/Schlorship	19,638,568	18,856,351
Others -		-
T.A/D.A Meeting for Academic Program	598,090	9,025
Additional Grant	-	-
- Insurance Charges	276,073	-
Red Cross	-	42,840
Departmental Expenses	-	-
Alumini Meet	-	-
NSS	100,747	159,673
TOTAL	**59,922,110**	**67,817,600**

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Schedules Forming Part of Income & Expenditure Account

Schedule 17 – Administrative And General Expenses

These shall be classified and disclosed as follows:

S.No	Particulars	For the year ended 31 March,2025	For the year ended 31 March,2024
A	**Infrastructure**		
	Electricity and Power	35,382,150	32,660,243
	Water Charges	-	-
	Insurance Exp.	80,044	274,823
	Rent, Rates and Taxes	-	12,400
B	**Communication**		
	Postage & Stationery	957,845	820,912
	Printing and Stationery	3,265,907	7,081,259
	Telephone & Internet Charges	3,277,783	5,156,483
C	**Others**		
	Travelling and Conveyance Expenses	441,186	13,802,284
	Hospitality	1,905,859	2,829,690
	Auditors Remuneration	307,748	-
	Professional Charges	4,954,557	1,823,347
	Advertisement and Publicity	2,080,796	1,899,418
	Magazine and Journals	-	478,194
	Others-		
	Others-Security Services	94,895,858	84,372,247
	Meeting Expenses	-	-
	Others-Newspaper & Periodicals	-	-
	Mess Expenses	353,269	2,018,093
	Others-Miscellaneous Expenses	15,849,341	4,620,019
	HEFA	-	32,193,155
	Others-Contingencies	2,787,578	1,005,251
	Others-Sport Expenses	228,478	530,119
	Recruitment Expenses	477,981	116,234
	Interest Refunded to UGC	-	-
	TOTAL	**167,246,380**	**191,694,171**

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Schedules Forming Part of Income & Expenditure Account

Schedule 18 – Transportation Expenses

In respect of vehicles owned by the educational institution.
ect of vehicles not owned by the educational institution including rentals paid and other expenses, if any.

Particulars	For the year ended 31 March,2025	For the year ended 31 March,2024
1. Vehicles (owned by educational institution)		-
Running Expenses		-
Repairs & Maintenance (Including Fuel charge)	3,089,861	3,172,322
Insurance Expenses		-
2. Vehicles taken on rent/lease		-
Rent/lease Expenses	1,866,958	193,548
3. Vehicle (Taxi) hiring expenses		-
TOTAL	**4,956,819**	**3,365,870**

Schedule 19 – Repairs & Maintenance

Repairs & Maintenance cost shall be classified and disclosed as follows:

Particulars	For the year ended 31 March,2025	For the year ended 31 March,2024
Building	7,226,433	12,160,771
Furniture	68,400	4,623,274
Plant & Machinery-(R&M)	850,963	83,540
Office Equipments(R&M)	858,944	4,974,300
Cleaning Material & Services	30,396	440,329
Maintenance of Lawn	-	-
Others (R&M)	156,020	1,203,101
TOTAL	**9,191,156**	**23,485,315**

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Schedules Forming Part of Income & Expenditure Account

Schedule 20 – Finance Cost

Finance cost shall be classified and disclosed as follows:

Particulars	For the year ended 31 March,2025	For the year ended 31 March,2024
Bank Charges	27,727	139,727
Other (specify)		
TOTAL	**27,727**	**139,727**

Schedule 21 – Other Expenses

Other expenses shall be classified as write offs, provisions, miscellaneous, loss on sale of investments and fixed assets etc. and disclosed as accordingly.

Particulars	For the year ended 31 March,2025	For the year ended 31 March,2024
Provision for Doubtful Advances*	-	-
Irrecoverable Balances Written-off	-	-
Grants/Subsidies to other institutions/organizations	-	-
Others (Prior Period)	-	-
TOTAL		

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Schedules Forming Part of Income & Expenditure Account

Schedule 22 – Prior Period Expenses

Particulars	For the year ended 31 March, 2025	For the year ended 31 March, 2024
	Rupees	Rupees
1. Establishment Expenses		-
2. Academic Expenses	148,000	-
3.Administrative Expenses		-
4. Transportation Expenses		
5. Provision for Intt refund on UGC Grant		-
Total	**148,000**	-

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NOTES TO THE FINANCIALS STATEMENTS FOR THE YEAR ENDED MARCH 31, 2025

Schedule - 23(Significant Accounting Policies)

1 **Basis of Preparation**

The accounts are prepared under the Historical Cost Convention unless otherwise stated and generally on the Accrual method of accounting.

2 **Revenue Recognition**

2 Fees from Students (except Tuition Fees), Sale of Admission Forms, Royalty and Interest on Savings Bank account are accounted on cash basis. Tuition Fees collected separately for each semester is accounted on accrual basis.

2 Income from Land, Buildings and Other Property and Interest on Investments are accounted on accrual basis.

2 Interest on interest bearing advances to staff for House Building, Purchase of Vehicles and Computers is accounted on accrual basis every year, though the actual recovery of interest starts after the full repayment of the Principal.

3 **Fixed Assets & Depreciation**

3 Fixed assets are stated at cost of acquisition including inward freight, duties and taxes and incidental and direct expenses related to acquisition, installation and commissioning.

3 Gifted and Donated assets are valued at the declared value where available; if not available, the value is estimated based on the present market value adjusted with reference to the physical condition of the asset. They are set-up by credit to Capital Fund and merged with the Fixed Assets of the Institution. Depreciation is charged at the rates applicable to the respective assets.

3 Books received as gifts, are valued at selling prices printed on the books. Where they are not printed, the value is based on assessment

3 Fixed assets are valued at cost less accumulated depreciation. Depreciation on fixed assets is provided on Straight line method, at the following rates :-

Tangible Assets	
Land	0%
Site Development	0%
Buildings	2%
Roads & Bridges	2%
Tube wells & Water Supply	2%
Sewerage & Drainage	2%
Electrical Installation and equipment	5%
Plant & Machinery	5%
Scientific & Laboratory Equipment	8%
Office Equipment	7.5%
Audio Visual Equipment	7.5%
Computers & Peripherals	20%
Furniture, Fixtures & Fittings	7.5%
Vehicles	10%
Lib. Books & Scientific Journals	10%
Intangible Assets	
E-Joumals	40%
Computer Software	40%
Patents and Copyrights	9 years

4 Depreciation is provided for the whole year on additions during the year.

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NOTES TO THE FINANCIALS STATEMENTS FOR THE YEAR ENDED MARCH 31, 2025

Schedule - 23(Significant Accounting Policies)

4 Assets created out of Earmarked Funds and funds of Sponsored Projects, where the ownership of such assets vests in the Institution, are setup by credit to Capital Fund and merged with the Fixed Assets of the Institution. Depreciation is charged at the rates applicable to the respective assets. Assets created out of Sponsored Project funds, where the ownership is retained by the sponsors but held and used by the Institution arc separately disclosed in the Notes onAccounts.

4 Assets, the individual value of each of which is Rs. 2000 or less (except Library Books) are treated as Small Value Assets, 100% depreciation is provided in respect of such assets at the time of their acquisition. However physical accounting and control are continued by the holders of such assets.

4 **Intangible Assets**

4 Electronic Journals (E-Journals) are separated from Library Books in view of the limited benefit that could be derived from the on-line access provided. E-journals are not in a tangible form, but temporarily capitalized and in view of the magnitude of expenditure and the benefit derived in terms of perpetual knowledge acquired by the Academic and Research Staff;
Depreciation is provided in respect of E-joumals at a higher rate of 40% as against depreciation of 10% provided in respect of Library Books.

4 Expenditure on acquisition of software has been separated from computers and peripherals, as apart from being intangible assets, the rate of obsolescence in respect of these is very high. Depreciation is provided in respect of software at a higher rate of 40% as against depreciation of 20% provided in respect of Computers & Peripherals.

5 **Stock**

Expenditure on purchase of chemicals, glassware, publications and other stores is accounted as revenue expenditure, except that the value of closing stocks held on 31st March is set up as inventories by reducing the corresponding Revenue Expenditure on the basis of information obtained from Departments. They are valued at cost.

6 **Retirement Benefits**

Retirement benefits i.e., Pension are provided on the basis of actuarial valuation.
Capitalized Value of pension and gratuity received from previous employers of the Institution's employees, who have been absorbed in the Institution, is credited to the respective Provision Accounts. Pension contribution received in respect of employees on deputation is also credited to the Provision for Pension Account. The Actual payments of Pension and Leave encashment are debited in the Accounts to the respective provisions. Other retirement benefits viz. Deposit Linked Insurance, Contribution to New Pension Scheme, Medical reimbursement to retired employees and Travel to Home Town on retirement are accounted on accrual basis (actual payments plus outstanding bills at the end of the year).

7 **Investments**

7 Long term investments are carried at their cost or face value whichever is lower. However any permanent diminution in their value as on the date of the Balance Sheet is provided for.

7 Short Term investments are carried at their cost or market value (if quoted) whichever is lower.

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NOTES TO THE FINANCIALS STATEMENTS FOR THE YEAR ENDED MARCH 31, 2025

Schedule - 23(Significant Accounting Policies)

8 **Earmarked & Endowment Funds**

The following long terms funds are earmarked for specific purposes. Each of the funds has a separate bank account. Those with large balances also have investments in Goverrunent Securities, Debentures and Bonds and Term Deposits with Banks.

The income from investments I advances (House Building Conveyance and computer) on accrued basis and interest on savings Bank Accounts are credited to the respective Funds. The expenditure and advances (in the case of House Building & Conveyance/Computer) are debited to the fund. The assets created out of Earmarked Funds where the ownership Vests in the Institution, are merged with the assets of the Institution by crediting an equal amount to the Capital Fund. The balance in the respective funds is carried forward and is represented on the assets side by the balance at Bank , Investments and accrued interest.

8 CORPUS FUND was established in (year). Matching contribution from Universit; Grants Commission, Recognition I Affiliation fee received from Colleges and other academic institutions, Institution· s share of Consultancy fees and contributions from Research Projects are treated as additions to Corpus fund. Income from investments of the fund is added to the Fund. The Corpus Fund is uti I ized for both Revenue and Capital expenditure based on the guidelines by the University Grants Commission and the Executive council of the Institution from time to time. The assets created out of the Corpus Fund are merged with the assets of the Institution by crediting an equal amount to the Capital Fund. The balance in the Corpus Fund which is carried forward is represented by the balance in a separate Bank account, investment in RBI Bonds and Fixed Deposits with the Bank and Accrued interest on investments.

8 A.D Fund This fund was established on I" February 2006. The fund is to be utilized for some of the innovative Programmes, and for sustenance of its research and such other development activities as laid down bv the Executive Council from time to time.

8 House Building Advances Fund A revolving fund for the purpose of paying interest bearing advances to the officer' & staff for House Building.

8 JRF/SRF Fund Fund provided by the UGC/Government for the purpose of paying Fellowships to .I unior/ Senior Research Fellows.

9 Conveyance Fund (including Computer advances)
A revolving fund for the purpose of paying interest bearing advances to officers & staff for the purchase of motor cars, two wheelers and computers.

9 Rajiv Gandhi National Fellowship Fund
Fund provided by University Grants Commission for fellowship to SC/ST Students of the University.

9 Endowment Funds
Endowments are funds received from various individual donors, Trusts and other organizations, for establishing Chairs and for Medals & Prizes, as specified by the Donors. While each of the Endowment funds has its own investment there is one savings Bank Account for all the Endowment funds, as the uninvested balances against them are negligible.

The income from investment of each Endowment Fund is added to the Fund. The interest on Savings Bank aleis allocated to all the Endowment funds in the ratio of the year end closing balances in each fund. The expenditure on Medals & Priz!'ls is met from the interest earned on investment of the respective Endowment Funds and the balance is carried forward. In respect of Chairs, however, the corpus of the Endowment is also used.

The balances are represented by Investment in RBI Bonds and Fixed Deposits and balance in the Saving Bank Account common for all Endowments, and Accrued Interest on Investments.

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NOTES TO THE FINANCIALS STATEMENTS FOR THE YEAR ENDED MARCH 31, 2025

Schedule - 23(Significant Accounting Policies)

9 Government & UGC Grants

9 Govermnent Grants and UGC grants are accounted on realization basis. However, where a sanction for release of grant pertaining to the financial year is received before 31 " March and the grant is actually received in the next financial year, the grant is accounted on accrual basis and an equal amount is shown as recoverable from the Grantor.In the opinion of the Management, the current assets, Loans, Advances and Deposits have a value on realization in the ordinary course, equal at least to the aggregate amount shown in the Balance Sheet.

9 To the extent utilized towards capital expenditure, (on accrual basis) government grants and grants from UGC are transferred to the Capital Fund for the current year.

9 Govermnent and UGC grants for meeting Revenue Expenditure (on accrual basis) are treated, to the extent utilized, as income of the year in which they are realized.

9 Unutilized grants (including advances paid out of such grants) are carried forward and exhibited as a liability in the Balance Sheet.

10 Investment of Earmarked Funds & interest income accrued on such investments

To the extent not immediately required for expenditure, the amounts available against such funds are invested in approved Securities & Bonds or deposited for fixed term with Banks, leaving the balance in Savings Bank Accounts. Interest received, interest accrued and due and interest accrued but not due on such investments are added to the respective funds and not treated as income of the Institution.

11 Sponsored Projects

11 In respect of ongoing Sponsored Projects, the amounts received from sponsors are credited to the head "Current Liabilities and Provisions -Current Liabilities -Other Liabilities -Receipts against ongoing sponsored projects." As and when expenditure is incurred /advances are paid against such projects, or the concerned project account is debited with allocated overhead charges, the liability account is debited.

11 In addition to the Earmarked Fund for the Junior Research Fellowships funded by the University Grants Commission, Fellowships and Scholarships are also sponsored by various organizations. These are accounted in the same way as Sponsored Projects except that the expenditure generally is only on disbursement of Fellowships and Scholarships, which may include allowances for contingent expenditure by the Fellows and scholars.

11 The Institution itself also awards Fellowships and Scholarships, which are accounted as Academic expenses.

12 Income Tax

The income of the Institution is exempt from Income Tax under Section 10(23c) of the Income Tax Act. No provision for tax is therefore made in the accounts.

13 Provisions, Contingent Liabilities

The Univeristy estimates the provisions that have present obligations as a result of past events and it is probable that outflow of resources will be required to settle the obligations. These provisions are reviewed at the end of each reporting date and are adjusted to reflect the current best estimates. The University uses significant judgement to disclose contingent liabilities. Contingent liabilities are disclosed when there is a possible obligation arising from past events, the existence of which will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the institution or a present obligation that arises from past events where it is either not probable that an outflow of resources will be required to settle the obligation or a reliable estimate of the amount cannot be made. Contingent assets are neither

recognised nor disclosed in the financial statements.

14 Deta Accounting Policy

Relaidan is treated as liability and grant received for repayment of principal is deducted from loan and included in corpus fund.

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NOTES TO THE FINANCIALS STATEMENTS FOR THE YEAR ENDED MARCH 31, 2025
Schedule - 24 (Contingent Liabilities & Notes to Accounts)

3 Fixed Assets

3.1 Additions in the year to Fixed Assets in Schedule 4 include Assets purchased/installed in the current year have been set up by credit to Corpus Fund amounting Rs. 8,65,00,000/-. Tangible Assets are stated at cost (net of Input Tax Credit or CENVAT (till 30th June, 2017 the period prior to GST implementation date) wherever applicable) less accumulated depreciation and impairment losses, if any. Cost is inclusive of freight, duties, levies and any directly attributable cost of bringing the assets to their working condition for the intended use. Borrowing costs relating to acquisition of fixed assets, if material, are also included in cost to the extent they relate to the period till such assets are ready to be put to use.

3.2 Fixed assets as set out in Schedule 4 do not include assets purchased out of funds of sponsored projects, held and usedby the Institution, as project contracts include stipulations that all such assets purchased out of projects funds will remain the property of the sponsors.

3.3 Reclassification of Fixed Assets has been done wherever deemed necessary.

4 Corpus

The amount of Grants from UGC, Government of India and State Government to the Extent utilized for capital expenditure is added to the Corpus Fund.

5 Provisions

5.1 As per the notification no. 19-1/2017-IFD dated 12.04.2017 Ministry of Human Resource Development directed that the matter of extension of Gratuity and Death Gratuity to the employees of autonomous organisations covered under NPS under the MHRD is under consideration in MHRD in consultation with Department of Expenditure, Ministry of Finance, therefore the benefits of Retirement Gratuity and Death Gratuity to the employees of autonomous organisations covered under NPS has been withdrawn till a final decision is taken in the matter with the approval of Department of Expenditure, Ministry of Finance. In the view of the same provision for Gratuity has not been made in the current year.

5.2 Leave Encashment : The Univeristy estimates the provisions that have present obligations as a result of past events and it is probable that outflow of resources will be required to settle the obligations. These provisions are reviewed at the end of each reporting date and are adjusted to reflect the current best estimates. The provision for leave encashment mantains its opening balance as the balance for the year ended March 31, 2025 is 9,47,95,304. The current year development has been effected by the management as per the Valuation Certificate amounting to Rs. 2,32,77,764 and closing provision of the Leave encashment as on 31.03.2025 is Rs. 11,29,49,615.

6 Deposit Liabilities

The amount outstanding as Earnest Money Deposit & Security Deposits is Rs 1,50,27,999/- during the year.

7 Current Assets, Loans, Advances & Deposits

In the opinion of the Management, the current assets, Loans, Advances and Deposits have a value on realization in the ordinary course, equal at least to the aggregate amount shown in the Balance Sheet.

7.1

Cash and Bank Balances are presented on the basis of data provided and presented by the management during the course of compilation of accounts for the year. Further, the balances are subject to Reconciliation statements prepared by the management and relevant balance confirmations by the third parties.

7.2

8 Previous year's figures have been regrouped/reclassified wherever necessary.

9 Figures in the Final accounts have been rounded off to the nearest rupee.

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NOTES TO THE FINANCIALS STATEMENTS FOR THE YEAR ENDED MARCH 31, 2025
Schedule - 24 (Contingent Liabilities & Notes to Accounts)

10 **Schedules 1 to 24 are annexed to and form an integral part of the Balance Sheet at March 31, 2025 and the Income & Expenditure account for the year ended on that date**

11

11.1 The financial statements of the University (viz., Balance Sheet and Income and Expenditure Account) have been prepared on the basis of Significant Accounting Policies (See Schedule 23).

11.2 Normally, Central Educational Institutions cannot raise loans, particularly by pledging their Assets, hence the heads Secured Loans & unsecured Loans do not therefore find a place in the Balance Sheet.

11.3 The accounting treatment and presentation in the Balance Sheet and the Income and Expenditure Account, of transactions and events is governed by their substance and not merely by the legal form.

11.4 In determining the accounting treatment and manner of disclosure of an item in the Balance Sheet and/or the Income and Expenditure Account, due consideration shall be given to the concept of materiality.

11.5 The corresponding amounts for the immediately preceding year for all items shown in the Balance Sheet and the Income and Expenditure Account have been given in the Balance Sheet or Income and Expenditure Account as the case may be.

11.6 Revenue has not been recognized unless:
(a) The related performance has been achieved;
(b) No significant uncertainty exists regarding the runount of the consideration; and
(c) It is not unreasonable to expect realization and ultimate collection.

12 **Adjustment for the F.Y. 2024-25**

a. Capital Advance to CPWD was capitalised this year and reconciliation of physical and financial progress of construction work with CPWD was done and building was capitalised as per the completion certificate provided to us. Fixed Assets has been capitalised i.e., Admin Block, Boys Hostel, Girls Hostel, Guest House, Health Centre, Type III staff quarter and Type V staff quarter.

b. Capital Work in Progress (CWIP) of NBCC of as per the previous year 2023-24 annual accounts were amounting to Rs. 1,66,70,85,173 in respect of construction of Academic Blocks 1.3, and 4. And Rs. *13,86,00,000 was given to NBCC in current year. Total amounted to Rs. 1,80,56,85,173 was capitalised this year 2024-25 in respect of Academic Blocks 1,3,4.*

c Depreciation has been charged on capitalised on assets (in respect of CPWD and NBCC both) w.r.effect on SLM method. Date of Completion of building was consider as a put to use date at the time of calculation of Depreciation.

d Hefa Interest paid has been capitalised till F.Y. 2023-24 amounted to Rs. 17,42,59,288 and amount paid toward current year was under WIP as some of the construction was still pending and that will capitalised with the capitalisation of Assets.

e Leave encashment provision made as per Actuarial Valuation report. (As per AS-15®) and Schedule 15A was prepared for the F.Y. 2024-25.

f There is no contingent liability in this Financial Year 2024-25.

g Closing stock as on 31.03.25 is Shown In schedule 7

h There is a unspent balance under xi and xii plan out of which Rs. 13,86,00,000 was paid to NBCC during the year 2024-25

Vikas Kumar
वित्त अधिकारी/Finance Officer
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़/Mahendergarh-123031

S Kumar
कुलसचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़, हरियाणा - 123029
Mahendergarh, Haryana - 123029

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No : CUH/2025/Estt.Sec./T/621 Dated: 31 / 07 /2025

RELIEVING ORDER

With reference to his request E-mail dated 29.07.2025, **Dr. Suneel Kumar (T-68)** is hereby relieved w.e.f. 29.07.2025 (FN) from the post of Professor, Department of Physics and Astrophysics, CUH to enable him to join as Registrar on Deputation basis. The terms and conditions for deputation will be decided later on.

This is issued with the approval of the Competent Authority.

Pandya

उप कुलसचिव (स्थापना)
Deputy Registrar (Establishment)

Dr. Suneel Kumar (T-68)
Professor
Department of Physics and Astrophysics
Central University of Haryana
Jant-Pali, Mahendergarh

Copy is forward to the following for information and necessary action:-

1. Office of the Registrar, Central University of Haryana, Mahendergarh.
2. Finance Officer, Central University of Haryana, Mahendergarh.
3. Dean/HoD, Department of Physics and Astrophysics, Central University of Haryana, Mahendergarh.
4. Assistant Registrar, Vice-Chancellor's Secretariat (for kind information of Vice-Chancellor), Central University of Haryana, Mahendergarh.
5. Assistant Registrar, Academic Branch, Central University of Haryana, Mahendergarh – for reporting in the next meeting of the Executive Council.

Parveen Kumar

सहायक कुलसचिव (स्थापना)
Assistant Registrar (Estt.)

Annexure-XX

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No: CUH/2025/Estt.Sec/T/522 Date: 27/06/2025

RELIEVING ORDER

With reference to her request vide application dated 09.06.2025, Dr. Remma Gill is hereby relieved w.e.f. 09.06.2025 (AN) from the post of Assistant Professor, Department of Sociology from this University to enable her to join as an Associate Professor, Department of Sociology, Central University of Haryana, Mahendergarh.

It is also intimated that lien will be protected in respect of Dr. Reema Gill on the post of Assistant Professor in the Department of Sociology in this University for a period of one year or till the confirmation the post of Associate Professor, Department of Sociology, Central University of Haryana, Mahendergarh whichever is earlier.

Deputy Registrar (Establishment)
Central University of Haryana,
Mahendergarh.

Dr. Reema Gill (T-45)
Assistant Professor
Department of Sociology
Central University of Haryana,
Mahendergarh.

Copy of the above is forwarded to the following for information and necessary action: -

1. Assistant Registrar, Vice-Chancellor's Secretariat (for information of the Hon'ble Vice-Chancellor), Central University of Haryana, Mahendergarh.
2. UDC, Office of the Registrar (for kind information of Registrar), Central University of Haryana.
3. Assistant Registrar, Academic Branch, Central University of Haryana, Mahendergarh –reporting in the next Meeting of the Executive Council.
4. Dean/Hod, Department of Sociology, Central University of Haryana, Mahendergarh.
5. Dr. Reema Gill, Assistant Professor, Central University of Haryana, Mahendergarh.
6. Office Copy for the record of her personal file.

Assistant Registrar (Establishment)
Central University of Haryana,
Mahendergarh.

हरियाणा केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No.: CUH/2025/Estt.Sec./T/476 Date: 12.06.2025

कार्यालय आदेश / OFFICE ORDER

With reference to the request of Prof. Pawan Kumar Sharma, and with approval of the Executive Council in its 63rd Meeting held on 30.05.2025 vide Resolution no. 63.5, his resignation from the post of Professor, Department of Chemistry is hereby withdrawn w.e.f date of his rejoining.

The intervening period i.e. w.e.f. 17.03.2025 (FN) to date of re-joining as Professor will be treated as 'dies non'.

This issues with the approval of the Competent Authority.

Pandya

उप कुलसचिव (स्थापना)
Deputy Registrar (Estt.)

Copy of the above is forwarded to the following for information and necessary action.

1. Prof. Pawan Kumar Sharma, Pro-Vice Chancellor, Central University of Haryana, Mahendergarh, to re-join his duties as Professor.
2. Registrar, Central University of Haryana, Mahendergarh.
3. Finance Officer, Central University of Haryana, Mahendergarh.
4. Head, Department of Chemistry, Central University of Haryana, Mahendergarh.
5. Assistant Registrar, Vice-Chancellor's Secretariat (for kind information of Hon'ble Vice-Chancellor), Central University of Haryana, Mahendergarh.
6. Assistant Registrar, Academic & Council Branch, Central University of Haryana, Mahendergarh – for reporting in the next meeting of the Executive Council.

Pawan Kumar

सहायक कुलसचिव (स्थापना)
Assistant Registrar (Estt.)

Annexure-II

Annexure-XXII

हरियाणा केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No : CUH/2025/Estt.Sec./T/517 Date. 26.06.2025

प्रो. पवन कुमार शर्मा (T-224)
आचार्य
रसायन विज्ञान विभाग
हरियाणा केंद्रीय विश्वविद्यालय
महेंद्रगढ़ - 123031

विषय: स्थायीकरण (Confirmation) पत्र।

महोदय,

आपको हरियाणा केंद्रीय विश्वविद्यालय में रसायन विज्ञान विभाग में आचार्य के पद पर 12.06.2025 से स्थायी किया जाता है।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

पाहिल

उप कुलसचिव (स्थापना)

उपरोक्त की प्रति सूचना और आवश्यक कार्यवाही के लिए निम्नलिखित को अग्रेषित की जाती है।

1. सहायक कुलसचिव, कुलपति सचिवालय (कुलपति की जानकारी के लिए), हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
2. कुलसचिव कार्यालय, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
3. वित्त अधिकारी, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
4. सहायक कुलसचिव, शैक्षणिक एवं परिषद अनुभाग, हरियाणा केन्द्रीय विश्वविद्यालय, महेंद्रगढ़ – कार्यकारी परिषद को रिपोर्ट करने हेतु।

पवन कुमार

सहायक कुलसचिव (स्थापना)

हरियाणा केंद्रीय विश्वविद्यालय
(संसद के अधिनियम संख्या-25 (2009) के तहत स्थापित)
जांट-पाली, महेंद्रगढ़- 123031 (हरियाणा)
CENTRAL UNIVERSITY OF HARYANA
(Established vide Act No. 25 (2009) of Parliament)
Jant-Pali, Mahendergarh-123031 (Haryana)

No: CUH/2025/Estt.Sec./ 512 **Date: 24.06.2025**

OFFICE ORDER

Consequent upon the withdrawal of resignation issued vide Office Order No. CUH/2025/Estt.Sec./T/476 dated 12.06.2025 in compliance of the Resolution No. 63.5 of the 63rd Meeting of the Executive Council held on 30.05.2025 and he has re-joined as Professor, Department of Chemistry w.e.f. 12.06.2025 (F.N.). Prof. Pawan Kumar Shrama is allowed to continue to discharge the duties of Pro Vice-Chancellor as an additional charge.

This issues with the approval of the Hon'ble Vice-Chancellor.

S Kumar
24/6/2025
REGISTRAR

To,

Prof. Pawan Kumar Sharma
Professor, Department of Chemistry
Central University of Haryana,
Jant-Pali, Mahendergarh-123031

Copy of above is forwarded to the following for information and necessary action:

1. All Deans/HoD/Administrative Heads, CUH.
2. Assistant Registrar, Vice-Chancellor Secretariat, CUH (for kind information of the Hon'ble Vice-Chancellor)
3. Assistant Registrar (Academic & Council Branch), CUH (for reporting in the forthcoming meeting of the Executive Council of the University)

Yadav
DEPUTY REGISTRAR (Estt.)

Annexure-IV

Annexure-XXIV

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No: CUH/2025/Estt.Sec/T/516 Date. 26.06.2025

अधिसूचना/NOTIFICATION

विषय: सहायक आचार्य (अनुबंध) के वेतन वृद्धि के संबंध में।

सक्षम प्राधिकारी के अनुमोदन से, विश्वविद्यालय में कार्यरत सहायक आचार्य (अनुबंध) का वेतनमान दिनांक 19.06.2025 से ₹ 89,435/- (मूल वेतन - 57,700/- डीए @ 55% रुपये 31,735/-) प्रति माह किया जाता है।

पारुल

उप कुलसचिव (स्थापना)
Deputy Registrar (Establishment)

उपरोक्त की प्रतिलिपि सूचना एवं आवश्यक कार्यवाही हेतु निम्नलिखित को भेजी जाती है:

1. सम्बंधित कर्मचारी, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
2. वित्त अधिकारी, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
3. सहायक कुलसचिव, कुलपति सचिवालय (कुलपति की जानकारी के लिए), हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
4. कुलसचिव कार्यालय, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
5. सहायक कुलसचिव, शैक्षणिक एवं परिषद अनुभाग, हरियाणा केन्द्रीय विश्वविद्यालय, महेंद्रगढ़ – कार्यकारी परिषद को रिपोर्ट करने हेतु।
6. कार्यालय प्रति।

पवन कुमार

सहायक कुलसचिव (स्थापना)
Assistant Registrar (Estt.)

Annexure-V

Annexure-XXV

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No : CUH/2025/Estt.Sec./T/.509..

Dated:24 /06/2025

कार्यालय आदेश /OFFICE ORDER

सक्षम प्राधिकारी के अनुमोदन से, **डॉ. चंचल कुमार शर्मा** (कर्मचारी आईडी:टी-28), आचार्य, राजनीति विज्ञान विभाग को लागू नियमों के अनुसार निम्नलिखित प्रकार की छुट्टी स्वीकृत की गई है:-

With the approval of the Competent Authority, the following kind of leave has been sanctioned to Dr. Chanchal Kumar Sharma (Emp. ID: T-28), Professor, Department of Political Science as per rules in force:

छुट्टी का प्रकार	छुट्टी कि अवधि		टिप्पणी
	से	तक	
184 days (06 months) Sabbatical Leave	01-08-2025	31-01-2026	

उप कुलसचिव (स्थापना)
Deputy Registrar (Establishment)

उपरोक्त की प्रति सूचना और आवश्यक कार्यवाही के लिए निम्नलिखित को अग्रेषित की जाती है।

1. सहायक कुलसचिव, कुलपति सचिवालय (आदरणीय कुलपति महोदय की सूचना हेतु), हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
2. कुलसचिव कार्यालय, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
3. वित्त अधिकारी, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
4. डीन/विभागाध्यक्ष, राजनीति विज्ञान विभाग, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
5. सहायक कुलसचिव, शैक्षणिक एवं परिषद अनुभाग, हरियाणा केन्द्रीय विश्वविद्यालय, महेंद्रगढ़ – कार्यकारी परिषद को रिपोर्ट करने हेतु।
6. सम्बंधित कर्मचारी, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
7. व्यक्तिगत मिसिल।

Pawan Kumar

सहायक कुलसचिव (स्थापना)
Assistant Registrar (Establishment)

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

Annexure-XXVI

No : CUH/2025/Estt.Sec./T/.563.....

Dated: 18 /07/2025

कार्यालय आदेश /OFFICE ORDER

सक्षम प्राधिकारी के अनुमोदन से, **डॉ. संजीव कुमार** (कर्मचारी आईडी:टी-27), आचार्य, अंग्रेजी और विदेशी भाषाएँ विभाग को लागू नियमों के अनुसार निम्नलिखित प्रकार की छुट्टी स्वीकृत की गई है:-

With the approval of the Competent Authority, the following kind of leave has been sanctioned to **Dr. Sanjiv Kumar** (Emp. ID: T-27), Professor, Department of English & Foreign Languages as per rules in force:

छुट्टी का प्रकार	छुट्टी कि अवधि		टिप्पणी
	से	तक	
273 days (09 months) Sabbatical Leave	04-08-2025	03-05-2026	

पाराल

उप कुलसचिव (स्थापना)
Deputy Registrar (Establishment)

उपरोक्त की प्रति सूचना और आवश्यक कार्यवाही के लिए निम्नलिखित को अग्रेषित की जाती है।

1. सहायक कुलसचिव, कुलपति सचिवालय (आदरणीय कुलपति महोदय की सूचना हेतु), हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
2. कुलसचिव कार्यालय, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
3. वित्त अधिकारी, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
4. डीन/विभागाध्यक्ष, अंग्रेजी और विदेशी भाषाएँ विभाग, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
5. सहायक कुलसचिव, शैक्षणिक एवं परिषद अनुभाग, हरियाणा केन्द्रीय विश्वविद्यालय, महेंद्रगढ़ – कार्यकारी परिषद को रिपोर्ट करने हेतु।
6. सम्बंधित कर्मचारी, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
7. व्यक्तिगत मिसिल।

Pawan Kumar

सहायक कुलसचिव (स्थापना)
Assistant Registrar (Establishment)

Annexure-VI

Annexure-XXVII

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No.: CUH/2025/Estt.Sec./T/ 484 Date: 12.06.2025

कार्यालय आदेश / OFFICE ORDER

With reference to his request dated 28-05-2025 and subsequent approval of the Competent Authority, technical resignation in respect of Dr. Prakash Kanoo has been accepted and the lien retained by him on the post of Assistant Professor, Department of Chemistry of this University, stands terminated w.e.f. 26-02-2024 (AN).

उप कुलसचिव (स्थापना)
Deputy Registrar (Estt.)

Copy of the above is forwarded to the following for information and necessary action.

1. Assistant Registrar, Vice-Chancellor's Secretariat (for kind information of Hon'ble Vice-Chancellor), Central University of Haryana, Mahendergarh.
2. Registrar, Central University of Haryana, Mahendergarh.
3. Finance Officer, Central University of Haryana, Mahendergarh.
4. Dr. Prakash Kanoo, Associate Professor, Jawaharlal Nehru University, New Delhi.
5. Registrar, Jawaharlal Nehru University, New Delhi.
6. Assistant Registrar, Academic Branch, Central University of Haryana, Mahendergarh – for reporting in the next meeting of the Executive Council.

सहायक कुलसचिव (स्थापना)
Assistant Registrar (Estt.)

Receipt No. 9584
Dated 07/08/25

To
The Vice Chancellor
Central University of Haryana
Mahendergarh
Dated:- 07/08/2025

Sub:- **REQUEST FOR WITHDRAWAL OF RESIGNATION AND REJOINING DUTIES.**

Dak / Date 07/08/2025
Establishment Branch
Central University of Haryana

Respected Sir,

I respectfully submit that I had tendered my resignation from the post of Security Officer which was accepted and I was relieved from the duties on 21/07/2025 upon my selection as a Security Officer in UCO Bank. Accordingly, I joined UCO Bank on 22/07/2025. However, after careful consideration and practical exposure to the new assignment, I have released that my interest, aptitude and long-term professional goals align better with the environment and responsibilities in the University system. I hold my experience in this regard and remain deeply committed to contributing to the institution's growth and security framework. I have realized that my continued service in the esteemed institution is both necessary and desired.

2. In the light of above, I humbly request you to kindly consider permitting the withdrawal of my Resignation and allow me to rejoin my duties in the interest of the organization and continuity of service. I assure you that I will fully commit to discharge my responsibilities with utmost sincerity and dedication.

3. I shall be highly thankful to you for this act of kindness.

Yours Obediently
Kashish
07/08/2025
Kashish Sood

Put up on file
SKumar
7/8/2025

DR(E)

S.O(E-V/T)
7/8/25
8/8/25

LDC

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendragarh (Haryana)-123031

No.: CUH/2025/Estt. Sec./NT/352 **Date:** 31-07-2025

डॉ. विनोद कुमार सिंह
सहायक पुस्तकालयाध्यक्ष
दिल्ली विश्वविद्यालय, दिल्ली।

विषय: धारणाधिकार (Lien) की अवधि में विस्तार के संबंध में।

महोदय/महोदया,

1. उपर्युक्त विषयांतार्गत आपके धारणाधिकार (Lien) की अवधि में विस्तार के संबंध में प्राप्त ईमेल आवेदन दिनांक 16.07.2025 के संदर्भ में आपको सूचित किया जाता है कि सक्षम प्राधिकारी ने आपके अनुरोध पर विचार कर 6 माह विस्तार की स्वीकृति प्रदान की है।
2. अत: आपको, हरियाणा केंद्रीय विश्वविद्यालय में सहायक पुस्तकालयाध्यक्ष के पद पर 6 महीने की अतिरिक्त अवधि, जो कि दिनांक 14.08.2025 से 13.02.2026 या दिल्ली विश्वविद्यालय में सहायक पुस्तकालयाध्यक्ष के पद पर पुष्टि होने तक, जो भी पहले हो, धारणाधिकार (Lien) बनाये रखने की अनुमति प्रदान की जाती है।

पाराम

उप कुलसचिव (स्थापना)
हरियाणा केंद्रीय विश्वविद्यालय
महेंद्रगढ़, हरियाणा

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित:

1. कुलसचिव, दिल्ली विश्वविद्यालय, दिल्ली।
2. कुलपति सचिवालय (माननीय कुलपति जी की जानकारी हेतु), हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
3. सहायक, कुलसचिव कार्यालय (कुलसचिव की जानकारी के लिए), हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
4. सहायक कुलसचिव, शैक्षणिक एवं परिषद अनुभाग, हरियाणा केन्द्रीय विश्वविद्यालय, महेंद्रगढ़ – कार्यकारी परिषद को रिपोर्ट करने हेतु।

पवन कुमार

सहायक कुलसचिव (स्थापना)
हरियाणा केंद्रीय विश्वविद्यालय
महेंद्रगढ़, हरियाणा

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No: CUH/2025/Estt.Sec./T/.515..... Date..26.06.2025

कार्यालय आदेश/OFFICE ORDER

With reference to the requests duly recommended by the HoDs/ TICs of the concerned Department and consequent upon the approval of the Competent Authority, the term of the following Assistant Professors (contractual) in the Department mentioned against each is hereby extended from 19.06.2025 to 21.12.2025 or till further orders, as per the following details:

Sr. No.	Emp ID	Name	Designation	Department	Contract up to	Contract Break	Renewal of contract	
							From	To
1	CT113	Er. Sunny Tawar	Assistant Professor	Civil Engineering (SoET)	11.06.25	12.06.25 to 18.06.25	19.06.25	21.12.25
2	CT90	Ms. Sangeeta	Assistant Professor	Computer Science & Engineering (SoET)	11.06.25	12.06.25 to 18.06.25	19.06.25	21.12.25
3	CT120	Dr. Bharti Batra	Assistant Professor	Journalism & Mass Communication	11.06.25	12.06.25 to 18.06.25	19.06.25	21.12.25
4	CT87	Mr. Amit	Assistant Professor	Library & Information Science	11.06.25	12.06.25 to 18.06.25	19.06.25	21.12.25
5	CT115	Dr. Sudhir Kumar	Assistant Professor	Mechanical Engineering (SoET)	11.06.25	12.06.25 to 18.06.25	19.06.25	21.12.25
6	CT122	Sh. Mohit Mittal	Assistant Professor	Mechanical Engineering (SoET)	11.06.25	12.06.25 to 18.06.25	19.06.25	21.12.25
7	CT15	Dr. Suyash Mishra	Assistant Professor	Vocational Studies and Skill Development (RLM)	11.06.25	12.06.25 to 18.06.25	19.06.25	21.12.25
8	CT129	Dr. Richa	Assistant Professor	Vocational Studies and Skill Development (BMS)	11.06.25	12.06.25 to 18.06.25	19.06.25	21.12.25
9	CT130	Ms. Suman Kumari	Assistant Professor	Printing & Packaging Technology	11.06.25	12.06.25 to 18.06.25	19.06.25	21.12.25
10	CT28	Ms Shikha	Assistant Professor	Tourism & Hotel Management	11.06.25	12.06.25 to 18.06.25	19.06.25	21.12.25

Terms & Conditions:

1. You will be paid **Rs. 89,435/- (Rupees Eighty-Nine Thousand Four Hundred Thirty-Five only)** per month.
2. This offer of engagement does not guarantee continuation of your services or your re-engagement.
3. You will be required to do teaching, research work or any other work as may be assigned to you from time to time by the University.
4. Your services can be terminated at any time even before completion of the tenure of your engagement without any prior notice or assigning any reason thereof.
5. You will be entitled for casual leave during the period of your contract as per University Rules.
6. No residential accommodation will be provided to you by the University.
7. No TA/DA will be paid by the University for joining this position.
8. You will be required to submit an undertaking to the effect that you will not indulge yourself in the activities which are considered anti-institution.

Note: If the offer of engagement under the above terms and conditions is acceptable to you, you are requested to report for duty with three days from the date of issue of this letter and submit your joining report through concerned Dean/HoD/TIC to the Office of the Registrar.

उप कुलसचिव (स्थापना)

Deputy Registrar (Establishment)

Copy of above is forwarded to the following for information and necessary action.

1. Registrar, Central University of Haryana, Mahendergarh.
2. Finance Officer, Central University of Haryana, Mahendergarh.
3. Concerned HoDs/ TICs, Central University of Haryana, Mahendergarh.
4. Concerned Teachers, Central University of Haryana, Mahendergarh
5. A.R, Academic Branch, Central University of Haryana, Mahendergarh- For reporting in the next meeting of the Executive Council.
6. A.R, Vice Chancellor's Secretariat (for kind information of Hon'ble Vice Chancellor), Central University of Haryana, Mahendergarh.
7. In-charge, ICT Section, Central University of Haryana, Mahendergarh – For updating the records on the website of the University.
8. Personal copy.
9. Office copy.

सहायक कुलसचिव (स्थापना)

Assistant Registrar (Estt.)

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendragarh (Haryana)-123031

No.: CUH/2025/Estt. Sec./NT/ 356/A **Date:** 04/08/2025

RELIEVING ORDER

With reference to the resignation submitted by Sh. Ravi Prakash Narayan (Emp. ID: 145) from the post of Junior Engineer (Civil) on dated 28.07.2025, and subsequent acceptance of the same by the Competent Authority, Sh. Ravi Prakash Narayan is hereby relieved from his duties w.e.f. 28.07.2025 (A.N.).

This issues with the approval of the Competent Authority.

Deputy Registrar (Establishment)

Copy is forwarded to the following for information and necessary action: -

1. Sh. Ravi Prakash Narayan, Junior Engineer, Central University of Haryana.
2. Executive Engineer, Infrastructure Branch, Central University of Haryana, Mahendergarh
3. Registrar, Central University of Haryana, Mahendergarh.
4. Assistant Registrar, Vice-Chancellor's Secretariat (for information of the Hon'ble Vice-Chancellor), Central University of Haryana, Mahendergarh.
5. Finance Officer, Central University of Haryana, Mahendergarh.
6. Assistant Registrar, Academic and Council Branch, Central University of Haryana, Mahendergarh (For reporting in the next meeting of the Executive Council).

Assistant Registrar (Establishment)

B-17014/4/2024-SCH (E.39446)
भारत सरकार / Government of India
सामाजिक न्याय और अधिकारिता मंत्रालय / Ministry of Social Justice and Empowerment
दिव्यांगजन सशक्तिकरण विभाग / Department of Empowerment of Persons with Disabilities
पंडित दीनदयाल अन्त्योदय भवन, सी.जी.ओ. कॉम्प्लेक्स, लोधी रोड, नई दिल्ली – 110003
Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 110003

दिनांक / Dated: 18th June, 2025

To
Prof. (Dr.) Suneel Kumar, Registrar (I/C)
Central University of Haryana
Jant-Pali, Mahendergarh – 123031
Haryana
✆01285-260202 ✉ registrar@cuh.ac.in

Subject: Submission of MoU under Free Coaching Scheme for Students with Disabilities-reg.

Sir,

I am directed to refer to your letter no. CUH/2025/Reg.Off./1762 dated 11.06.2025 regarding participation in the Free Coaching Scheme for Students with Disabilities (SwDs), and to convey appreciation for your willingness to implement the scheme at the university campus. The Department acknowledges receipt of the signed Memorandum of Understanding (MoU) and the accompanying financial proposal amounting to ₹2,14,50,000/- for a period of five years.

2. After due examination, it is informed that the **Free Coaching Scheme does not provide for funding towards infrastructure development or capital expenditure**. The scheme is specifically intended to support SwDs by covering coaching fees and providing stipends and allowances to the students, as detailed below:

Sl.No.	Particulars	Amount
1	Coaching Fee	₹40,000–₹75,000
2	Stipend / Maintenance Allowance	₹4,000 per month
3	Disability Allowance	₹2,000 per month
4	Book Allowance	₹5,000 (one-time)

3. In light of the above, the financial proposal submitted by your university **for infrastructure and related expenditure cannot be accommodated** under the provisions of the Free Coaching Scheme. You are, therefore, requested to kindly explore other relevant schemes or funding mechanisms of the Government for infrastructure support.

4. However, the Department is pleased to consider your institution for implementation of the Free Coaching Scheme under the eligible components. The submitted MoU has been counter signed, and you are requested to complete the onboarding process on the PM Daksh Free Coaching Portal (**https://pmdaksh.depwd.gov.in/FreeCoaching/login**) and initiate exclusive free coaching batches for Persons with Disabilities (PwDs), including those with visual, hearing, and speech impairments, while ensuring the provision of special educators as per their needs.

5. For any queries or clarification, you may contact this office at ✉ ds.skillnap-depwd@gov.in or ✆ 011-24369025.

Yours faithfully,

(Jasbir Singh)
Deputy Secretary to the Government of India
✉: jasbir.singh18@gov.in

जसबीर सिंह / Jasbir Singh
उप सचिव, भारत सरकार
Deputy Secretary to the Govt. of India
दिव्यांगजन सशक्तिकरण विभाग
Deptt. of Empowerment of Persons with Disabilities (Divyangjan)
सामाजिक न्याय और अधिकारिता मंत्रालय
Ministry of Social Justice & Empowerment
भारत सरकार,नई दिल्ली
Govt. of India, New Delhi

Enclosures:

1. Signed MoU – Hard Copy
2. PM-DAKSH Free Coaching Onboarding Manual

Affidavit

Indian-Non Judicial Stamp
Haryana Government

Date : 03/06/2025

Certificate No. OAC2025F34

Stamp Duty Paid : ₹ 300
(Rs Only)

GRN No. 133217751

Penalty : ₹ 0
(Rs Zero Only)

Deponent

Name : Central Universityof Haryana
H.No/Floor : 02 Sector/Ward : Admin Landmark : Cuh admin block
City/Village : Jant pali District : Mahendergarh State : Haryana
Phone : 98******51 Others : Registrar, central university of haryana

Purpose : Signing of MoU in respect of free coaching for PwDs **to be submitted at Official**

The authenticity of this document can be verified by scanning this QrCode Through smart phone or on the website https://egrashry.nic.in

Memorandum of Understanding (MoU)

Between

Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment (MSJE), Government of India

And

(Central University of Haryana, Jant-Pali, Mahendragarh-Haryana)

in respect of

Free Coaching for PwDs

The Memorandum of Understanding ("MoU") is entered into on _____ June 2025. (Effective Date) between: -

Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India having its office at 5th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi 110003 (hereinafter referred to as the "First Party" or "DEPwD" or "PM DAKSH-DEPwD" or "Department" which expression shall unless excluded by or repugnant to the context, be deemed to include its successors-in interest permitted administrators, assignees and nominees of the First Party, represented by the Deputy Director General, Department of Empowerment of Persons with Disabilities (Divyangjan), New Delhi.

AND

Central University of Haryana, Address: Jant-Pali, Mahendragarh-123031, Haryana, India.

Referred to as Second Party (The above entities are hereinafter collectively referred as "Parties" and individually as "Party").

NOW THEREFORE, in consideration of mutual covenants and understandings herein contained, the Parties hereto agree to this MoU:

1) PREAMBLE

(i) Department of Empowerment of Persons with Disabilities (DEPwD)

Department of Empowerment of Persons with Disabilities (DEPwD), Government of India, acts as a nodal agency for matters pertaining to disability and persons with disabilities including effecting closer coordination among different stakeholders: related Central Ministries, State/UT Governments, NGOs etc. in matters pertaining to disability.

The major objectives of the Department are:

(i) Physical rehabilitation, which includes early detection and intervention, counselling & medical rehabilitation and assistance in procuring appropriate aids and appliances for reducing the effect of disabilities;

(ii) Educational rehabilitation including vocational education;

(iii) Economic rehabilitation and social empowerment;

(iv) Developing rehabilitation professionals/personnel;

(v) Improving internal efficiency /responsiveness/service delivery; and

(vi) Advocating empowerment of persons with disabilities through awareness generation among different sections of the society.

(ii) (Central University of Haryana, Jant-Pali, Mahendragrah)

Central University of Haryana is one of the fifteen new Central Universities established by Ministry of Human Resource Development, Government of India (GoI) in XI Five Year Plan (2007-2012) under the Central University Act-2009 of the Parliament.

The University has been accredited with 'A' Grade in the second cycle of NAAC assessment and accreditation conducted in August 2023. The University is fully funded by the University Grants Commission (UGC). Permanent Campus of the University is situated in 484 acres of land at Jant-Pali Villages, Mahendergarh district of Haryana from where CUH is running its academic operations. Presently the University offers 83 academic programmes (UG/PG/Research).

I. CUH is committed to providing high-quality education through innovative teaching methods, experienced faculty, and a curriculum that nurtures critical thinking and creativity among students.

II. The university actively fosters a culture of research and innovation by encouraging students and faculty to undertake cutting-edge research projects, publish scholarly work, and contribute to national and global knowledge.

III. CUH emphasizes skill development, career counseling, and industry partnerships to enhance the employability of its students, preparing them for diverse roles in public, private, and entrepreneurial sectors.

IV. Beyond academic excellence, CUH prioritizes the holistic development of students by instilling strong moral and ethical values, promoting social responsibility, and nurturing leadership qualities.

V. The university is dedicated to creating an inclusive campus environment that supports students from diverse backgrounds and contributes to sustainable societal progress through education, outreach, and community engagement.

2) PURPOSE/ DELIVERABLES

(i) **(Central University of Haryana, jant-Pali, Mahendragarh)** is one of the various Implementing Agencies, will be responsible for implementation of Free Coaching (For recruitment examinations for Group A, B and C posts and entrance examinations for admission to various technical and professional courses) component of "Scheme of Scholarships for Students with Disabilities" of Department of Empowerment of Persons with Disabilities. The scheme will be implemented through the Empanelled Cental/State Universities/ Institute **(Central University of Haryana, Jant-Pali, Mahendragrah)**.

(ii) **(Central University of Haryana, Jant-Pali, Mahendragrah)** will be providing coaching facilities to students with benchmark disabilities (having a minimum of 40% disability) to enable them to appear in competitive examinations for government jobs and seek admission to various professional and technical courses. The courses for coaching and number of slots & its distribution will be as per scheme guidelines issued by the DEPwD.

(iii) Mode of disbursement of stipend and fee will be as per scheme guidelines issued by the DEPwD.

(iv) **(Central University of Haryana, Jant-Pali, Mahendragrah)** will be responsible for engagement of required staff having specialization in respective field with adequate knowledge.

3) General Condition

(i) The appraisal of the implementing agencies should be performance-based. Review of performance of Implementing Agency at the end of six months from commencement of the 1st batch of Free Coaching for PwD. After that every year performance of Implementing Agency (IA) will be reviewed by the Department.

(ii) **Provision for Pre-Mature Exit:** Either party may terminate this MoU with completing ongoing tasks and one month written notice to the other party.

(iii) IA will not allow outsourcing for coaching.

(iv) IA will ensure that the coaching for the indicated course will be provided in the own campus.

(v) IA shall ensure recording of Aadhaar based biometric attendance of the students and shall share the same with the Department as required.

(vi) The Implementing Agency shall conduct the coaching for the indicated course as per the MoU signed between them and the Department. The Implementing Agency is responsible for determining the courses offered and the size of each batch.

(vii) Responsibility of Implementing Agency about eligibility of students: The Implementing Agency shall check the credentials relating to educational, UDID card/disability certificate, income etc. of the students coached by them from the originals of such documents and certify that they are satisfied that these students are genuine and eligible students. After short listing the candidates, the implementing Agency shall forward a list of all the shortlisted candidates to this Department. If at any stage it is found out that any or all of such students were not eligible on account of education, category of disability, annual family income etc., the Implementing Agency coaching such student shall be solely responsible. No fee/stipend shall be released in respect of such students and further if any payment has already released to such students before coming into knowledge of their ineligibility for availing benefits under the scheme, the amount shall be recovered from the students and concerned institute with penalty, if any, decided by the Department.

(viii) Coaching fee/Tuition fee shall be released on advance basis through a Central Nodal Agency (CNA). CNA would release payment to the Implementing Agency on monthly/Quarterly basis.

S Kumar

Jasbir Singh

4. ELIGIBILITY CRITERIA AND OTHER CONDITIONS FOR STUDENTS WITH DISABILITIES

All the below mentioned eligibility criteria from point (i to xi) is as per para 14.7 (page no. 5 to 7) of revised guidelines of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India (No. Z-11017/85/2023-SCH, dated-26-07-2024) for the scheme of Free Coaching for Students with Disabilities (SwDs)

(i) The Scheme is only for Indian Nationals

(ii) The scheme is only for Indian nationals. The scheme is open to students with benchmark disability i.e. 40% or more disability as defined in 'Rights of Persons with Disabilities Act, 2016 and having a valid certificate of disability issued by the competent authority as prescribed under Rules.

(iii) Aadhar Number or Aadhar Enrolment number would be mandatory and aadhaar based bio-metric authentication of the candidates may also be done.

(iv) Unique Disability ID (UDID) number with disability certificate is mandatory.

(v) Not more than two children with disabilities of the same parents will be entitled to receive benefits of the scheme. In case the second child is a twin, the benefits under the schemes will be admissible to the twin.

(vi) Benefits under the Scheme can be availed by a particular student not more than once, irrespective of the number of chances he/she may be entitled to take in a particular competitive examination and irrespective of the number of stages in the exam.

(vii) Only students with benchmark disability, having total family income from all sources of Rs. 8.00 lakh or less per annum will be eligible for benefits under the Scheme.

(viii) Income Certificate: Income declaration of self-employed parents/guardian should be in the form of a certificate issued by a Revenue Officer not below the rank of Tehsildar/ Naib Tehsildar. Employed parents/guardians are required to obtain income certificate from their employer and submit consolidated obtain income certificate from Revenue Officer including any other additional source of income.

(ix) For the competitive exams for which the qualifying exam is class XII, benefits under the scheme will be available to a candidate only if the candidate has passed class XII or is studying in class XII as on date of receiving the benefits under the scheme. Student will be required to declare the marks obtained by him/her in class X in the application form which shall be reckoned for the purpose of evaluating his/her eligibility. Students having less than 50% marks in their class X exam, shall not be considered under the scheme.

(x) Further, in case of competitive exams for which the qualifying exam is at bachelor level, only students/candidates having completed the bachelor level course or studying in the final year of the bachelor degree course at the time of receiving the benefits under the scheme shall be eligible. Student will be required to declare the marks obtained by him/her in higher secondary examination which shall be reckoned for the purpose of evaluating his/her eligibility. Students having less than 50% marks in their class XII exam, shall not be considered under the scheme.

(xi) The candidate shall be precluded from availing benefits under any other coaching scheme of the Centre or State government and will be required to provide a declaration to this effect.

5) PROCESS OF APPLICATION AND SELECTION OF THE CANDIDATES

S Kumar

Jasbir Singh

(i) Application for free coaching will be invited by respective Implementing Agencies in OFFLINE or ONLINE mode and candidates for free coaching will be selected after assessing the eligibility and Suitability and within the approved slots.

(ii) There will be 30% reservation for the female students. In case adequate number of female candidates are not available or not found eligible as per the terms and conditions of the scheme, the unutilized slots will be utilized by selecting suitable male candidates.

6) PRESCRIBED COURSES FEE AND STIPEND

i. Prescribed course fee and duration of the courses under Free Coaching scheme are as under:

S.No.	Coaching Course	Maximum Total Course fee in Rupees	Minimum and Maximum duration of Course in Months
1	Civil Services Exam/Equivalent exams by Union Public Service Commission (UPSC)/State Public Service Commissions (SPSCs)	Rs. 75000/-	09 Months to 12 Months
2	Staff Selection Commission (SSC)/State Selection commission exams for entry to various state Government jobs/Railway Recruitment Board Exams.	Rs. 40000/-	06 Months to 09 Months
3	Joint Entrance Examination/National Eligibility Entrance Test	Rs. 75000/-	09 Months to 12 Months
4	Teacher Eligibility Test/University Grants Commission, National Eligibility Test/Joint CSIR-UGC NET	Rs. 75000/-	06 Months to 09 Months
5	Common University Entrance Test (CUET UG/PG)	Rs. 40000/-	06 Months to 09 Months

*A minimum physical coaching of 16 hours per week will be mandatory for all the above courses.

ii. Stipend and Other Allowances to be paid to the candidates: Stipend/ Maintenance allowance:

Rs. 4000/- per month Disability Allowances

Rs.2000/- per month

Book Allowance: Rs. 5000 per course (One Time)

Note: stipend/maintenance allowance/ Disability Allowance shall be paid for the actual months of coaching or for the maximum prescribed duration, whichever is less, even if the concerned Implementing agency has imparted coaching for a period beyond the maximum duration prescribed. The funding pattern should be implemented through the Direct Benefit Transfer (DBT) mode through PFMS.

7) PERFORMANCE AND MONITORING:

(i) Concerned Implementing agency will review of the performance of the selected candidates availing the benefits of the scheme based on the information obtained from the candidates about their success or otherwise in the competitive exams.

(ii) In order to ensure proper accountability, physical verification of at least 10% of the institutes/Students chosen randomly through an algorithm shall be done by the Department.

8) FURNISHING OF FALSE INFORMATION

If any candidate has furnished any false information/document which is established on verification, he/she will be liable for criminal proceedings and action will be initiated for recovery of the amount released, with 15% compound interest thereon. Such Candidate will also be black listed for any future benefits under the Government Schemes.

9) Renewal of MoU

The signed MoU shall be applicable for a period of Five years from the effective date. The empanelment can be renewed for a further period subject to fulfillment of performance criteria, willingness of the Implementing Agency and other material factor(s) at the time of renewal of MoU 10) Jurisdiction The jurisdiction of courts shall be of those situated at New Delhi for all purpose. Signature on behalf of the Institute Signature on behalf of the Department.

10) Jurisdiction

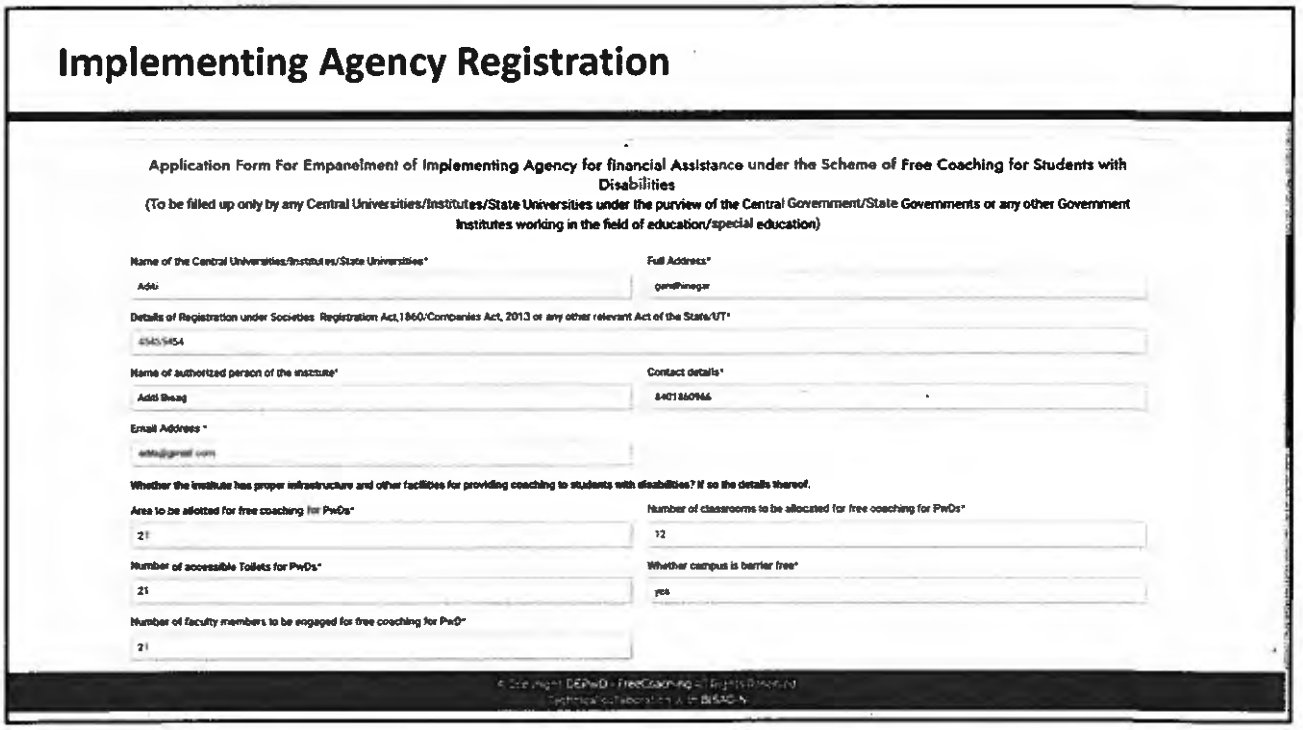
The jurisdiction of courts shall be of those situated at New Delhi for all purpose.

SKumar 4/6/2025 Signature on Behalf of the Central University of Haryana, Jant-Pali, Mahendragarh- Haryana	Jasbir Singh 18/06/2025 Signature on Behalf of the Department of Empowerment of Persons with Disabilities (DEPwD), Government of India
कुल सचिव/Registrar हरियाणा केंद्रीय विश्वविद्यालय Central University of Haryana महेन्द्रगढ़ हरियाणा.123029 Mahendergarh, Haryana-123029	जसबीर सिंह / Jasbir Singh उप सचिव, भारत सरकार Deputy Secretary to the Govt. of India दिव्यांगजन सशक्तिकरण विभाग Deptt. of Empowerment of Persons with Disabilities (Divyangjan) सामाजिक न्याय और अधिकारिता मंत्रालय Ministry of Social Justice & Empowerment भारत सरकार,नई दिल्ली Govt. of India, New Delhi

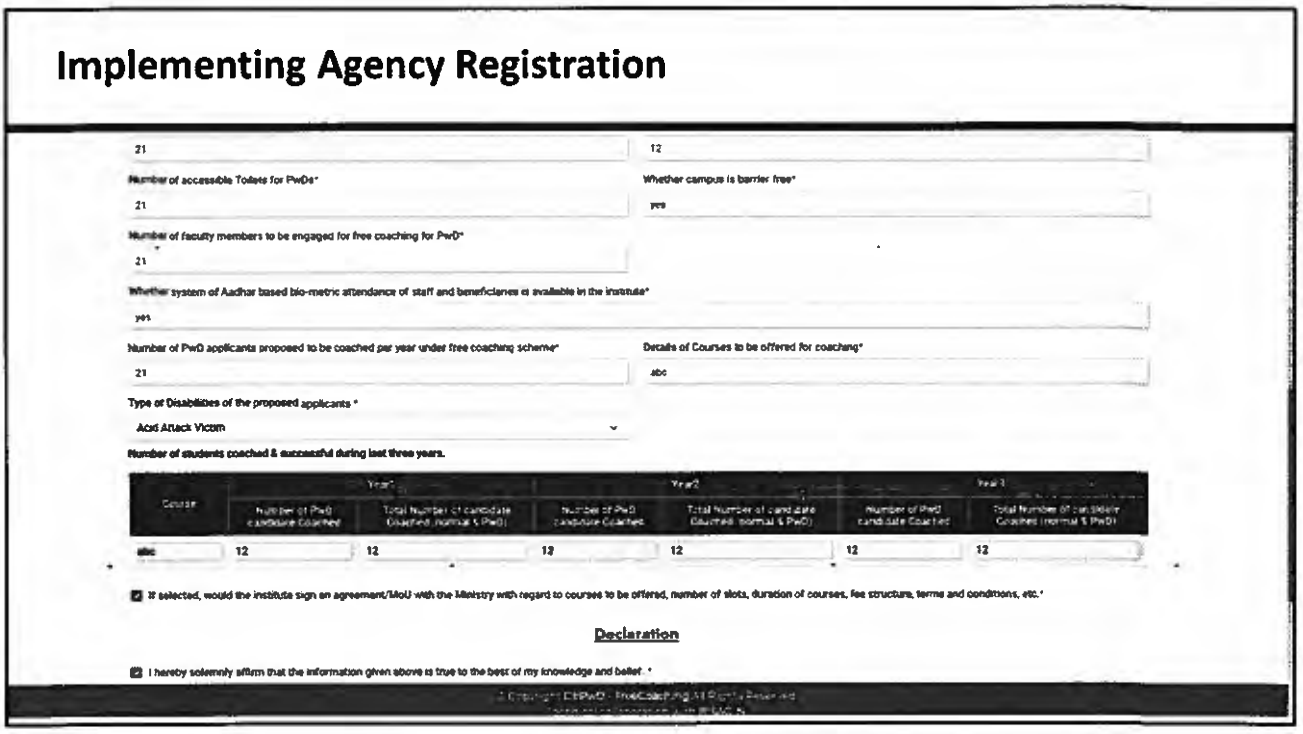
Implementing Agency Registration



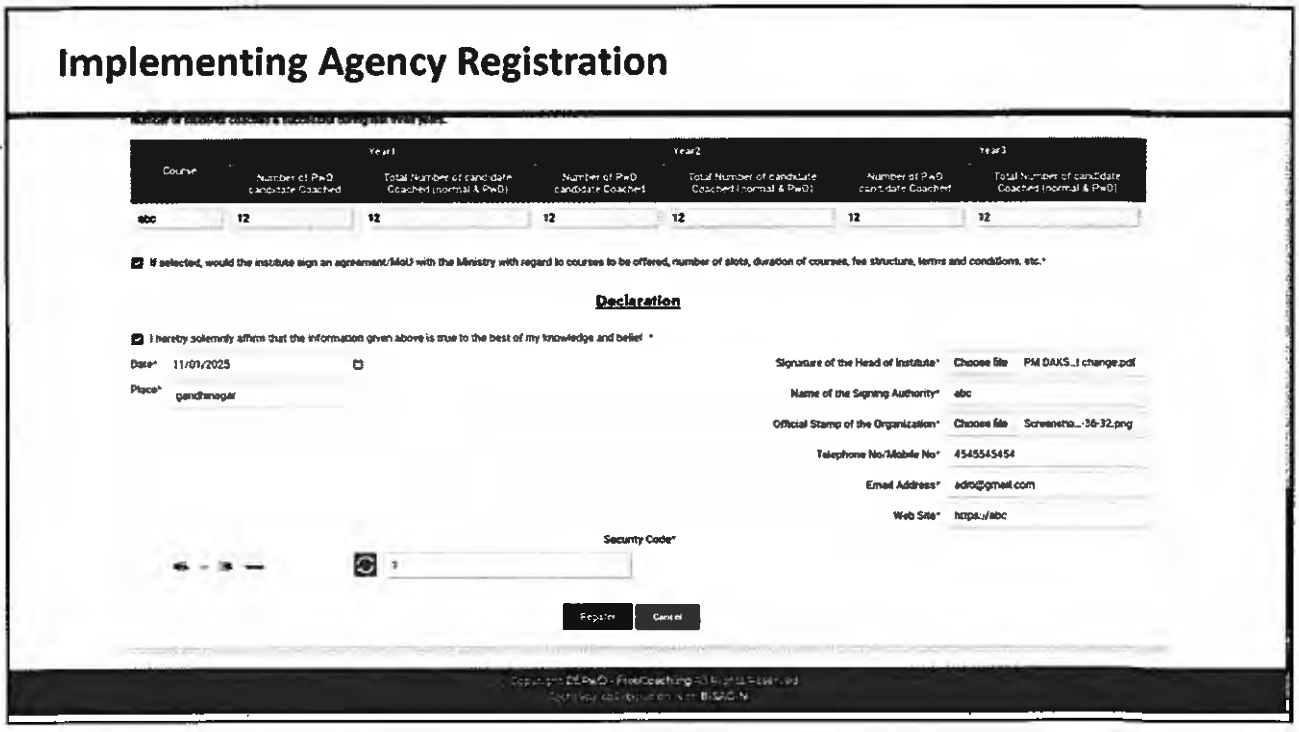
Implementing Agency Registration



Implementing Agency Registration



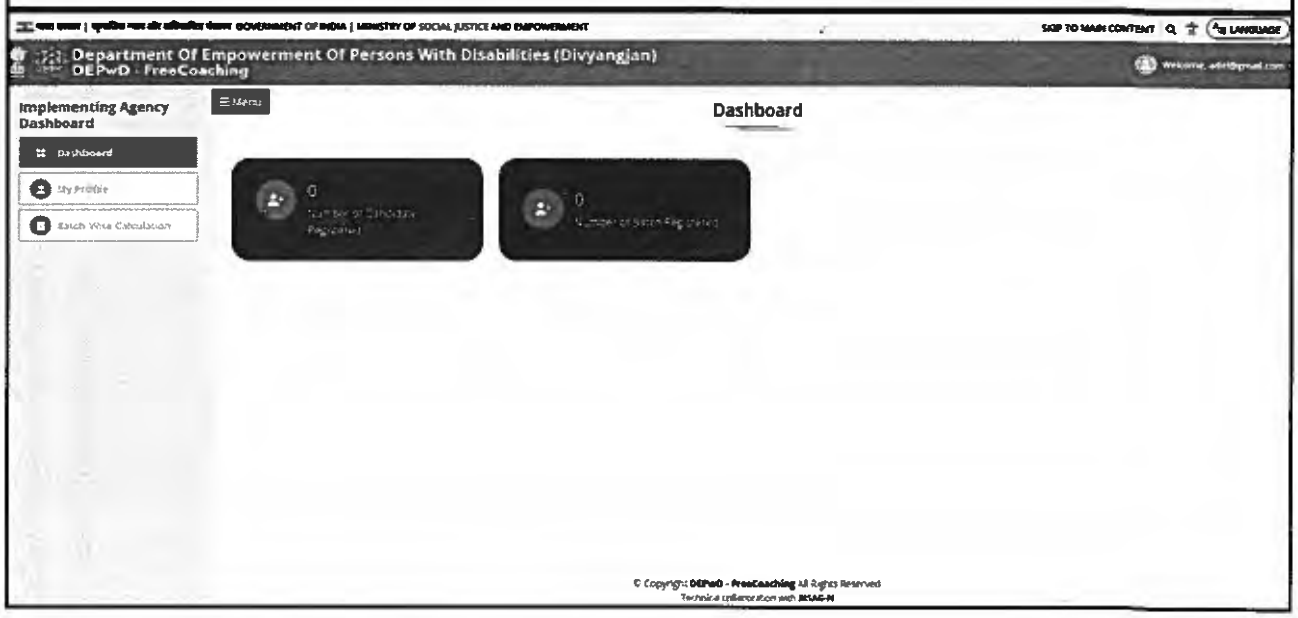
Implementing Agency Registration



Implementing Agency Login



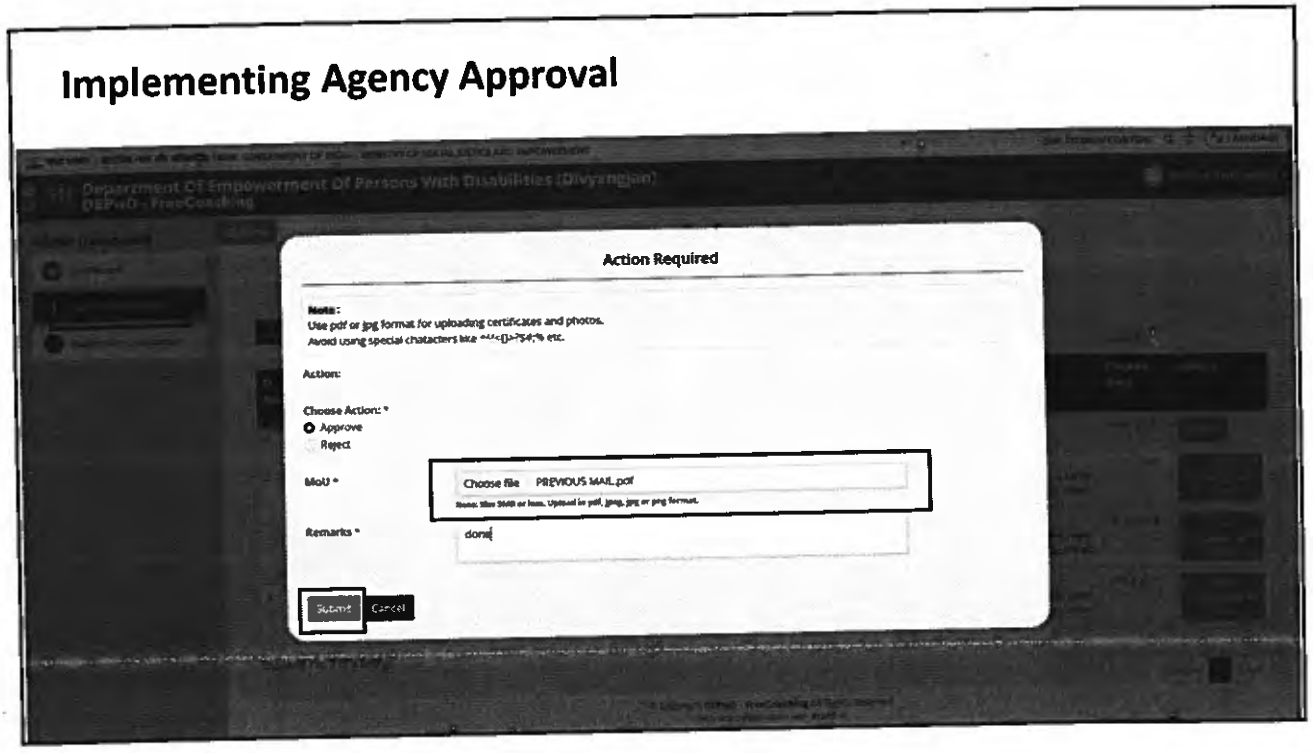
Agency Dashboard



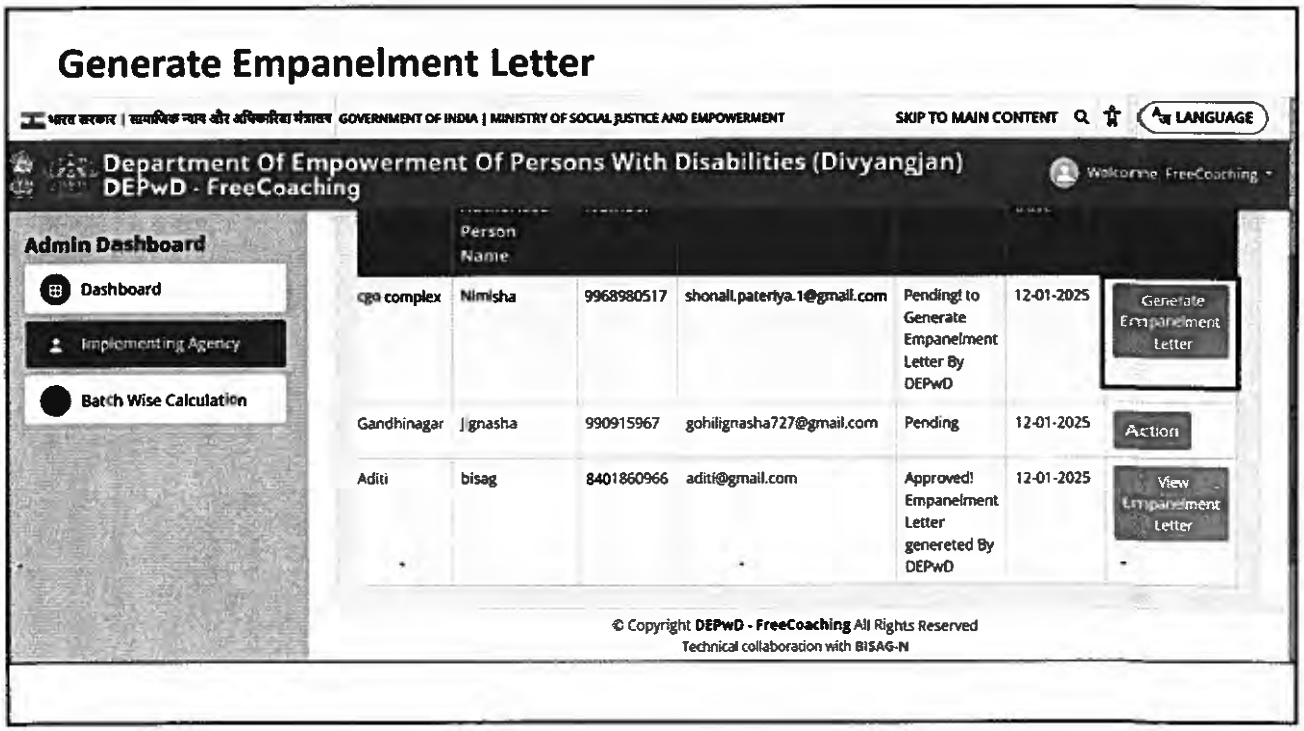
Admin Login



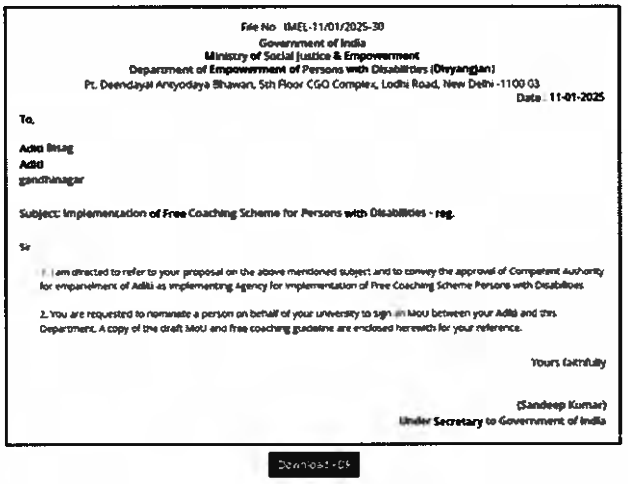
Implementing Agency Approval



Generate Empanelment Letter



Empanelment Letter Generated



File No IMEL-11/01/2025-30
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
Pt. Deendayal Antyodaya Bhawan, 5th Floor CGO Complex, Lodhi Road, New Delhi -1100 03
Date : 11-01-2025

To,

Aditi Bisag
Aditi
gandhinagar

Subject: Implementation of Free Coaching Scheme for Persons with Disabilities - reg.

Sir

I am directed to refer to your proposal on the above mentioned subject and to convey the approval of Competent Authority for empanelment of Aditi as implementing Agency for implementation of Free Coaching Scheme Persons with Disabilities.

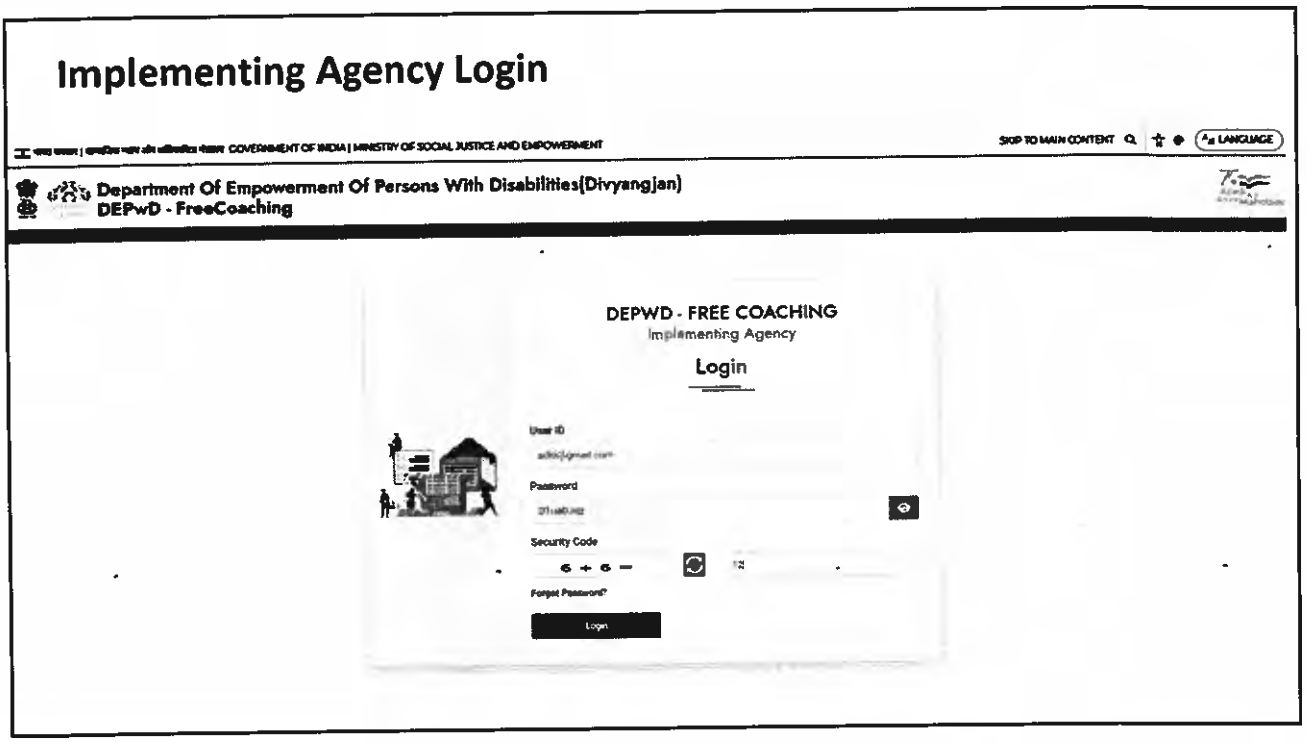
2. You are requested to nominate a person on behalf of your university to sign an MoU between your Aditi and this Department. A copy of the draft MoU and free coaching guideline are enclosed herewith for your reference.

Yours faithfully

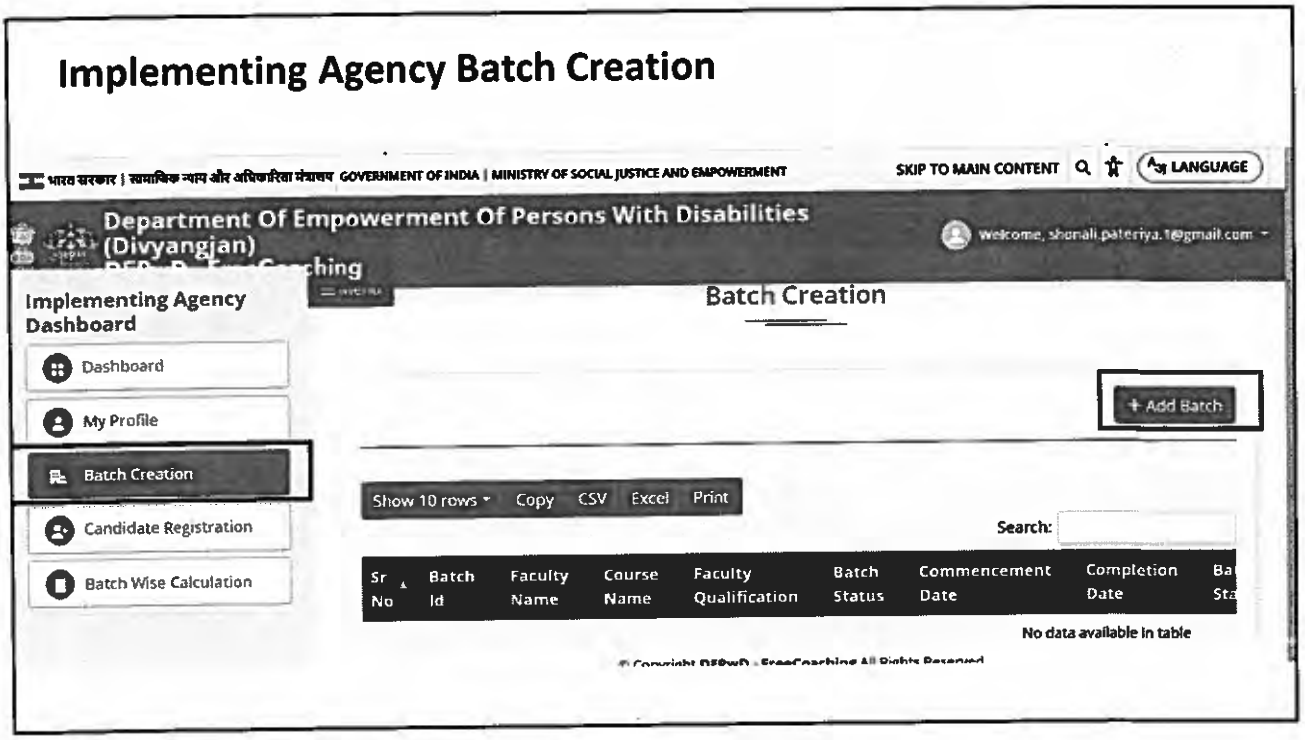
(Sandeep Kumar)
Under Secretary to Government of India

Download

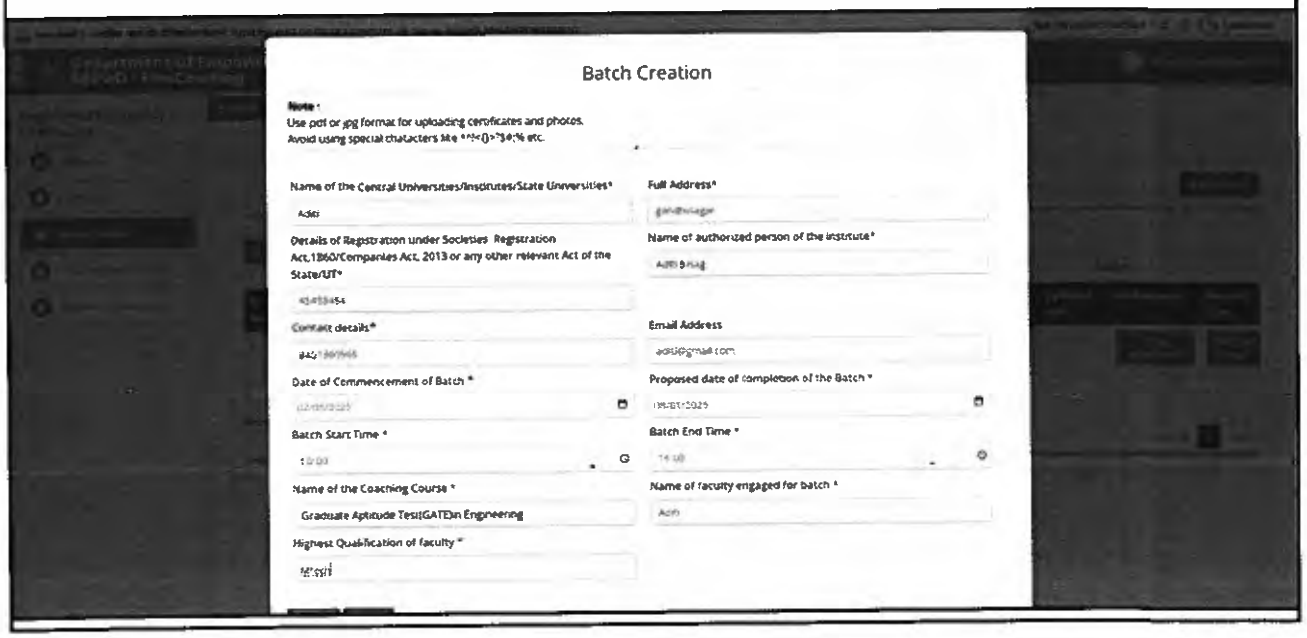
Implementing Agency Login



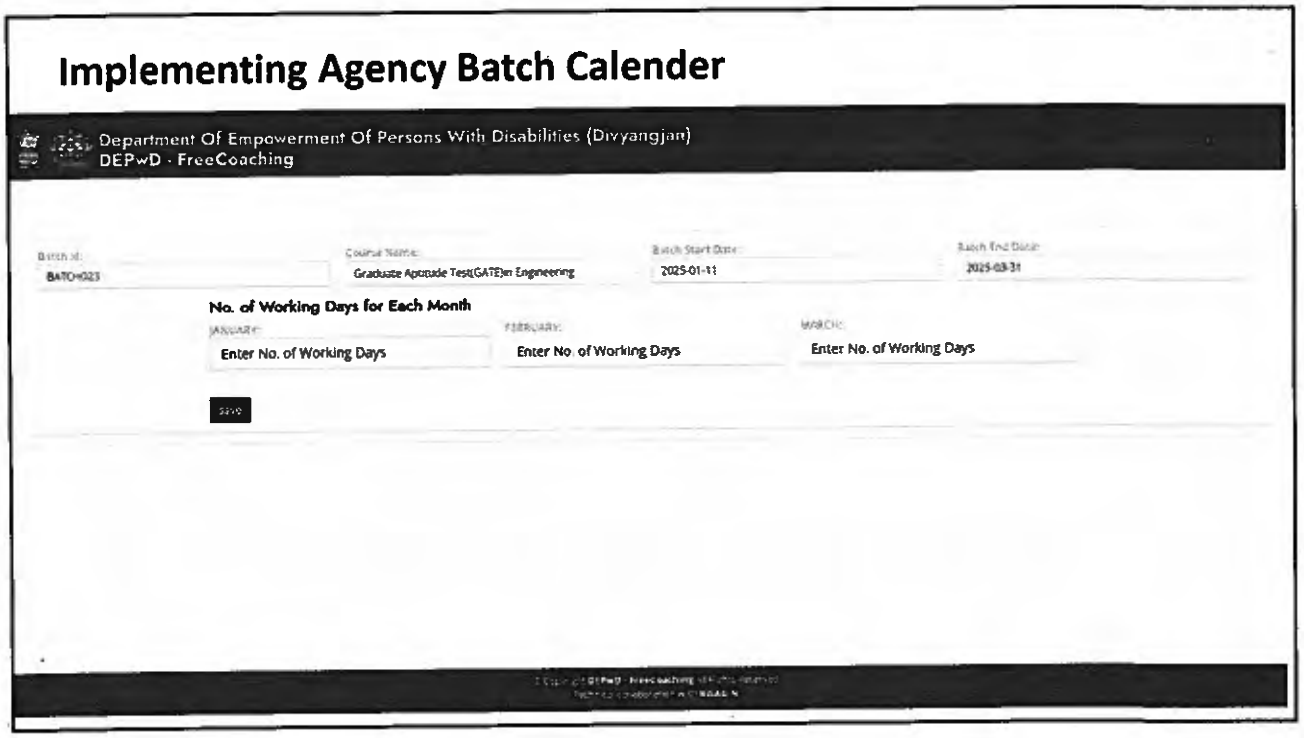
Implementing Agency Batch Creation



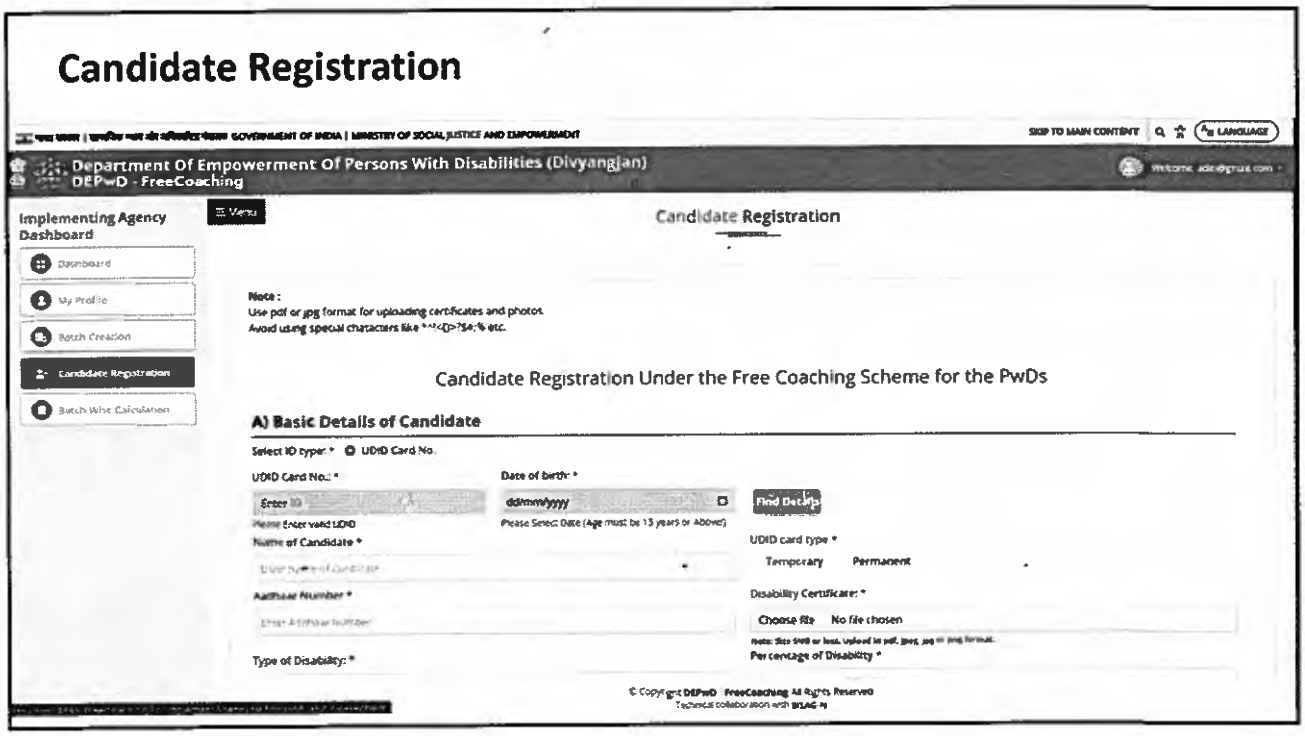
Implementing Agency Batch Creation



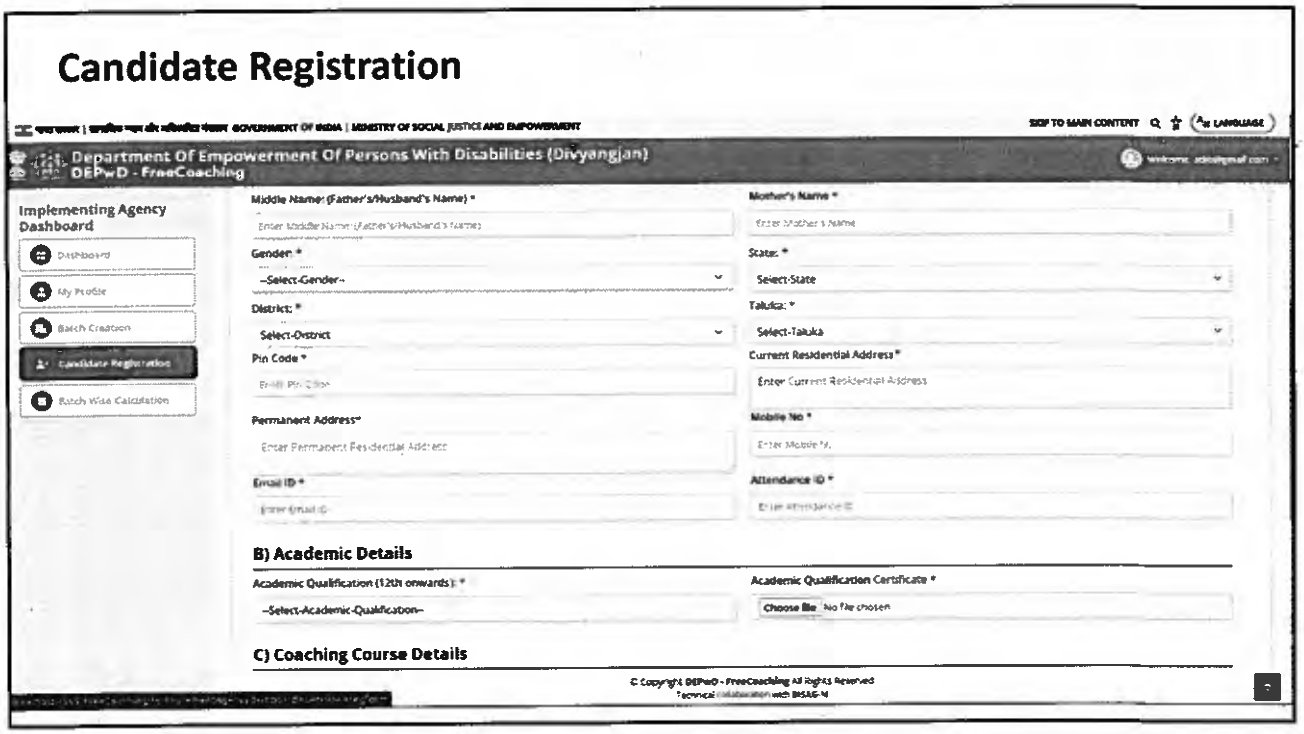
Implementing Agency Batch Calender



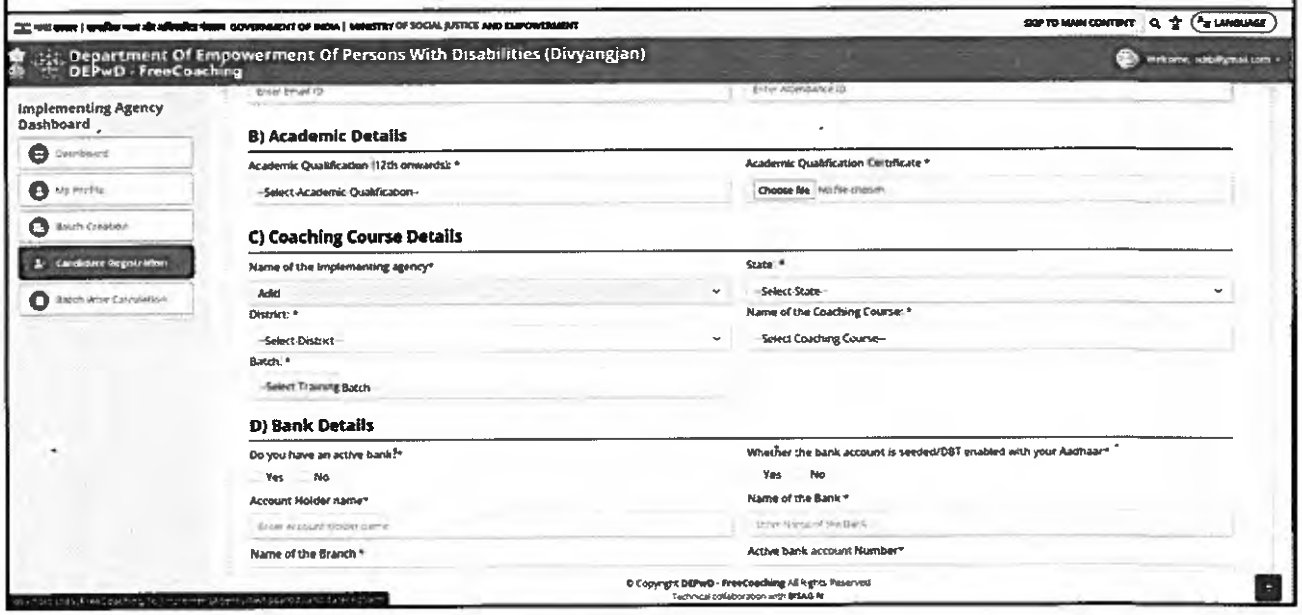
Candidate Registration



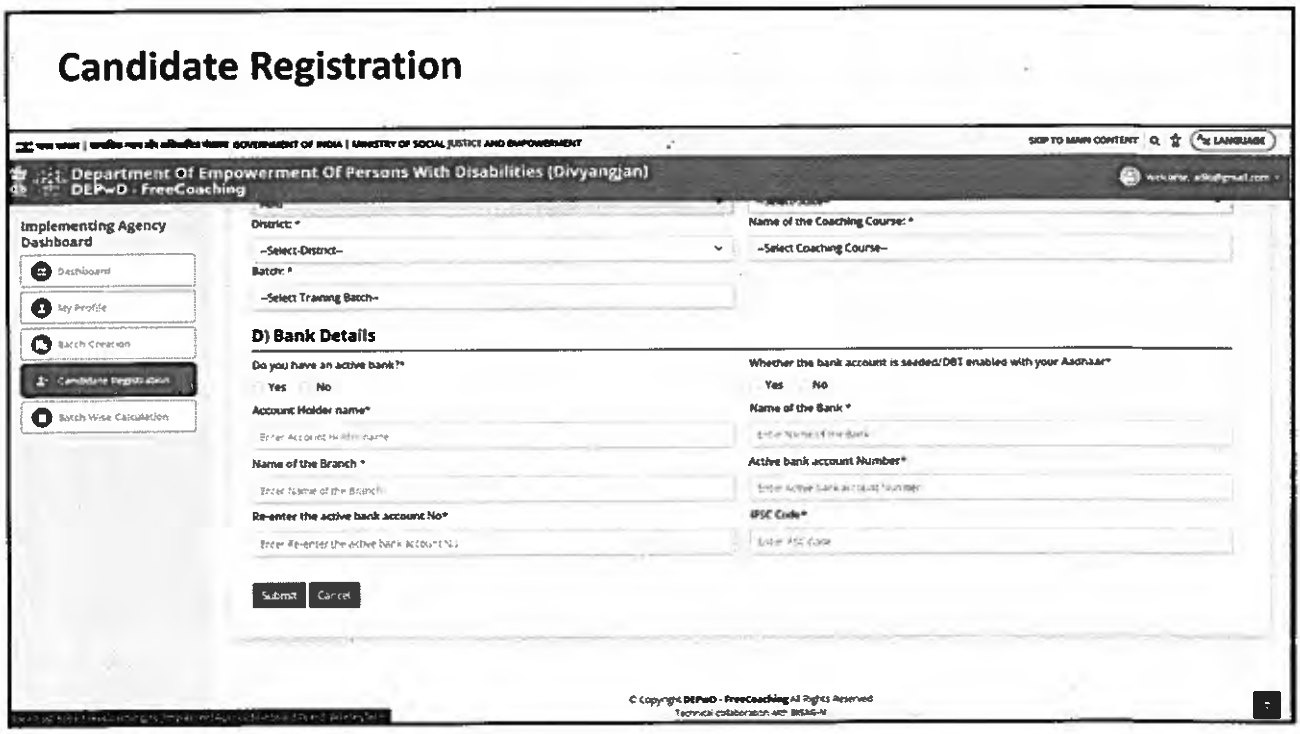
Candidate Registration



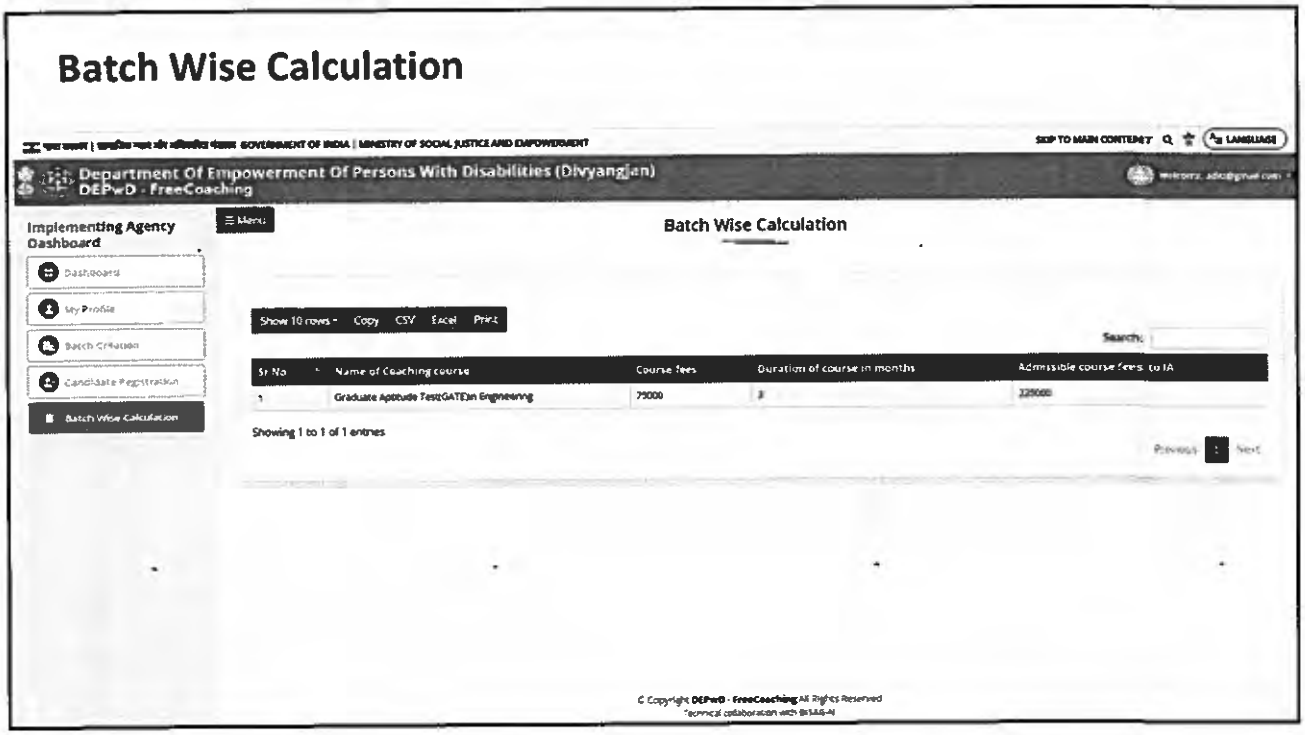
Candidate Registration



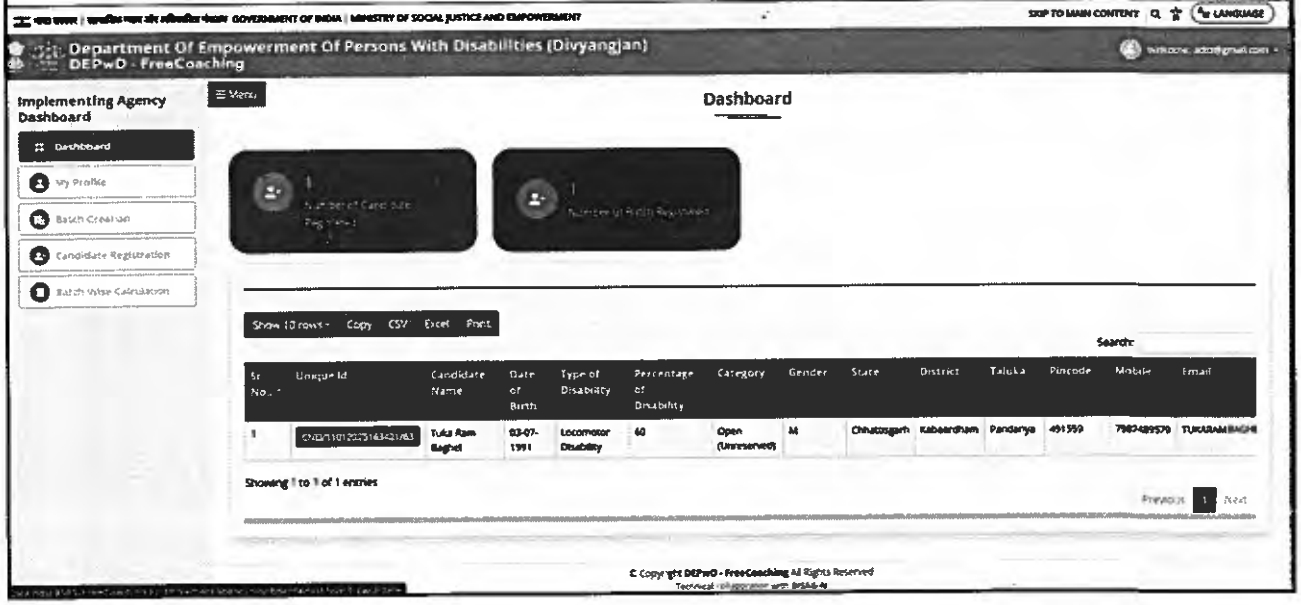
Candidate Registration

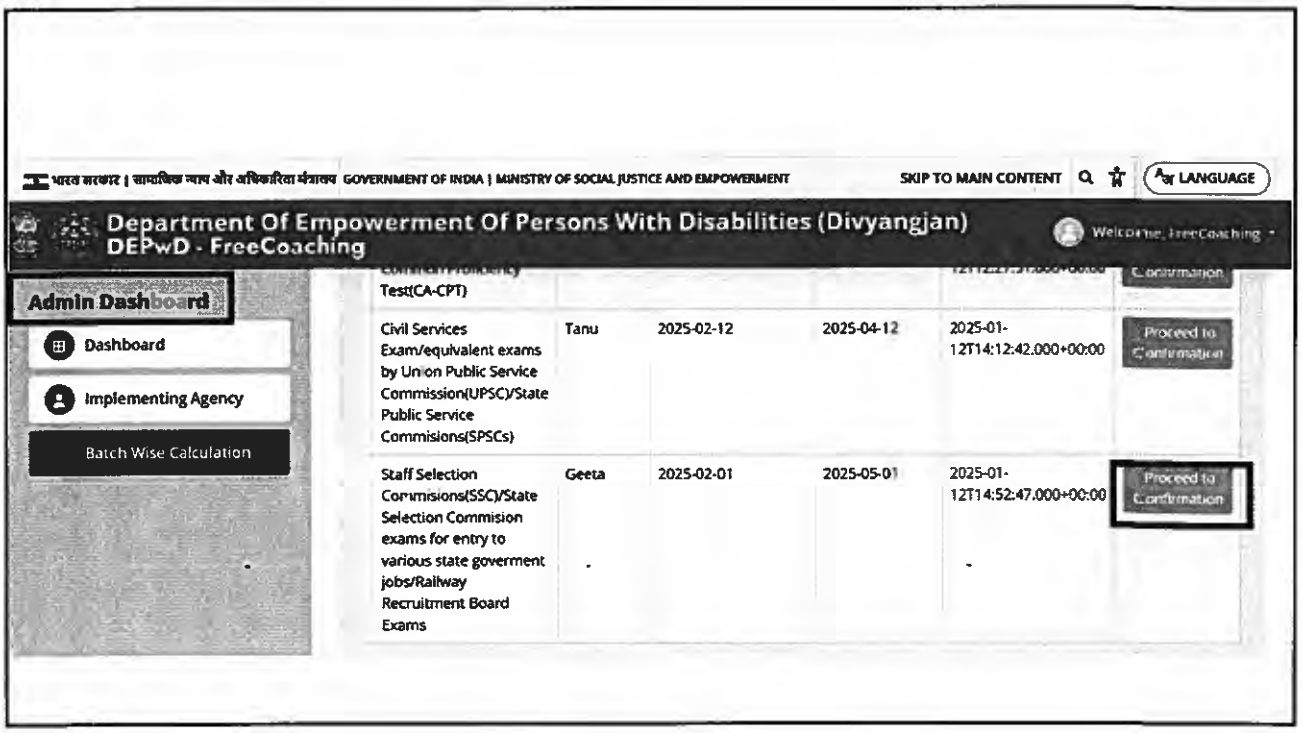


Batch Wise Calculation



Implementing Agency Dashboard





Admin Dashboard

Batch Id:	Course Name:	Batch Start Date:	Batch End Date
BATCH05	Staff Selection Commisions(SSC)/	2025-02-01	2025-05-01

Sr No	Candidate Name	FEBRUARY	MARCH	APRIL	MAY	Book Allowance	Stipend/Maintenance allowances	Disability allowances	No of eligible months	Total(amount in Rs.)
No of working days		28	25	25	25					
70% of Working Days		19.6	17.5	17.5	17.5					
1	Maheshkumar Jamnadas Ladani	0	0	0	0	5000	4000	2000	0	₹5,000.00

Re: Tri-partite Memorandum of Understanding among Central University, University Grants Commission and Department of Higher Education/MoE-reg.

2 messages

Rajesh Kumar <rajesh.kr73@nic.in> Fri, Jun 20, 2025 at 7:02 PM
To: Secretary UGC <secy.ugc@nic.in>, vc@cuh.ac.in, registrar@cuh.ac.in
Cc: Sunil Kumar Barnwal <ashe-mhrd@gov.in>, SUBHASH CHAND SHARU <subhashchand.sharu@nic.in>, Vishwajeet Kumar <vishwajeet.kumar@nic.in>, Subrat Pradhan <subrat.pradhan@gov.in>, SHREYA MS BHARDWAJ <shreyabhardwaj@ord.gov.in>, Partha Kansabanik <pkansabanik.ndma@nic.in>, "Ravinder Kumar PA,MoEF" <ravinder.kumar75@nic.in>, Mannu Kumar Assistant Section Officer <mannu.k94@nic.in>, ANJU BHARDWAJ <anju.bhardwaj@gov.in>, Mani Sai Krishna <saikrishna.1408@gov.in>, GAURAV KUMAR <g.kumar121@gov.in>

Sir/Madam,

Kindly find attached Department of Higher Education, Ministry of Education's letter **No. 20-7/2024-CU-II dated 20.06.2025** on the above subject along with the duly signed copy of the **Tri-partite MoU for the FY-2025-26** for your kind information and necessary action.

--
With Regards,
Rajesh Kumar
Under Secretary to the Government of India
CU-II,
Department of Higher Education

2 attachments

No. 20-7-2024-CU-II dated 20.06.2025 [CU-HARYANA].pdf
435K

CU-Haryana.pdf
18242K

Registrar <registrar@cuh.ac.in> Sat, Jun 21, 2025 at 4:50 AM
To: VC Office <vcoffice@cuh.ac.in>, Academic Branch <academicbranch@cuh.ac.in>

सादर/With Regards,

कुलसचिव /Registrar
हरियाणा केंद्रीय विश्वविद्यालय/Central University of Haryana
महेंद्रगढ़, हरियाणा/Mahendergarh, Haryana-123031
Phone: 01285-260102-202

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[Quoted text hidden]

2 attachments

No. 20-7-2024-CU-II dated 20.06.2025 [CU-HARYANA].pdf
435K

No. 20-7/2024-CU.II
Government of India
Ministry of Education
Department of Higher Education
****

Shastri Bhawan, New Delhi
Dated: 20th June, 2025

To,

The Secretary,
University Grants Commission
Delhi- 110002

Vice-Chancellor,
Central University of Haryana
Village-Jant-Pali, District
Mahendragarh, Haryana (123031)

Subject: Tri-partite Memorandum of Understanding among Central University, University Grants Commission and Department of Higher Education/MoE-reg.

Sir/Madam,

In accordance with Rule 229 (xi) of GFR, 2017 and subsequent instructions issued by Ministry of Finance, Department of Expenditure, I am directed to circulate herewith the signed copy of Tripartite MoU among Central University, University Grants Commission and Department of Higher Education for FY 2025-26, for ensuring compliance.

Yours faithfully,

Encl: As above,

Rajesh Kumar
(Rajesh Kumar)
Under Secretary to the Government of India
Tel: 23387342

Copy to:

i. Dir (CU-I)/Dir (CU-III), Dir (CU-IV & CU-VII)/DS (CU-II)/DS (CU-V).
ii. Registrar, Central University of Haryana
iii. PPS to Additional Secretary (Edu)

MEMORANDUM OF UNDERSTANDING

Between

Central University of Haryana

and

Department of Higher Education

Ministry of Education

Government of India

New Delhi

and

University Grants Commission

Bahadur Shah Zafar Marg

New Delhi

For

2025-26

Memorandum of Understanding (MOU) among Department of Higher Education, Ministry of Education (MoE), Government of India, University Grants Commission (UGC) & Central University of Haryana for Financial Year 2025-26 in pursuance of the rule 229 (xi) of the GFR, 2017

This Memorandum of Understanding (hereinafter referred to as MOU) is entered into at (Place) on this -------- day of -------2025 between Department of Higher Education, Ministry of Education, Government of India, Shastri Bhawan,, New Delhi — 110 001 (hereinafter referred to as MoE)

And

University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi – 110002

And

Central University of Haryana, Jant-Pali, Mahendergarh (hereinafter referred to as the University) having its (Jant-Pali, Mahendergarh) and represented by its Vice Chancellor (Hereinafter referred to as the Central University or "the University" which term and expression shall mean and include, unless repugnant to the context, its successors, assignees, administrators of the University).

WHEREAS

Purpose of the MoU:

- This MOU is executed in terms of Rule 229 (xi) of the General Financial Rules, 2017 (hereinafter referred to as GFR, 2017) and the subsequent instructions issued by the Ministry of Finance, Department of Expenditure, (hereinafter referred to as MOF) with the objective of improving efficiency of the expenditure, making the action plan outcome oriented, maintaining financial discipline and measuring performance of the institution on key parameters against the targets set so as to improve its performance.

- The primary purpose of this MoU is to set out the mutually agreed parameters, performance metrics, targets and accountability framework for the financial year 2025-26 in alignment with the vision of NEP 2020, institutional development plans and good governance practices.

Objectives of the Central University:

2. The University will strive towards fulfilling the vision and principles, enshrined in NEP, 2020. The Central University has identified its Objectives as outlined hereunder:

2.1 to disseminate and advance knowledge by providing instructional and research facilities in such branches of learning as it may deem fit;

2.2 to make special provisions for integrated courses in humanities, social sciences, science and technology in its educational programmes;

2.3 to take appropriate measures for promoting innovations in teaching-learning process and inter-disciplinary studies and research;

2.4 to educate and train manpower for the development of the country;

2.5 to establish linkages with industries for the promotion of science and technology;

2.6 to pay special attention to the improvement of the social and economic conditions and welfare of the people, their intellectual, academic and cultural development.

2.7 As provided in the Central University Act, the University shall have the powers as follows:-

i. to provide for instructions in such branches of learning like natural sciences, social sciences, humanities, engineering, technology and medicine as the University may, from time to time, determine and to make provisions for research and for the advancement and dissemination of knowledge;

ii. to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on, persons, on the basis of examination, evaluation or any other method of testing, and to withdraw any such diplomas, certificates, degrees or other academic distinction for good and sufficient cause;

iii. to organise and to undertake extramural studies, training and extension services;

iv. to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;

v. to provide facilities through the distance education system to such persons as it may determine;

vi. to institute Principalships, Professorships, Associate Professorships, Assistant Professorships and other teaching or academic positions, required by the University and to appoint persons such Principalships, Professorships, Associate Professorships, Assistant Professorships or other teaching or academic positions;

vii. to recognise an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;

viii. to appoint persons working in any other University or academic institution, including those located outside the country, as teachers of the University for a specified period;

ix. to create administrative, ministerial and other posts and to make appointments thereto;

x. to co-operate or collaborate or associate with any other University or authority or institution of higher learning, including those located outside the country, in such manner and for such purposes as the University may determine;

(205)

xi. to establish such centers and specialised laboratories or other units for research and instruction as are, in the opinion of the University, necessary for the furtherance of its objects;

xii. to institute and award fellowships, scholarships, studentships, medals and prizes;

xiii. to establish and maintain colleges, Institutions and Halls;

xiv. to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organisations, as the University may deem necessary;

xv. to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;

xvi. to appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants and such other persons who may contribute to the advancement of the objects of the University;

xvii. to confer autonomous status on a College or an Institution or a Department, as the case may be, in accordance with the Statutes;

xviii. to determine standards of admission to the University, which may include examination, evaluation or any other method of testing;

xix. to demand and receive payment of fees and other charges;

xx. to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;

xxi. to lay down conditions of service of all categories of employees, including their code of conduct;

xxii. to regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed by the University to be necessary;

xxiii. to make arrangements for promoting the health and general welfare of the employees;

xxiv. to receive benefactions, donations and gifts and to acquire, hold and manage, and to dispose of, with the previous approval of the Central Government, any property, movable or immovable, including trust and endowment properties, for the purposes of the University;

xxv. to borrow, with the previous approval of the Central Government, on the security of the Property of the University, money for the purposes of the University; and

xxvi. to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

The University shall, among other measures which may be necessary for the said purpose, take, in particular, the following measures, namely:–

(i) admission of students and recruitment of faculty shall be made on all-India basis;

(ii) admissions of students shall be made on merit, either through Common Entrance Tests conducted individually by the University or in combination with other Universities, or on the basis of marks obtained in the qualifying examination in such courses where the intake of students is small;

(iii) Inter-University mobility of faculty, with portable pensions and protection of seniority, shall be encouraged;

(iv) semester system, continuous evaluation and choice-based credit system shall be introduced and the University shall enter into agreements with other Universities and academic institutions for credit transfer and joint degree programmes;

(v) innovative courses and programmes of studies shall be introduced with a provision for periodic review and restructuring;

(vi) active participation of students shall be ensured in all academic activities of the University, including evaluation of teachers;

(vii) accreditation shall be obtained from the National Assessment and Accreditation Council or any other accrediting agency at the national level; and

(viii) e-governance shall be introduced with an effective management information system

Now, Therefore, the parties here to express their common understanding as under:

A) MoE/UGC shall:

i. Provide financial support to Central University to meet its recurring and nonrecurring liabilities in such manner and on such conditions as prescribed by the Government of India (hereinafter referred to as GOI) from time to time.

ii. Help raise other resources, including loan from HEFA for expansion of infrastructural facilities, which has a direct bearing on the performance of Central University as committed in this MOU and Central University's Act-----(Year of the Act).

iii. Provide guidance and advice in administration, financial, legal and such other matters as Central University require in fulfilling its objectives, stated at 2 of the MOU.

iv. Provide support in obtaining necessary clearances and approvals, as and when required, from various Ministries, Departments and Agencies of the Central / State Governments.

v. Provide support in resolving any dispute with any other authority of the Central/State Government as and when required.

T. Kur

(203)

B) Without prejudice to what has been stipulated in Central University Act (Year), as amended from time to time and the Statutes framed there under, Central University shall comply with:

i. The provisions of the GFR, 2017, including the instructions on financial advice for autonomous bodies, as mentioned in Rule 229(viii) and those concerning release of grants-in-aid, submission of audited accounts, performance report etc.

ii. Guidelines issued by the Central Vigilance Commission (CVC) in matters of vigilance and disciplinary proceedings etc.

iii. instructions issued by the Ministry of Foreign Affairs / Department of Expenditure, Ministry Of Finance or any other instructions from time to time with regard to foreign travel as well as those issued by the Ministry of Home Affairs (hereinafter referred to as MHA) with regard to availing/extending foreign hospitality.

iv. Uniform accounting procedure in accordance with the guidelines issued by Ministry of Finance.

C) Central University shall also ensure following in consultation with the approval of its Statutory Bodies:

i. Finalize any understanding or MOU with any other party including similar organizations abroad with prior approval of the competent authority of the University.

ii. Have clearly defined 'Delegation of Powers' for deciding all administrative and financial matters.

iii. Shall plan and prescribe courses of study for degree, diploma, and certificate or for any other purposes as mentioned in Central University's Act.

iv. Ensure that the post of officers of the University (clause (-) of Central University's Act) will be filled as per eligibility criteria laid out in recruitment rule and specified by Central University's EC/BoM from time to time.

v. Ensure that all its accounts are audited by internal auditors regularly and formal audit by the C&AG.

vi. Shall adopt the Public Financial Management System (PFMS) for receipt of funds from Govt. of India and make payments from these funds through PFMS only. Thus, Central University will be mandatorily fully PFMS EAT module compliant.

vii. Present an outcome budget along with annual action plan so that it can be dovetailed in the outcome budget of MoE.

viii. Comply strictly with the timelines for submission of annual reports and annual audited accounts to the MoE for the purpose of being tabled in Parliament by the stipulated date mentioned in Central University's Act.

ix. Forward to MoE any information required by it to satisfy and requirement related to Parliamentary Matter, RTI, Public Grievances, VIP References, Court Cases, Notices from Commissions and Statutory Authorities and also inputs for formulation of any policy.

D) Financial Position

Details of funds available with the institute in the last three years are as under:-

(Rupees in Crore)

Nature of Funds	2022-23	2023-24	2024-25
Grants from MHRD	64.11	84.15	90.72
Internal Resources	5.75	6.00	6.90
Total	69.86	90.15	97.62

E) Estimates of receipts and expenditure for the period of MOU i.e. 2025-26:

(Rupees in crore)

Nature of Receipt	Amount	Heads of Expenditure	Amount
MOE Grants Internal Resources	89.27	Recurring (31) Salary (36) Capital (35)	34.00 48.15 7.12
HEFA Loan Internal Resource	441.49 Principal	10 % Share	4.41
Internal Resources		Academic Receipts (4.41+2.59)	2.59
Total		**Total**	**96.27**

F) Annual Targets for Physical Output/ deliverables (As per Annexure I)

G) Performance Evaluation Parameters:

i) The performance will be evaluated using the criteria listed at Annexure I.

H) Implementation and Monitoring of the MOU:

i. Performance Evaluation against MOU parameters shall be carried out every quarter and monitored by the Central University.

ii. The performance evaluation shall be submitted to the EC/BoM during the EC/Board meetings for consideration, where upon the same shall be sent to UGC along with its recommendations. UGC shall then examine the same and send them to MoE along with its observations/inputs. A joint review by the University, UGC and MoE shall be carried out within six months of completion of financial year. The result of joint review shall be placed by the University before its Executive Council.

iii. The University has made the commitment of performance evaluation targets based on assumptions in respect of release of grants from the Govt. of India and raising of other resources including internal sources which have a direct bearing on the performance of the Institutions committed in this MOU.

Prof. (Dr.) Tankeshwar Kumar
Vice-Chancellor
Central University of Haryana,
Jant-Pali, Mahendergarh

Vice-Chancellor
हरियाणा केन्द्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़, हरियाणा-१२३०३१
Mahendergarh, Haryana-12303

Secretary
UGC
New Delhi

Shreya Bhardwaj
Deputy Secretary, CDN & CUH
Dept. of Higher Education
Ministry of Education
Government of India
New Delhi-110001

(Name)
Designation
MoE

प्रो. मनिष र. जोशी / Prof. Manish R. Joshi
सचिव / Secretary
विश्वविद्यालय अनुदान आयोग
University Grants Commission
शिक्षा मंत्रालय, भारत सरकार
Ministry of Education, Govt. of India
दिल्ली–110 002 / New Delhi-110 002

Annexure I

Performance Evaluation Parameter and Output targets 2025-26

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
1.	Contribution in Gross Enrolment Ratio (GER) in Higher Educational Students Fresh Registration	No. of Students (Fresh)	4666	5000	93.33%
2.	Gender Parity				
	I. Total number of female students	Number	2131		105%
	II. Total number of male students	Number	2535	I+II (5000)	100%
	III. Ratio(No. of female students/No. of male students)	Ratio	0.84 :1 (2131/2535)		--
3.	Number of Programmes offered	Number			
	I. UG		I- 12	I. 12	
	II. PG		II- 41	II. 42	100%
	III. Ph.D		III- 33	III. 33	
	IV. Total (I+II+III)		IV- 86	IV. 87	
4.	Programs offered in regional language	Y/N	Yes	Yes	
	(a)Number of courses in regional language	Number	02	02	100%
	(b)Total programmes offered by CU	Number	86	87	
5	Programmes with Learning Outcomes	Number	86	87	-

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
6	Programmes aligned with Sustainable Development Goals	Number	NA	87	NA
7.	Whether 4 year UG Programme has been implemented	Y/N	Yes	Yes	--
	I. Total Number of UG courses in 4 year format	Number	04	04	100%
	II. Total Number of UG Courses offered in CU.	Number	12	12	100%
8.	Academic outputs: Number of students to be awarded degree, diploma/certificate	Number	1381	1600	92.07
9.	Number of Ph.Ds awarded	Number	110	55	129%
10.	Number of Research Papers	Number	626	650	102.6%
11.	Number of Research Projects per faculty				
	I. Total Number of Research Projects	Number	27	30	--
	II. Total number faculty(Total)	Number	220	245	91.67%
	III. Ratio(Research Projects/Faculty)	Ratio	0.12:1	0.15	64.60%
12.	Total Research funding received	Amount (in crores)	6,01,82,551	8,00,00,000	120%
13.	Total Patents filed	Number	24	30	60%
14.	I. Number of departments receiving research	Number	25	30	92

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	funding from DST/DAE/DBT/ICAR/ICMR/ICHR				
	II. Total Amount received annually from above organizations.	Amount in crores	6.01	8.00	120%
15.	Ranking				
	I. Whether University is participating in NIRF (subject-wise rankings)	Y/N	Yes (Overall Engineering)	Yes	--
	II. Whether colleges participating in NIRF (applicable in case of affiliating CU)	Y/N	NA	NA	--
	III. Score in NIRF ranking	SCORE	Applied	TOP 200 Rank	--
	IV. Any other international rankings (QS/TIMES)	Rank	Applied	TIMES Higher Education Ranking	100%
16.	Number of Faculty members (permanent)	Number	220	245	91.67%
17.	Number of Faculty members with Ph.D qualification	Number	204	233	90.67%

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S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
18.	Whether Multiple Entry and Multiple Exit framework has been established in Central University in terms of the following processes-	Y/N	Yes	All Programmes except professional courses	--
	1. Whether courses/ programs have been identified for MEME	Y/N	Yes	Yes	--
	2. Whether credit mapping for the above courses/programs has been completed by the CU	Y/N	Yes	Yes	--
	3. Whether there is a fully functional equalisation committee is in place in the CU	Y/N	Yes	Yes	--
	4. Whether the CU has entered into MoUs with similarly placed institutions to enable MEME; details of MoUs with list of institutions and dates of execution.	Y/N	Yes	--	--
	5. Multiple Entry & Multiple Exits granted (in current and previous academic years)--		2	As many as it will opt for	--
	a. Number of students granted entry in the CU through MEME	Number	2	As many as it will opt for	--
	b. Number of students				

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	granted exit in the CU through MEME	Number	9		--
19.	Number of APAAR IDs as the percentage of total enrolment- I. Total enrolment of students in your CU II. Total APAAR IDs created out of total enrolled students	Number Number	4666 4666	5000 5000	93.32 --
20.	Student-Teacher Ratio	Total Enrolment / Teacher (Permanent)Ratio	4666/220 = 21:1	5000/245= 20:1	95%
21.	(a)Total Annual expenditure (b) Internal Revenue Generation (c) IRG as the percentage of total annual expenditure	Amount (in Cr.)	a) 97.46 b) 13.36 c) 13.70	a) 100 b) 15.50 c) 15.5	-- -- --
22.	Finances and Expenditure a) Percentage utilisation of funds received from UGC b) Percentage of operational expenditure met by resources (other than grants from MoE/UGC) such as fees etc.	% %	100% 100%	100% 100%	100% 100%
23.	Training/refresher/awareness /sensitization programmes to				

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S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	be organized for academic/administrative & Technical staff a) Academics b)Administrative /Technical c) Total No. of Participants (a+b)	Number	a+b = 22 c) 1709	a+b) 25 c)2000	366% 363%
24.	Enrolment of EWS students	Number	612	650	111%
25.	**SWAYAM** I. Total number of students enrolment (A)	Number	4666	5000	100%
	II. Total number of students enlisted on SWAYAM(out of total enrolment) (B)	Number	1861	1950	3720%
	III. Ratio(B/A)	Ratio	0.39:1	0.39:1	--
	IV. Total number of new admissions or Number of Fresh APAAR IDs created	Number	1651	1800	--
	V. Total number of newly admitted students (new APAAR IDs) enlisted on SWAYAM	Number	1608	-	100%
	VI. Number of APAAR IDs (out of newly created APAAR IDs	Number	1824	1500	--

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	) with which **NO** SWAYAM courses have been mapped				
	VII. Summation of credits of all programs across all levels in CUs (C)	Number	4800		
	VIII. Summation of credits earned through SWAYAM out of credits of all programs across all levels in CUs (D)	Number	2322		
	IX. Ratio D/C	%	0.484		
	X. Total number of courses offered by CUs across all programs.	Number	2371	2400	–
	XI. Number of courses (out of total number of courses offered by CUs across all programs) offered through SWAYAM.	Number	Enrolled in 774	800	100%
26.	Number of Students benefitted by scholarships and freeships	Number	1136	1250	100%
27.	Number of Students picked for campus placement	Number	264	350	132%

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S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
28.	Industry-academia Linkages				
	a) whether dedicated courses handles by industry professionals on Entrepreneurship, IPR, Technology commercialisation etc have been introduced in CU, if so, total number of students enrolled in these courses at (i) UG (ii) PG level	Yes/No	No	Yes	--
	b) Total number of courses/programmes in CU offering 'Internship in Businesses etc'	Number	12	20	--
	c) % of students enrolled for industry ready skill courses		**157**	**165**	**95%**
	d) Detail of start-up incubation centres functional in the CU		**NIL**		
	e) Number of start-ups registered in DPIIT under the aegis of CU	Number	**NIL**	--	--
	f) Number of technology development centres functional in the CU. These centres can be related to development of new products, services or processes.	Number	**NIL**	--	--
	g) Whether Industry Relations Cell has been		The Training	--	--

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	established in the CU	Yes/No	and Placement Cell look after the work of Industry Relations		
29.	Employability Catalysts a) % of students accumulating credit for internship/apprenticeship/internship degree program/apprenticeship embedded program b) Whether curriculum up-gradation at UG/PG level undertaken for inclusion of courses in promising fields like Artificial Intelligence and Machine Learning, Data Science and Analytics, Environmental Science and sustainability, Digital marketing, Renewable Energy Engineering. These are indicative and CU may explore other promising fields for courses.	% Yes/No	60% Yes	90% Yes	
30.	Number of Students qualifying National level examinations	Number	247	300	70.57%
31.	Number of International	Number	605	620	110%

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S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	Publications (Journals/books/chapters)				
32.	IT Infrastructure				
	a) ICT enabled classrooms	Number	96	100	96%
	b) Number of Computers	Number	1180	1380	107%
	c) Computer Student Ratio	Ratio	0.26:1	0.30:1	--
33.	Internationalisation of Higher Education				
	a) Total number of programs involving joint/dual/twinning degree	Number	NIL	--	--
	b) Whether the provision of 25% supernumerary seats for international student(s) has been adopted by the University (other than exchange programme/through MOUs between GoI & other countries) after formalisation in the EC/BoM/Court and notification by the way of ordinance	Number Y/N	Yes	Yes	--
	1) at UG level		NIL	--	--
	2) at PG level		NIL	--	--

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	c) Total number of international students enrolled on supernumerary basis	Number			
	1) at UG level		NIL	--	--
	2) at PG level		NIL	--	--
	d) Whether **Office for International Students** has been made functional in the University	Y/N	Yes		--
	1) Year of inception		2023	--	--
	e) Whether CU's research supervisor(s) are guiding international Ph.D scholars (up to 2) on supernumerary basis after formalisation in the EC/BoM/Court and notification by the way of ordinance	Y/N	Yes	Yes	--
	f) Total Number of international Ph.D scholars (on supernumerary basis) enrolled in the CU	Number	NIL	--	--
34.	Participation in Government Campaigns				
	a) Ek Bharat Shreshth Bharat Campaign	Yes	Yes	Yes	Yes
	b) Fit India Movement Campaign	Yes	Yes	Yes	Yes
	c) Swachch Bharat Abhiyan	Yes	Yes	Yes	Yes

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S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	d) Others (NCC Camps, NSS Camps, Blood Donation etc) The above campaigns are indicative..	Yes	Yes	Yes	Yes
35.	Status of appointment of statutory positions on regular basis	(whether on regular basis)			
	I. Registrar		I – No	I – Yes	--
	II. Controller of Examination	Y/N	II- Yes	II- Yes	--
	III. Finance officer		III- Yes	III- Yes	--
36. 36.1	**SAMARTH implementation framework**				
	I. Number of modules of SAMARTH applicable in your CU.	Number	41	41	--
	II. Number of modules of SAMARTH implemented in your CU (out of total applicable modules)	Number	40	41	--
	III. Whether the data as shown in various reports/KPIs of SAMARTH dashboard is correct and verified by administrative	Y/N	No	Yes	--

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	authority of your CU.				
	IV. For each module/ application hosted on SAMARTH, whether steering committee and implementation task force has been constituted with clear responsibilities and phased deployment	Y/N	Yes	Yes	--
	V. Number of trainings conducted by institution as a part of "training of trainers" model for knowledge transfer regarding operationalization and usage of SAMARTH application	Number	55	20	--
	VI. Number of periodic reviews conducted by institution based on SAMARTH dashboard for KPI progress tracking and report generation as a part	Number	Every Week	Every Week	--

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S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	of using SAMARTH data for institution's monitoring and evaluation				
	VII. Whether Vice Chancellor's 10 KPIs had been identified for internal review of university's functioning and efficiency	Y/N	Yes	Yes	--
36.2	**Examination & Assessment**				
	I. Whether the assessment components relevant for each of the course (internal, external, written, viva etc.) are mapped with their individual weightages for calculation of overall marks/grade points in SAMARTH application	Y/N	Yes	Yes	--
	II. Whether program-specific detention rules for consistent application during	Y/N	Yes	Yes	--

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	result preparation have been configured.				
	III. Whether necessary configurations have been made in SAMARTH for automated transmission of APAAR seeded results through SAMARTH to Academic Bank of Credits and National Academic Depository (NAD) for secure storage	Y/N	Yes	Yes	--
	IV. Whether periodic reviews of configurations for examination module and its audit logs is carried out for ensuring up to date applications.	Y/N	Yes	Yes	--
36.3	I. Academic Structure & Programs				
	II. Total number of academic programs running in institution(only	Number	86	87	--

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	current live/functional programs)				
	III. Number of academic programs (out of total functional academic programs in institution) which are configured on SAMARTH with detailed course curriculum and evaluation rules to track GER and student outcomes	Number	86	87	--
	IV. Whether a centralized, common repository is maintained at CU for programs and courses being run in the university, constituent and affiliated colleges/institutions.	Y/N	Yes	Yes	--
	V. Total number of courses running in your CU.	Number			
	VI. Number of courses(out of total courses) mapped on	Number	All	All	

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	SAMARTH with proper credit systems				
	VII. Number of Active (enrolled) students in CU.	Number	4666	5000	
	VIII. Number of APAAR IDs of students linked on SAMARTH to facilitate credit mobility	Number	4666	5000	
36.4	**Student Lifecycle Management**				
	I. Total number of students enrolled in CU.	Number	4666	5000	--
	II. Number of students registered on SAMARTH with complete personal and academic details	Y/N	4666	5000	--
	III. Whether online course selection is enabled through	Y/N	Yes	Yes	--

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	student logins on SAMARTH for all students				
	IV. Whether examination forms are processed online through SAMARTH with automated eligibility verification based on course selection.	Y/N	Yes	Yes	--
	V. Whether online result generation and publication is implemented through SAMARTH.	Y/N	Yes	Yes	--
	VI. Whether student feedback management system for faculty and course evaluation is implemented online through SAMARTH.	Y/N	Yes	Yes	--
	VII. Whether online grievance redressal system through SAMARTH is active in your CU for systematic resolution of student	Y/N	Yes	Yes	--

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	issues.				
	VIII. Whether alumni portal is maintained to ensure connections with outgoing students.	Y/N	No	Yes	--
36.5	**Employee Services**				
	I. Number of permanent Employees (teaching and non-teaching) in your CU	Number	336 (220 Teaching+116 Non-Teaching)	380 (245 Teaching +135 Non-Teaching)	--
	II. Number of employees registered on SAMARTH with their complete profiles linked to organizational structure	Number	336	380	--
	III. Whether following services/activities concerning employees in your university is implemented	Y/N (For (a) to (f))			

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S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	through SAMARTH portal—				
	a) Whether APAR/PBAS performance appraisal systems is implemented through SAMARTH.		No	Yes	--
	b) Whether Career Advancement Scheme (CAS) module of SAMARTH is being used for processing of promotions in your CU.		Yes	Yes	--
	c) Whether configuration for digital leave application and approval workflow with policy enforcement has been done through SAMARTH		Yes	Yes	--
	d) Whether monthly payroll with accurate tax and benefit calculations are generated		Yes	Yes	--

S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	through SAMARTH e) Whether pension disbursement for retired staff with appropriate benefits are configured through SAMARTH.		No	--	--
	f) Whether PF & GPF deductions for all employees with proper deduction schedules are configured on SAMARTH		Yes	Yes	--
36.6	**Financial Management**				
	I. Whether all financial transactions are recorded on SAMARTH in real-time through budget and accounts module	Y/N	Yes	Yes	--
	II. Whether all bills are processed through the bill tracking system of SAMARTH with vendor payment status updates	Y/N	Yes	Yes	--

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S. No.	Performance Parameter	Measurement Scale	2024-25 Actual	2025-26 Target	% target achieved at the end of 2024-25
	III. Whether financial reports and statements are generated on SAMARTH for compliance and auditing	Y/N	Yes	Yes	--
	IV. Whether all vendor payments with appropriate approval workflows are managed through SAMARTH	Y/N	Yes	Yes	--
	V. Whether research project funds are being managed through RPMS with proper budget head allocation	Y/N	Yes	Yes	--
	VI. Whether inventory management system for institutional assets is implemented through SAMARTH	Y/N	Yes	Yes	--

All parameters carry equal weightage.

CERTIFICATE

MoU

Between

CENTRAL UNIVERSITY OF HARYANA,

Jant- Pali, Mahendergarh, Haryana

and

S. M. REHABILITATION & RESEARCH CENTRE

SITE 1, PART 2, SECTOR 1, HUDA, NARNAUL, HARYANA 123001

Dr. R N Yadav

Principal

S. M Rehabilitation & Research Centre

Prof. Suneel Kumar

Registrar, CUH

कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ हरियाणा.123029
Mahendergarh, Haryana-123029

KRISHAN KUMAR SANGHI
Stamp Vendor
Court Compound, Narnaul
Pin No. 123001

MEMORANDUM OF UNDERSTANDING

BETWEEN

S. M. REHABILITATION & RESEARCH CENTRE (SMRRC)

AND

CENTRAL UNIVERSITY OF HARYANA,

JANT-PALI, MAHENDRAGARH, HARYANA

This memorandum of Understanding (MOU) is drawn up and agreed upon to establish the initial framework for cooperation between S. M. Rehabilitation & Research Centre and Central University of Haryana, Jant-pali, Mahendergarh, Haryana.

This MoU is signed on 30/06/2025, 2025 between the following parties:

S. M. Rehabilitation and Research Centre, located at Site 1, Part 2, Sector 1, HUDA, Narnaul, Haryana 123001, represented by the Principal: The Centre is established under the Santosh Memorial Education Welfare Society, a registered society under the Societies Registration Act of 1860 since 2002. The Society is also registered under the Rights of Persons with Disabilities Act, 2016, the National Trust Act, as well as under Sections 80G and 12AA of the Income Tax Act. The Centre provides comprehensive services for children with and without disabilities, including Special Education, Rehabilitation, Awareness & Sensitization, Advocacy, Counselling, Parental Training, Community-Based Rehabilitation (CBR), Continuing Rehabilitation Education (CRE), In- service Training, Cross-Disability Training, and Skill Development & Training for the empowerment of Persons with Disabilities (PwDs), among others.

(Hereinafter referred to as "the first party" or "SMRRC")

AND

Central University of Haryana is one of the fifteen new central universities

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हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा.123029
Mahendergarh, Haryana-123029

established by the Ministry of Human Resource Development (now Ministry of Education), government of India, in XI five year plans (2007-2012) under the Central Universities Act-2009 of the parliament.

The university (hereinafter referred to as CUH) has been accredited with an "A" grade in the first cycle and second cycle of NAAC assessment and accreditation conducted in March 2023. The university is fully funded by the UGC. Permanent campus of the university is situated at Jant-Pali village, Mahendergarh district of Haryana from where CUH is running its academic operations. Presently, the university offers academic programs at UG, PG and Research level.

The SMRRC and CUH are individually referred to as "Party" and collectively as "Parties."

AIMS & OBJECTIVES:

A. This MoU establishes a partnership between Haryana Central University, Pali Jant and S.M. Rehabilitation and Research Centre, Narnaul, focused on the development and rehabilitation of Children with Special Needs (CWSN).

B. The collaboration aims to enhance the rehabilitation, education, and skill development of individuals with disabilities.

C. Key initiatives include awareness programs to promote inclusivity, advocacy, counselling, and training for families and caregivers, as well as engaging in research and academic activities on disability issues.

D. The partnership also seeks to foster knowledge exchange, support professional development, and explore funding opportunities for projects that benefit individuals with disabilities.

TERMS & REFERENCE OF MOU:

1- SMRRC and CUH will collaborate to promote awareness about Children with Special Needs (CWSN) and disabilities among students and teacher trainees. They will jointly raise awareness about essential services such as: a. UDID cards

b. Disability Certificates

c. Assistive Devices

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Mahendergarh, Haryana-123029

d. Transportation Concessions

2- SMRRC and CUH will work together on Healthcare & Rehabilitation Services and will undertake:

a. Initiatives for screening, diagnosis, early intervention, and rehabilitation for Persons with Disabilities (PwDs).
b. Faculty and students of both parties will be engaged in related research, fieldwork, and training programs.

3- Trainees from CUH will have the opportunity to visit SMRRC for internships and training programs focused on disability rehabilitation, with prior approval. Both institutions will jointly develop and implement capacity-building programs for teachers, healthcare professionals, caregivers, and community workers.

4- SMRRC and CUH will advocate for disability rights and collaborate with government agencies, NGOs, and organisations to implement rehabilitation projects. They will jointly raise awareness about UDID card registration and assist PwDs in accessing government resources and schemes.

5- SMRRC and CUH will jointly organise health camps, vaccination programs, and other welfare activities for PwDs and the general public. Both institutions will contribute to public health research by involving faculty and students.

6- Both institutions will share resources, including personnel and infrastructure, to support joint initiatives and programs.
No fees will be charged for training or sensitisation programs. All activities will be mutually agreed upon.

7- Both institutions will share resources and collaborate on research activities, seminars, webinars, conferences and workshops to promote disability awareness and academic growth.

8- The scope of responsibilities set forth by the parties under this MoU will be carried out by the parties on terms and conditions as mutually agreed between them from time to time.

S Kumar
कुल सचिव/Registrar
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Central University of Haryana
महेन्द्रगढ़ हरियाणा 123029
Mahendergarh, Haryana-123029

9- For smooth working and convenience, Dr. RN Yadav, Principal, S. M. Rehabilitation & Research Centre and Dr. Payal Chandel from the Department of Psychology, Central University of Haryana, shall be the point of contact for the respective universities.

CONFIDENTIALITY:

Each party will: (a) keep confidential all information disclosed to it by the other party; (b) use such information solely for non-commercial, in-house evaluation; and (c) make such information available only to those of its employees who need to know such information in connection with such evaluation and them, only to the extent of such need to know.

DURATION, TERMINATION & REVIEW OF MOU:

Arrangement under this MoU will be operative for a period of three (5) years commencing from the date of signing this MOU between SMRRC & CUH. Further, a continuance of this MoU would be subject to joint review by SMRRC & CUH to be undertaken prior to the expiry of this MoU. In the event of termination or non-renewal of the MoU on its expiry, it would be the responsibility of the parties to complete and provide their services under the ongoing project contemplated under the terms of this MoU. The parties will decide in good faith within thirty (30) days upon concern of occurrence of such an event, the time period, along with all other support to manage the completion of the ongoing project.

Further, any term constituting this MoU may be reviewed, modified or amended in writing at any time by mutual consent of both the authorities undersigning and will be construed as part of this MoU.

In addition, the authorised representatives of the parties will consult each other from time to time with regard to the implementation of this MoU.

SETTLEMENT OF DISPUTE:

a) The MoU stands terminated by either party at any time with prior written notice of thirty (30) days without citing any reason thereof. b) This agreement shall be governed by and following the laws of India & conflicts,

NOTARY BHAIRAM Advocate Notary Public Narnaul (Hry.) Regd. No. Govt. of India

कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा.123029
Mahendergarh, Haryana-123029

if any, will be resolved outside the court amicably

c) In witness thereof, the parties have executed this MOU by their duly authorised representatives without any bias & prejudice at Mahendragarh on the 30/06/25 2025

For on behalf of S. M. Rehabilitation & Research Centre, Narnaul, Mahendragarh, Haryana.	For on behalf of Central University of Haryana, Mahendergarh, Haryana
Name: Dr. RN Yadav Designation: Principal	Name: Prof. Suneel Kumar Designation: Registrar, CUH
Witness: Shweta 30/6/2025 Ms. Shweta Sah Administrative officer.	Witness: 30/6/25 Dr. Payal Chandel Head, Department of Psychology CUH

कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा.123029
Mahendergarh, Haryana-123029

ATTESTED
30/6/25
ADVOCATE
NOTARY PUBLIC NARNAUL

Annexure-1

Memorandum of Understanding
between
Central University of Haryana, Mahendergarh
and
Chaudhary Charan Singh Haryana Agricultural University, Hisar

For Promotion of inter-institutional research collaboration, staff and Students' Training/Postgraduate Research

This Memorandum of Understanding (hereinafter referred to as MoU) is made on this....28th.....day of the month of...MAY.....in the year 2025 by and between the **Central University of Haryana, Mahendergarh (Haryana) Pin 123031**, A Central Government Funded "A" Grade NAAC Accredited University having its headquarters at Mahendergarh [herein after called First party], on the ONE PART
and
The **Chaudhary Charan Singh Haryana Agricultural University** [State Government Funded Autonomous Institution having its head quarters at Hisar, [herein after called Second party] on the OTHER PART (who for the purpose of this MoU are hereinafter collectively referred to as the parties).

Article 1. Preamble

1.1 WHEREAS the "First Party", Central University of Haryana is one of the fifteen new Central Universities established by Ministry of Human Resource Development, Government of India (GoI) in XI Five Year Plan (2007-2012) under the Central University Act-2009 of the Parliament.

1.2 WHEREAS the "Second Party" established on February 2, 1970 through a Presidential Ordinance, later ratified as Haryana and Punjab Agricultural Universities Act, 1970, passed by the Lok Sabha on March 29, 1970, is a leader in agricultural research in India and contributed significantly to Green Revolution and White Revolution in India

1.3 AND WHEREAS it has been considered expedient to agree in writing to participate jointly in the projects requiring expertise and logistics from both the parties.

Article 2. Scope

2.1 The objective of MoU is promotion of inter-institutional research collaboration, staff and students' training and postgraduate research in cutting edge areas by facilitating scientists, staff and students to seek specialized guidance and facilities of both the Institutes.

2.2 The First party will recognize the Second party as an academic and research centre at par with the academic department of first party and faculty of second party at par with faculty of first party for academic and research work and vice versa

2.3 Operational details of research effort and collaboration will be made in common

research programs and/or projects restricted to specific mandate domain within the approved disciplines/divisions.

2.4 Both the collaborating universities will provide opportunity to PG students to conduct research in their laboratories. Time spent at CCSHAU/CUH, Mahendergarh by the Ph.D. students shall be counted for the purpose of determining residential requirement of CUH/CCSHAU, Hisar. CCSHAU students will be required to nominate a faculty member of CUH, Mahendergarh as Co-Major Advisor and CUH students will be required to nominate a faculty member of CCSHAU as Co-Supervisor. In addition, they will be required to complete Ph.D. course work/Pre-Ph.D. prescribed by CCSHAU/CUH, Mahendergarh.

2.5 The student shall be required to submit 'No Dues Certificate' from the Co-Major Advisor/Co- Supervisor before the University allows submission of thesis.

2.6 Research instrumentation facility available with the First party and the Second party will be made available to the faculty and research scholars with the approval of the Head of concerned department/director equipmentation facility at same rates (if any) available to users of CUH/CCSHAU. If no rates are prescribed, the costs of specific consumables will be borne by the user of respective organizations.

2.7 Library facility available with the First party and the Second party will be made available to the faculty, staff and student with the approval of the librarian of concerned party.

2.8 Both the parties shall allow the library and other facilities to be used by faculty of collaborating university for academic activities by following University rules

Article 3. Management

3.1 Vice-Chancellor/Head of the Institution of both the parties will be responsible to workout operational details of co-operation between the two organizations and ensure proper and effective implementation of this MoU. An advisory committee may be constituted for this purpose with the members from both the parties.

3.2 The Advisory Committee will meet at least once in two years alternatively in the institutions of the First and Second party to review the activities. This meeting shall include presentation on the academic and research activities, which should be open to the students, faculty and scientists.

Article 4. Exchange of Information

4.1 The term "information" includes scientific or technical data, results and/or methods of investigation, and other information intended to be provided, exchanged, or arising under project descriptions entered into pursuant to this MoU.

4.2 The parties support the widest possible dissemination of information. Each party in joint projects shall be given the right to use, disclose, publish or disseminate such information for any and all purposes with mutual consent.

Article 5. General Provisions

5.1 It is understood that the First party and the Second party subscribe to the principle of equal opportunity and do not discriminate on the basis of race, sex, age, caste or religion. Both the Institutions shall abide by these principles in the administration of this agreement and neither party shall impose criteria for exchange of scholars or students, which violate principles of non-discrimination.

5.2 Both parties understand that all financial agreements will have to be negotiated separately and will depend on the availability of funds.

5.3 Both parties acknowledge that exchange of staff and students from one party to the other shall be subject to the availability of funds and shall comply with the regulations and policies of the First party and the Second party.

5.4 Any research publications arising will be jointly published in accordance with the provisions of the First party and the Second party.

5.5 The names of first/corresponding author/additional co-authors, depending upon their contribution in the research work, may be decided by mutual consent between the student, Major/co-major Advisor.

5.6 Certificate in the thesis will be signed by both Major and Co-Major Advisor. A copy of the thesis/ dissertation will be submitted to the First Party after the award of the degree by the Second party and vice versa.

5.7 All questions related to this MoU arising during its term will be settled by the parties by mutual agreement. Disagreements at the operating level shall be forwarded to respective higher officials for appropriate resolution failing which an arbitrator of mutual acceptance may be identified for the settlement of dispute, if any.

5.8 All questions not foreseen related to this MoU will be handled by the parties by mutual agreement.

5.9 Nothing in this MoU is intended to affect other cooperation or collaborations between the parties.

Article 6. Intellectual Property Rights

Both the parties will be expected to ensure protection of the Intellectual Property Rights generated or likely to be generated during the student's research work. The IPR shall rest with the university where the major part of the research work was carried out by the student. In the event of equal amount of work mbeing carried out at both the universities, patents/protections/knowledge generated will be shared in proportion on mutual agreement terms.

Article 7. Admission and training

7.1 All those who wish to register as trainees or research/dissertation in partial fulfilment of Master/Doctoral programme under this MoU must submit application to the First party or the Second party as the case may be. The criterion for allocation of Co-Major Advisor will primarily be governed by the respective party.

7.2 Admission of the students and the award of degrees for different programs will be

the responsibility of the both the parties as per the rules and regulations.

7.3 The number of student(s) at any particular time will be subjected to the availability of research facilities and faculty's time to guide thesis research at the respective university.

7.4 Any student(s) admitted to any of the parties for training/postgraduate/ doctoral research, if found violating the rules and regulations laid down in this agreement or indulge in such activities that amount to tarnishing the image of the university, or cause damage to the property, the registration of such student(s) would be summarily terminated. None of the party will complete the formalities of issuing the certificates to such students until they compensate the losses to the respective party.

Article 8. Relationship Between the Parties

8.1 It is expressly agreed that First Party and Second Party are acting under this MOU as independent entities, and the relationship established under this MOU shall not be construed as a partnership. Neither Party is authorized to use the other Party's name in any way, to make any representations or create any obligation or liability, expressed or implied, on behalf of the other Party, without the prior written consent of the other Party. Neither Party shall have, nor represent itself as having, any authority under the terms of this MOU to make agreements of any kind in the name of or binding upon the other Party, to pledge the other Party's credit, or to extend credit on behalf of the other Party.

8.2 **Settlement of Disputes** - The parties shall first use reasonable endeavors to amicably settle disputes arising out of or in connection with this MOU.
Where a dispute has not been amicable resolved the parties shall enter into structured negotiation with the assistance of a mediator acceptable to both the parties.
When mediation fails the parties shall settle the dispute through arbitration, such arbitration shall be conducted under the amended rules of Arbitration and Conciliation Act as amended up to date. The award of arbitration shall be final and binding upon both the parties. The venue of arbitration shall be at Mahendergarh/Hisar and the arbitration proceeding shall be governed by the amended Arbitration and Conciliation Act as amended up to date. The high Court of Punjab and Haryana Chandigarh and the court subordinate to it in Haryana shall have exclusive jurisdiction concerning this MOU including any matter arising out of the arbitration proceeding or any award therein.

8.3 **Force Majure** - Either party shall promptly notify the other party, in writing, of any situation or event arising from circumstances beyond their control, which they could not have reasonably foreseen, and which make the performance of all or any part of the parties' obligation under the contract impossible. Upon notification of the occurrence of such a situation or even, the performance of this contract shall be deemed to be postponed for a period of time equivalent to that caused by the Force Majeure and reasonable period not exceeding one week thereafter shall be allowed for remobilization to continue the performance of the contract.

8.4 **Implementation** – All laws, rules and regulations issued by the parties shall be strictly observed at all times.

Article 9. Entry into Effect, Modification and Termination

9.1 This MoU shall become effective on the date it is signed by the parties and will remain valid for a period of five years. Both parties shall review the status of the MoU at the end of every two-year period to determine any modification, whenever necessary. The MoU may be terminated with immediate effect by mutual agreement between the parties or by either party giving the other not less than 'three months' notice in writing.

9.2 All joint activities not completed at the expiration or termination of the MoU may be continued until their completion under the terms of this MoU.

9.3 No amendment or modification of the MoU shall be valid unless the same is made in writing by both the parties or their authorized representatives and specifically stating the same to be amendment of the MoU. The modifications/changes shall become part of the MoU and shall be effective from the date on which they are made/executed, unless otherwise agreed to.

(This MoU has been executed in two originals, one of which has been retained by the First party and the other by the Second party).

IN WITNESS WHEREOF, the parties have executed this MoU and represent that they approve, accept and agree to terms contained herein.

FOR AND ON BEHALF OF
CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

(Dr. K.D. Sharma)
Dean, Post Graduate Studies
CCS HAU Hisar
Date: 28/5/2025
Place: Hisar

FOR AND ON BEHALF OF
CENTRAL UNIVERSITY OF HARYANA, MAHENDERGARH

28/5/25
Prof. (Dr.) Tankeshwar Kumar
Vice-Chancellor,
CUH-Mahendergarh
Vice-Chancellor
हरियाणा केन्द्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़, हरियाणा-१२३०३१
Mahendergarh, Haryana-123031
Date:

Witness 1

28-05-2025
(Dr. Ramesh Kumar)
Director, Human Recourse Management
CCS HAU Hisar

Witness 2

28/5/25
(Prof. Surender Singh)
Director, IQAC, CUH-Mahendergarh

Annexure - 2

Agreement Award

Indian-Non Judicial Stamp
Haryana Government

Date : 06/06/2025

Certificate No. OAF2025F11

GRN No. 133532401

Stamp Duty Paid : ₹ 101

Penalty : ₹ 0

Seller / First Party Detail

Name: Central Universityof Haryana

H.No/Floor : 02 Sector/Ward : Admin LandMark : Admin block

City/Village : Jant pali District : Mahendergarh State : Haryana

Phone: 96******70 Others : Registrar, cuh

Buyer / Second Party Detail

Name : Dmrc Academy

H.No/Floor : 1 Sector/Ward : 1 LandMark : East approach road

City/Village: Shastri park District : New delhi State : New delhi

Phone : 98******51 Others : Principal, dmrc academy

Purpose : MoU for Academic collaboration regarding metro engg lab

The authenticity of this document can be verified by scanning this QrCode Through smart phone or on the website https://egrashry.nic.in

कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा.123029
Mahendergarh, Haryana-123029

डी. एम. आर. सी. अकादमी
DMRC Academy

Memorandum of Understanding
Between

Delhi Metro Rail Corporation Ltd. (DMRC)

and

Central University of Haryana, Mahendergarh

This Memorandum of Understanding (hereinafter referred to as MoU) is entered into on 06th day of June 2025, by and between:

Delhi Metro Rail Corporation Ltd., a company incorporated under the Companies Act, 1956, having its registered office at Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi-110001 (hereinafter referred to as "**DMRC**"), which expression shall, unless it is excluded by or repugnant to the context, include its successors and permitted assigns, on the **First Part**.

And

Central University of Haryana, Mahendergarh, a Central University created through Central Universities Act, 2009, operating under the Ministry of Education (Govt. of India), mandated to cover the entire courses (hereinafter referred to as "**CUH**"), with headquarters at Mahendergarh, which expression shall, unless it is excluded by or repugnant to the context, include its successors and permitted assigns, on the **Second Part.**

DMRC and CUH are, hereinafter, collectively referred to as the "Parties" and individually as a "Party".

Both parties acknowledge the importance of fostering innovation and entrepreneurship to drive sustainable solutions, technological advancements, progress of the ecosystem, and promote economic growth. DMRC and CUH, in terms of this MoU have agreed to join hands to organise studies and research in the area of Transport and logistics, more particularly related to Metro Rail Technology. Both the parties decide to collaborate to leverage strengths of each other and assist to explore the possibilities to improve the brand with the intent to achieve a win-win solution.

Skumar

कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा.123029
Mahendergarh, Haryana-123029

डी. एम. आर. सी. अकादमी
DMRC Academy

DMRC and CUH desire to have a long-term association for academic collaboration for various objectives mentioned in this MoU. This MoU shall be identified as the parent document of any further agreement executed between the parties for any joint activity.

1. OBJECTIVE

The Parties hereby enter into this MoU with the following objectives:

i To promote research, education and training activities in respective institutions through collaborative efforts.

ii. To deepen the understanding of the scientific, technological and management issues relevant to the respective institutions.

iii To establish a platform for seamless exchange of knowledge, ideas and expertise.

iv. To combine strengths to foster innovative solutions across diverse disciplines.

v. To enhance capacity building through participative learning.

2. PURPOSE & AREAS OF COLLABORATION

To achieve the above-stated objectives, the Parties shall engage in the following collaborative endeavors:

i. Jointly conduct training courses/programs, under graduate programs, post graduate programs, doctoral programs, executive education, skill development, train the trainers, curriculum development, consulting, Continuing Education Programs, capacity building and Technology Enabled Education Programs.

ii. Explore possibility of conducting Executive Development Programs (EDPs) for working professionals, both short term as well as long term.

iii. Carry out and supervise joint research activities in order to deepen the analysis and understanding of science, technology, transportation and management areas of the respective institutions.

iv. Organize joint events, such as workshops, conferences, symposiums, etc. related to various MRTS (Mass Rapid Transit Systems) domains.

v. Collaborate towards joint submission for international projects and sponsored research opportunities.

vi. Promote institutional exchanges by inviting faculty, students, and administrative staff of the partner institutions to participate in a variety of research activities and professional development opportunities.

SKumar

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हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा 123029
Mahendergarh, Haryana-123029

डी. एम. आर. सी. अकादमी
DMRC Academy

vii. Enhancing skills of students/aspirants through internship and learning trips.
viii. Organize elective/regular courses for students of CUH on mutually agreed terms including curriculum development and conduct of training.
ix. Organize short term training programs for employees of DMRC (and affiliates) on mutually agreed terms including curriculum development andconduct of training.
x. Joint certificate Programs in the area of Metro Rail Technology and Management
xi. Any other activity as mutually agreed by the DMRC and CUH

3. TRAINING, INTERNSHIP, COURSE MATERIAL, ACCOMODATION AND CHARGES

3.1 Training

On behalf of DMRC, DMRC Academy shall handle all activities pertaining to training like planning, execution and co-ordination.

CUH shall provide a list of students nominated to undergo training at DMRC Academy, one (01) month in advance. The minimum batch size for any training program shall be 15 or as mutually agreed between the two parties. The curriculum and duration of the training program shall be mutually agreed upon. Hostel facility may be availed by trainees during training (if required) on paid basis. However, provision of hostel facility will be subject to availability at that time.

DMRC Academy shall provide a list of topics for short term training programs for DMRC employees/officials to CUH. CUH, subject to feasibility will arrange the said training. Hostel facilities of CUH if available, may be made available to DMRC trainees on paid basis.

Both parties shall designate a liaison office for this MoU and for any subordinate agreements under this MoU. The management of this MoU will be carried out by a Coordinating Committee, composed of representatives from each party involved, which will provide guidance for all aspects of engagement.

3.2 Course Material

The students undergoing training at DMRC Academy shall be provided with training material in Soft Copy.

कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा 123029
Mahendergarh, Haryana-123029

दि. एम. आर. सी. अकादमी
DMRC Academy

3.3 Training and Hostel Charges

The charges for training and hostel facilities during any training program conducted, whether at DMRC Academy or CUH, shall be mutually agreed upon a priori in writing.

3.4 Faculty Exchange

In consideration of faculty exchange, the inviting institute agrees to bear all expenses including travel, boarding, lodging, honorarium etc. for the visiting faculty.

3.5 Internship

Internship to CUH students shall be facilitated within the larger framework of organizational policies of both parties. The duration and structure of the internship program shall be mutually decided. The students shall be required to submit a Project Report on completion of internship. Internship shall be conducted by DMRC free of cost and no stipend shall be paid to the trainees for the internship. Hostel facility may be availed by students during internship (if required) on paid basis as agreed. However, provision of hostel facility will be subject to availability at that time.

3.6 Placement

It is expressly acknowledged that DMRC does not provide any guarantee of placement after completion of internship or any other training at DMRC Academy under this MOU.

4. GENERAL CONDITIONS

4.1 Validity

This document is a statement of intent to foster genuine and mutually beneficial co-operation and is not legally binding upon both the parties. Specific projects under this MoU will require a separate written agreement which will set forth the project scope of work, detailed methodology, roles and responsibilities, financial arrangements, milestones, deliverables, Intellectual property rights, confidentiality, duration of the project and other legal and administrative terms and conditions.

This MoU will remain in effect for a period of five (5) years unless terminated earlier by either party. The MoU may be terminated: (a) on either party giving the other party six months' prior written notice (b) on written notice by any of the parties if the other party has committed a breach of this MoU.

S Kumar
कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा 123029
Mahendergarh, Haryana-123029

दी. रा. आ. मे. अकादमी
DMRC Academy

4.2 Extension, Amendment, Addendum and Renewal

The Parties may extend, amend, add an addendum or renew this MoU by mutual agreement through a written document signed by their authorized representatives.

4.3 Force Majeure

4.3.1 If either party is temporarily unable by reason of force majeure to meet any of its obligations under this MoU and if such party gives to the other party, written notice of event within fourteen (14) days after its occurrence, such obligations of the party which he is unable to perform by reason of event shall be suspended for as long as the event continues.

4.3.2 Neither party shall be liable to the other party for loss or damage sustained by such other party arising from any event referred to in this clause or the delay arising from such event.

4.3.3 The term "Force Majeure", as employed herein shall mean act of God, strikes, lock downs, war, civil riots, fire directly affecting the performance of the MoU, floods, change in law and regulations not within the control of either party and which by the exercise of due diligence neither party is able to overcome.

4.4 Limitation of Liability

Neither Party shall be liable to the other for any incidental, punitive, indirect, special or consequential damages or for loss of use or data or production or lost profits, savings or revenues of any kind arising under or in connection with this MOU, under any theory of liability (whether in contract, tort or otherwise). However, reasonable sufficient safeguards shall be taken to protect the interest of parties.

4.5 Dispute Resolution

Any difference or disputes between the parties concerning the interpretation and/or implementation and/or application of any of the provision of this MoU shall be settled amicably through mutual consultation and/or negotiation between the parties, without recourse to any third party or cost.

कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा 123029
Mahendergarh, Haryana-123029

डी. एम. आर. सी. अकादमी
DMRC Academy

4.6 Intellectual Property

This MoU seeks the sharing and spread of the Intellectual Properties generated through activities under this MoU on mutually agreeable terms and conditions and subject to the current Intellectual Property Right (IPR) policies of each party. Each party shall adhere to the Intellectual Property laws of India. The parties shall meet through designated coordinators and seek an equitable and fair understanding as to the ownership and other Intellectual Property interests that may arise.

4.7 Confidentiality and Data Sharing

Both parties shall, during the tenure of the Agreement and at any time thereafter, maintain in the strictest confidence all information relating to the work. Neither party shall, unless so authorized in writing by the other party, divulge or grant access to any information about the work or its results. Furthermore, the parties shall not utilize any information acquired during the execution of this Agreement for any purpose without the explicit consent of the other party.

4.8 Waivers

It is fully understood and agreed that none of the terms and conditions of this AGREEMENT shall be deemed waived by either party unless such waiver is executed in writing by the duly authorized agents or representatives of both the parties, the failure of either party to execute any right shall not act as a waiver of such right by such party.

4.9 Notices

Every notice, request or any other communication required or permitted to be given pursuant to this MoU shall be in writing, in English/Hindi and delivered personally or sent by registered or certified post via courier or email (which shall be acknowledged by the other Party) to the Parties at the addresses stated below:

Registrar
Central University of Haryana
(CUH)
Mahendergarh – 123029,
Haryana, India

registrar@cuh.ac.in
deansoet@cuh.ac.in

Delhi Metro Rail Corporation Ltd.
Metro Bhawan, Fire Brigade Lane,
Barakhamba Road,
New Delhi-110001

Attention:
Director General, DMRC Academy
Email: ghansham.4520@dmrc.org

कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ हरियाणा 123029
Mahendergarh, Haryana-123029

This MoU shall come into force as soon as it is signed for all purposes and intent and shall, unless earlier terminated by mutual consent, remain in full force.

It is hereby agreed that this signed MEMORANDUM OF UNDERSTANDING can be put in the public domain by any of the signatories.

IN WITNESS WHEREOF, THE PARTIES THROUGH THEIR AUTHORISED REPRESENTATIVES HAVE EXECUTED THIS MEMORANDUM OF UNDERSTANDING ON THE DAY, MONTH & YEAR MENTIONED ABOVE.

For Delhi Metro Rail Corporation Ltd.

Signature:

Name **Sh. Ghansham Bansal**
Designation: Director General, DMRC Academy

Date. 06 June 2025
Place: Mahendergarh

Witness 1:

Signature

Name: **Sh. Mahender Singh**
Designation: Principal, DMRC Academy

Date: 06 June 2025
Place: Mahendergarh

Witness 2:

Signature:

Name: **Sh. Anil Patel**
Designation: Prof (Civil), DMRC Academy

Date: 06 June 2025
Place: Mahendergarh

For Central University of Haryana

Signature: SKumar 06/06/2025

Name **Prof. (Dr.) Suneel Kumar**
Designation: Registrar, CUH

Date: 06 June 2025
Place: Mahendergarh

Witness 1:

Signature: Vikas Cy 06/06/25

Name: **Prof. Vikas Garg**
Designation: Dean SoET, CUH

Date: 06 June 2025
Place: Mahendergarh

Witness 2:

Signature: 6/6/25

Name: **Prof. Akash Saxena**
Designation: HOD, Electrical Engineering, CUH

Date 06 June 2025
Place: Mahendergarh

डी. एम. आर. सी. अकादमी DMRC Academy

कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा 123029
Mahendergarh, Haryana-123029

Affidavit

Indian-Non Judicial Stamp
Haryana Government

Date :07/03/2025

Certificate No. OAG2025C9

GRN No. 128015976

Stamp Duty Paid : ₹ 101
(Rs. Only)

Penalty :₹ 0
(Rs. Zero Only)

Deponent

Name: Suneel Kumar
H.No/Floor : 0 Sector/Ward : 0 Landmark : 0
City/Village : Jant pali District : Mahendergarh State : Haryana
Phone : 98******07 Others : Suneel kumar registrar central university of haryana jant pali district mahendergarh

Purpose : For Affidavit **to be submitted at Central university of haryana jant pali**

7/3/25
भपसिह स्टाम्प वेण्डर
महेन्दगढ़

Technology License Agreement for food product formulation "Kachri-rus" RTS beverage from Kachri of Central University of Haryana, Mahendergarh (Haryana)

This Technology License Agreement is entered into on this 31st day of July month of 2025 at Mahendergarh between the Central University of Haryana, Mahendergarh (Haryana) and M/S RCICO Liveable Seven Blu Reform Farmer Producer Company Limited, with head office at D -1, Near Sohan Paniwala, Bypass Road, Kila Colony, Jhajjar Haryana 124103.

PREAMBLE

A. WHEREAS the "First Party", the Central University of Haryana (Henceforth referred to as "CUH"), has been established by Ministry of Education through an Act of Parliament of India-The Central Universities Act, 2009. The University is located at Mahendergarh in Haryana. The University has been accredited with Grade-A in the first two cycles of NAAC assessment and accreditation. The University is fully funded by the Govt. of India.

B. WHEREAS The Second Party M/S RCICO Liveable Seven Blu Reform Farmer Producer Company Limited (Henceforth referred to as "RCICO-FPCL")is engaged in production and marketing of biofertilizer, food products, and other agricultural products and planning to market the product from technology through their distribution channel across India.

C. WHEREAS the food product formulation "Kachri-rus" is a RTS beverage from Kachri fruit.

Registrar
Central University of Haryana

D. WHEREAS, the CUH has agreed to grant and the Second Party the RCICO-FPCL has also agreed to accept the Technology License and the Technical Information as per terms and conditions contained in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, both parties hereby agree as follows

ARTICLE 1: GRANT OF LICENSE

1.1 In consideration of the second party "RCICO-FPCL" paying License Fee as per Article 2.2 of this Agreement, the first party "CUH" hereby grants to the second party "RCICO-FPCL" and the second party "RCICO-FPCL" accepts, subject to the terms and conditions set forth in this Agreement, the non-exclusive license to use the Technology and the Technical Information during the Term of this Agreement for the purposes of manufacturing, sale and supply of Products in the Territory.

1.2 The second party "RCICO-FPCL" shall pay License and Technical Assistance fee of Rs. 20,000/- (Rupees twenty thousand) as may be applicable for Technology. The first-time hands on training will be provided free of cost at the time of licensing. Subsequently, every year, training will be provided for creation of new batches of the product on payment basis i.e. Rs. 5,000/- per batch of recruit.

1.3 The second party "RCICO-FPCL" shall pay to the first party "CUH" a Royalty @1% of net invoice value plus applicable taxes during the term of this agreement as per the Terms of Trade. The Royalty payments shall commence when licensee starts commercial sales. The royalty should be paid within 30 days of becoming due annually.

1.4 The second party "RCICO-FPCL" shall submit the sale figure to first party on yearly basis.

1.5 The second party "RCICO-FPCL" shall not sub-license, disclose, part with or dispose of, whether by sale, transfer, gift or other disposition, the technical information or improvements made by the first party "CUH" or any part thereof to any third party except with the prior written consent of the first party "CUH".

1.6 The second party "RCICO-FPCL" undertakes, during the term of this Agreement, not to exploit the Licensed Technical Information in the Territory other than for manufacture and sale of Products. The exploitation of licensed technical information after the license period is not allowed.

1.7 The second party "RCICO-FPCL" shall at its own cost affix a label or inscribe, in a conspicuous manner on the product and upon container/pack containing the product or its components and spares (whichever applicable), the legend "technology/know-how developed at CUH, Mahendergarh. Similarly, every advertisement, publicity material

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etc., in respect of the product shall have/include the same legend in bold letters as aforesaid, in a conspicuous manner.

1.8 The licensing fee/any other payment once paid won't be refunded in any circumstance/reason.

ARTICLE 2: TECHNICAL ASSISTANCE

2.1 The first party "CUH" agrees to provide the second party "RCICO-FPCL" with Technical Assistance and all know-how of the technology owned by the first party "CUH" that is reasonably required for the transmission/ dissemination of the technology in accordance with the conditions specified in this Article 3. The Technical Assistance would mean and deem to include all of the following:

a) Technical information of the technology with details on all materials used, the specifications for each material, required control procedures and the technology know how/ intellectual property shall be provided to second party by the CUH.
b) Training: Up to 2 Persons nominated by the licensee shall be trained for the period of 3 days. The cost of training to be imparted by the CUH is included in the licensing fee. The entire expenses of their travel; boarding/lodging shall be entirely borne by the second party.
c) All statutory/necessary requirements related to registration of the product, production, marketing & sales, transportation, the performance of the product and storage along with quality control (at all levels) will be fulfilled by the second party "RCICO-FPCL"
d) The first party "CUH" shall not be responsible for the performance of the product in the market/with-end-users and only second party will be solely responsible for it.

2.2 The second party "RCICO-FPCL" shall permit a duly authorized representative of the first party "CUH" upon reasonable notice, to inspect the premises of the second party "RCICO-FPCL" from time to time to ascertain that the provisions of this agreement are being complied with by the second party "RCICO-FPCL"

2.3 The first party "CUH" agrees that, upon the written request from the second party "RCICO-FPCL", it shall organize one or more visits by one or more scientists/technicians well versed in the technology to provide assistance and guidance, if required, till the commencement of the trial production. The entire expenses of the travel by air or other logistics, boarding/lodging of the scientists/technicians shall be borne entirely by the second party "RCICO-FPCL". In addition to this, the per diem charges shall be payable by the second party "RCICO-FPCL" to the visiting scientist and technician to the premises of Second Party as per CUH guidelines.

S Kumar

2.4 Technology is being Licensed on "as is where is basis. Any further refinement or improvement made on the technology licensed by the first party "CUH" shall not be covered under this agreement.

ARTICLE 4: CONFIDENTIALITY

3.1 During the Term of this Agreement and thereafter, the second party "RCICO-FPCL" shall ensure that its employees shall keep secret and confidential and not disclose or communicate or permit to be communicated or disclosed any part of technical information and improvements and any other information (whether or not technical) of a confidential nature, obtained from the first party "CUH" under this agreement to any person and also shall safeguard the technical information and improvements to prevent disclosure and maintain its confidentiality.

3.2 The second party "RCICO-FPCL" may disseminate, in whole or in part, the confidential information to a limited number of its employees to the extent necessary for such employees for the sole purpose of manufacture and sale of the products in the Territory. The second party "RCICO-FPCL", however, shall take adequate precaution to ensure prevention of dissemination of the Technology know-how except as provided in the agreement. The second party "RCICO-FPCL" shall execute a non-disclosure agreement with such employee.

3.3 The provisions of this Article shall survive the termination and expiration of this Agreement.

ARTICLE 4: OWNERSHIP OF TECHNICAL INFORMATION

4.1 Notwithstanding anything to the contrary contained in this Agreement or elsewhere, the first party "CUH" shall continue to have full rights of ownership with respect to Technology, the associated Technical Information, Technical Know-how provided to the second party "RCICO-FPCL" under this Agreement. This Agreement provides the second party "RCICO-FPCL" with only a non-exclusive and non-assignable right to use the Technology. Technical Information and Technical know-how during the Term of this Agreement. The second party "RCICO-FPCL" agrees not to assert any rights of ownership on the Technical Information and Improvements whether, by way of obtaining Intellectual Property Rights registration in or outside India or otherwise with respect to such Technical Information and Improvements.

4.2 The second party "RCICO-FPCL" shall also promptly notify parties to this agreement if it becomes aware of any unauthorized use of Technology, Technical information and Improvements by any party.

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Mahendergarh, Haryana-123031

PRODUCER COMPANY LIMITED · CIN: U01100HR2022PTC102348 · LIVABLE FARMER

ARTICLE 5: TERMS AND Conditions

5.1 This Agreement shall become effective on the date of signing and shall remain valid for a period of 5 years.

5.2 The Parties shall be entitled to terminate this Agreement forthwith, by giving a notice in writing, upon the happening of any one or more of the following events:

i. A material breach of any of the provisions of this Agreement by any of the PARTIES and if the defaulting party fails to remedy the breach to the satisfaction of non-defaulting party, within 30 (thirty) days from the date of being notified thereof; and

ii. The second party "RCICO-FPCL" goes into liquidation or passes a resolution for voluntary winding-up or a receiver or provisional liquidator is appointed in respect of any of the property of the second party "RCICO-FPCL" or a petition for winding-up of the second party "RCICO-FPCL" is admitted by a competent court

5.3 In the event of expiry or termination of this Agreement for any reason whatsoever, and subject to any express provisions set out elsewhere in this Agreement

a) all outstanding sums payable by the second party "RCICO-FPCL" to the first party shall immediately become due and payable;

b) all rights and licenses granted to the second party "RCICO-FPCL" by the first party "CUH" shall cease:

c) the second party "RCICO-FPCL" shall cease all exploitation of the Technology, Technical Information and any other know-how provided by The first party "CUH" to the second party "RCICO-FPCL",

5.4. Notwithstanding anything to the contrary contained in this Agreement or elsewhere, after the termination of this Agreement, the second party "RCICO-FPCL" shall have no right whatsoever to use the Technology, Technical Information and Improvements

ARTICLE 6: FORCE MAJEURE

6.1 No Party shall be liable to the other Party if, and to the extent, that the performance or delay in performance of any of its obligations under this Agreement is prevented, restricted, delayed or interfered with due to circumstances beyond the reasonable control of such Party and which are unforeseen, unavoidable or insurmountable, including, but not limited to, Government legislation, fires, natural disaster such as but not limited to violent storm, cyclone, typhoon, hurricane, tornado, blizzard, earthquake, volcanic activity, landslide, tidal wave, tsunami, flood, damage or destruction by lightning, drought or contagious disease, epidemics, act of terrorism, wars and riots, and Government

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acts, explosion, fire, destruction of machines, equipment, factories and of any kind of installation, prolonged breakdown of transport, telecommunication or electric current, not arising out of any act or omission of the Parties. The Party claiming an event of force majeure shall promptly notify the other Party in writing, and provide full particulars of the cause or event and the date of first occurrence thereof as soon as possible after the event and also keep the other Party informed of any further developments. The Party so affected shall use its best efforts to remove the cause of non-performance, and the Parties shall resume performance hereunder with the utmost dispatch when such cause is removed.

6.2 Notwithstanding, anything contained in Clause 9.1, the second party shall make all payments that is due and payable under this Agreement to the first party "CUH" without claiming any exemptions.

ARTICLE 7: MODIFICATION

This Agreement shall not be modified or amended in any manner whatsoever except by a document in writing duly signed by authorized representatives of each Party, with the approval of respective HEAD of the parties.

ARTICLE 8: WAIVER

The failure of either Party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or waiver of any subsequent breach

ARTICLE 9: NOTICE

Any notice, request, demand, direction and other communication provided for in this Agreement shall be made in writing in the English/Hindi language and shall be sent by email (registered mail), telefax, express courier of delivered in person and shall be directed by First and Second Party at its respective address as mentioned below. Either Party may by written notice, change the address to which requests or notices shall be directed.

ARTICLE 10: DISPUTE RESOLUTION AND ARBITRATION

Any difference or dispute between the Parties concerning the interpretation and/or

implementation and/or application of any of the provisions of this MoU shall be settled

amicably through mutual consultation and/or negotiation between the Parties, without

recourse to any third party or Court.

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Mahendergarh, Haryana-123031

SIGNED AND DELIVERED FOR AND ON BEHALF OF:

For and on behalf of Parties	
First Party	**Second Party**
Central University of Haryana, Jant-Pali, Mahendergarh-123031 (Haryana)	M/S RCICO Farmer Producer Company Limited,1st floor, Khasra no.856/709 Aggarsain Colony, Balsamad Road, Hisar (Haryana) 125001
Signature S Kumar 31/7/2025	Signature
Name **Prof. Suneel Kumar**	Name SANJAY
Designation **Registrar**	Designation CMD
Seal Registrar Central University of Haryana Mahendergarh, Haryana-123031	Seal PRODUCER COMPANY LIMITED U01100HR2022PTC102348 CIN
Date:	Date:
Witnesses (Signature, Name and Address)	**Witnesses** (Signature, Name and Address)
1. 31/7/25 Dr. Umesh Kumar / HOD Nutrition Biology / CUH	Pooja Pooja V.P.O- GHASOLA CH.-CH.DADRI
2. Kanti Bakarh Sharma Professor Dept. of Nutrition Biology Central University of Haryana	Manish Kumar Manish Kumar V.P.O- GHASOLA TEH CH.DADRI

DECLARATION OF COLLABORATION

Central University of Haryana, hereinafter referred to as **CUH** and having its registered address as <Central University of Haryana, Jant-Pali, Mahendergarh, Haryana, 123031>, founded in the year <2009> by <Under the Central University Act 2009 of the Parliament>.

AND

National Digital Library of India (NDLI), a project established under the Ministry of Education (MoE), Govt. of India, under its National Mission on Education through Information and Communication Technology (NMEICT), and carried out by the Indian Institute of Technology Kharagpur, located at Kharagpur - 721302, West Bengal; have a shared vision to facilitate and encourage creation, collaboration and dissemination of knowledge among people, mainly but not limited to the student community, youth and life-long learners of the country, and have identified synergies between the two that can help meet common objectives and help nurture literary thoughts, creativity across the country and world.

The two parties on 11th August 2025 agree to collaborate in the long term to complement activities of each other to realize their shared vision. Hence, a Declaration of Collaboration has been signed.

Scope of Institutional Digital Repositories (IDR) Service

The NDLI project team has been collaborating with several institutions in the country to harvest metadata of e-content (and copyright-free/open-access e-content) from the institutions' Institutional Digital Repositories (IDRs).

In cases where institutions encounter challenges or limitations in their IT resources or infrastructure setup, NDLI provides Digital Repository Infrastructure and Utility Tools to help institutes create and manage their own IDR. The free repository hosting is provided on NDLI's secure digital platform with DSpace repository, storage space and a dedicated public URL for the Institute with administrative access, control & monitoring tools including usage statistics.

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However, it is important to note that the IDR service provided by NDLI is not intended to cover numerous numbers of institutions or larger institutions specifically. It is merely a facility being offered and not an obligation of NDLI. Therefore, requesting NDLI to provide this IDR service does not guarantee its provision. The NDLI team reserves the right to decline to extend this service to any institute without providing a reason.

Wherever an institute avails the IDR hosting service from NDLI, it will be governed by the following terms:

A) Responsibilities of NDLI in establishing an Institutional Digital Repository (IDR):

1. NDLI will provide IDR infrastructure (hardware-level) through its data centers. The infrastructure will be based on open-source content management software (such as DSpace). The institution can manage/configure its metadata schema as per organizational requirements. The NDLI infrastructure will ensure that **CUH** has an exclusive, dedicated, and secured area for storing its e-content.
2. **CUH** will be given a dedicated secure login access (administrative credentials and controls) to the service for populating metadata, managing users, uploading e-content, and maintaining the IDR.
3. NDLI will periodically backup the IDR using appropriate media. However, it is important to note that NDLI does not ensure the backup of all content from **CUH**. Therefore, **CUH** should maintain its own backup.
5. NDLI will provide IDR infrastructure service to **CUH** for a maximum of 3 years from the agreement signing date. During this period, **CUH** is expected to establish its own IDR infrastructure and transfer the above-said IDR content hosted in NDLI's infrastructure. NDLI shall extend technical assistance to the extent reasonably possible and only in relation to the infrastructure it is responsible for delivering.
6. If **CUH** fails to transfer its IDR content within three years, NDLI will reserve the right to withdraw its IDR infrastructure offered to **CUH**, while retaining a backup of the content.
7. NDLI will not charge any fee for rendering IDR infrastructure service to **CUH** for the stipulated service period of up to 3 years.
8. If **CUH** violates any terms herein, NDLI will reserve the right to withdraw its IDR infrastructure offered to **CUH**, while keeping a backup of the above-said IDR content.
9. If applicable, **CUH** will establish NDLI Club/Clubs and NDLI will facilitate establishing and operating NDLI Clubs in schools, colleges, institutes, etc., under the **CUH**. However, once established, the NDLI Club will remain operational even after the termination of the collaboration.

B) Responsibilities of CUH:

1. **CUH** shall identify and assign one nodal officer (preferably the Librarian or Library in-charge) from **CUH** to coordinate with the NDLI representative at IIT Kharagpur.
2. **CUH** acknowledges that it has a qualified and capable team to perform the functions of system administration and regular operations associated with the IDR platform. All skill enhancement activities and operational responsibilities necessary for the effective maintenance and management of the repository shall fall within **CUH's** scope.
3. **CUH**, hereby, confirms that it has a sizable number of educational e-content ready for metadata population and uploading in IDR at the time of signing this agreement.
4. **CUH** shall populate metadata for the applicable fields and upload content in IDR within 3 (three) months of signing this agreement.
5. **CUH** shall permit access to its IDR by NDLI for harvesting metadata (and rights-free content) of the IDR for archiving in the NDLI repository.
6. **CUH** shall regularly populate metadata and upload all educational e-content (primarily related to "Higher Education" or "Research" verticals, including Masters and Ph.D. theses as applicable) as periodically generated by the faculty, research scholars, and staff of **CUH** in the IDR within a reasonable time.
7. **CUH**, hereby, extends rights for integrating/archiving at the NDLI website/App the harvested metadata and link to the content of its IDR and subsequent searching, browsing, and viewing of the content by any user in the world for non-commercial purposes. However, **CUH** shall remain solely responsible for all copyright-related matters of the content, and NDLI shall have no liability in this respect.
8. Prolonged inactivity or non-update of the IDR by the **CUH** may be considered a sign of dormancy of the above-said IDR by NDLI and may incur a cessation of the collaboration with advance notice.
9. The homepage of the **CUH**'s IDR website must contain the NDLI's "IDR Service Partner" logo at the bottom of the page. The logo will be a hyperlink to the NDLI's website.

The scope of this Collaboration may be extended/ modified by mutual consent of both parties.

In general, the cost involved (if any) to undertake activities covered by this collaboration in the **CUH** end will be borne by **CUH** and that in the NDLI end will be borne by NDLI, unless otherwise decided jointly. The activities shall not create any sort of contractual or financial obligation between the two parties.

This is a voluntary collaboration and does not legally bind any of the parties to each other in any manner. The collaboration may be ceased by either party via an e-mail or letter addressed to the other party, with advance notice of at least three months. However, all

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harvested metadata and links to the content shared between the two entities will remain shared even after the termination of the collaboration. Any disputes shall be mutually resolved.

For the
Central University of Haryana

11/8/2025

Prof. Suneel Kumar
Registrar, Central University of Haryana

For the **National Digital Library of India**

11/8/25

Dr. B. Sutradhar
Joint Principal Investigator

Dr. B. Sutradhar
Jt. PI - NDLI Project (Code - NDI)
CENTRAL LIBRARY
Indian Institute of Technology Kharagpur

Witness 1: Dr. Santosh Hulagabali
University Librarian, Central University of Haryana

Witness 2: Dr. Vinita Malik
Information Scientist, Central University of Haryana

MEMORANDUM OF UNDERSTANDING
BETWEEN
UNIVERSITAS MULTIMEDIA NUSANTARA, INDONESIA
AND
CENTRAL UNIVERSITY OF HARYANA, INDIA

UMN: No. 730/MoU-Rektor/VIII/2025

Universitas Multimedia Nusantara (UMN), Indonesia and Central University of Haryana (CUH), India (hereinafter referred to collectively as institutions), wishing to formalize and intensify existing cooperative relations, and for developing programs of academic, joint research, community service, and student mobility, agree as follows:

Article 1

The objective of this MOU is to encourage and support cooperation between Universitas Multimedia Nusantara (UMN) and Central University of Haryana (CUH) in all fields as deemed beneficial by both institutions. The scope of this cooperation will be defined in a separate agreement.

Article 2

Notwithstanding any other provision, the MOU only expresses the intentions of the two institutions. These expressed intentions are not binding and no legally binding obligations are intended, or do, arise as a consequence of the signing of this document. Actions taken by any institution in relation to this document will be at the institution's sole risk.

Article 3

Both institutions are willing to grant each other a license to use their institution name and logo for promotional material of their collaboration programs.

Article 4

1. Except where specified and agreed upon, this MOU will impose no financial obligation on the host institution.
2. Items pertaining to the implementation of the programs based on this MOU will be negotiated and agreed upon between two institutions in each specific case in accordance with the MOU regulations.

Article 5

1. Both parties agree to maintain the confidentiality of any proprietary, sensitive, or unpublished research data, academic materials, or institutional strategies shared during the collaboration. Such information shall not be disclosed to third parties without prior written consent.
2. This applies to all forms of communication, including verbal, written, digital, or physical materials exchanged under this MoU.

Article 6

1. The period of validity of this MOU is for five (5) years and will be automatically renewed unless either institution provides a six-month notice of intent to terminate or replace it with a new MOU. This MOU will become effective at the time it is signed by the authorized representatives of both institutions.
2. Items not covered by the MOU may be determined and negotiated separately by both institutions without abrogating this MOU; the MOU may be amended with the consent of both institutions.

These regulations are to be authorized by the official representatives of both institutions in two (2) copies, and each institution will retain one.

Signed by,

Ir. Andrey Andoko, M.Sc., PhD.
Rector,
UNIVERSITAS MULTIMEDIA NUSANTARA

Date: 19/08/2025

Dr Suneel Kumar
Registrar,
CENTRAL UNIVERSITY OF HARYANA

Date:

कुल सचिव/Registrar
हरियाणा केंद्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़ हरियाणा.123029
Mahendergarh, Haryana-123029

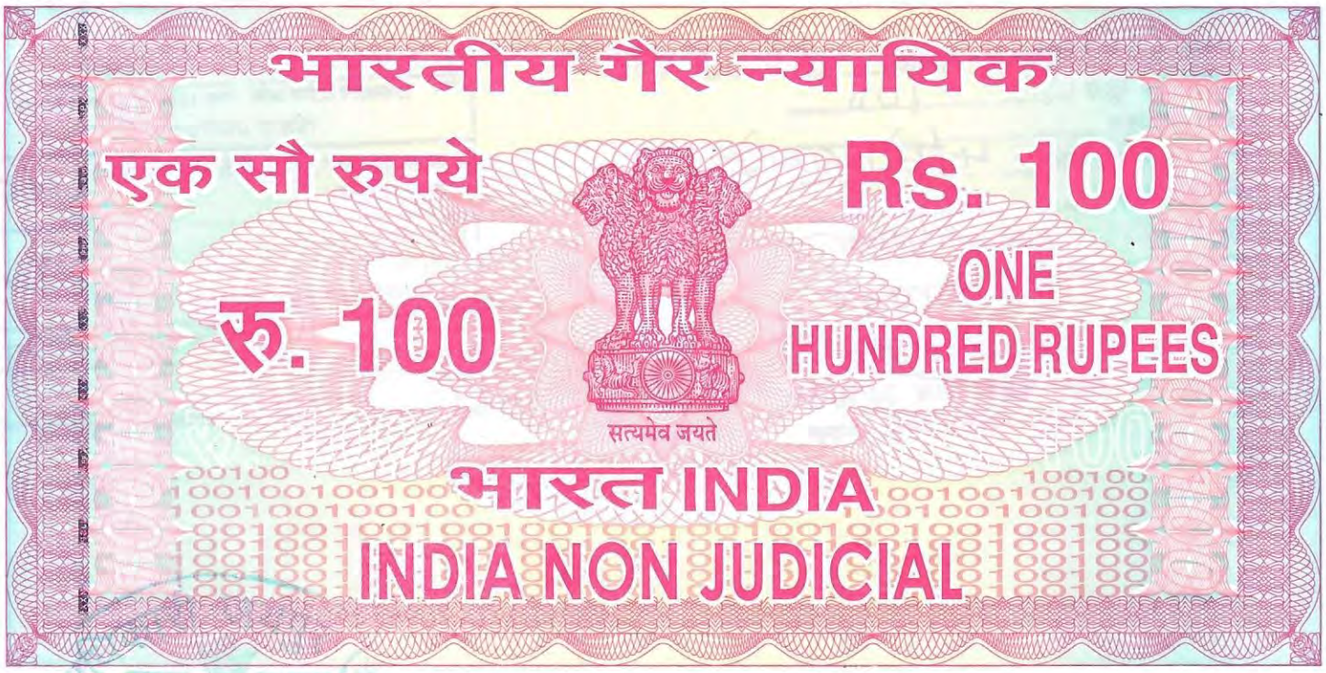
Witnessed by,

Prof. Dr. Friska Natalia, S.Kom., M.T.
Vice Rector, Academics & Internationalization,
UNIVERSITAS MULTIMEDIA NUSANTARA

Date: 19/08/2025

Prof. Dr. Tankeshwar Kumar
Vice Chancellor,
CENTRAL UNIVERSITY OF HARYANA

Date: 19/08/2025



राजस्थान RAJASTHAN

CA 482277

06 JUN 2025

This Memorandum of Understanding (MoU) is made between Central University of Haryana, Jant-Pali, Distt Mahendergarh, Haryana (hereinafter referred to as CUH) as Party of the First Part.

AND

Fortis Escorts Hospital, Jaipur , a Unit of M/s Escorts Heart & Super Speciality Hospital Limited, a company incorporated under the laws of India and having its registered office at Escorts Heart Institute and Research Center, Okhla Road, New Delhi -110025 (hereinafter referred to as **"Hospital"** which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) through Dr. Manish Kumar Agarwal, Facility Director OF THE SECOND PART

Now this Agreement Witnesses as Follows:

WHEREAS, Central University of Haryana is an Autonomous Organisation under the Ministry of Education, Govt. of India. The CUH is fully funded by the Government of India. The CUH having its permanent campus at Villages- Jant-Pali, Distt. Mahendergarh and Transit Camp Office at 3113, Opp. H.No. T-25/8DLF-111 sector-24Gurugram-122010 Haryana.

AND WHEREAS **Fortis Hospital, Jaipur** proposes to provide medical and diagnostic facilities to the CUH employees and their dependents family members on the prevailing rates as prescribed by CGHS as amended from time to time.

Now Therefore, it is hereby agreed between the parties as follows

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Central University of Haryana
Mahendergarh, Haryana-123031

FORTIS HOSPITAL JAIPUR LTD.

आपका 6561 दिनांक पत्र दिनांक 28 JUL 2025

पुस्तक का मूल्य 100

केवल डाक व्यय

बिल / वी.पी. का व्यय पांडिचेरी

निवल राशि

पुस्तक उपलब्ध न होने पर वापिस करने का व्यय

कार्य का पुरस्कार 91666

भाष्य प्रकाश अरोड़ा

व्यवस्थापक ~~विक्रय सा.व.~~ 34/10-11

D-340, मालवीय नगर जयपुर

राजस्थान स्टाम्प अधि. नियम 1998 की अ. वर्णित स्टाम्प राशि पर प्रत्यारित अधिकार	
1. आधारभूत आवश्यकता (धारा 3 क) - 10 प्रतिशत	रुपये 10
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कुल योग	रुपये 30
[illegible]	

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Central University of Haryana
Jant-Pali, Mahendergarh, Haryana-123031

1. **Objective:**
   - The Objective of this MoU is to provide quality medical services to the employees of CUH and their dependents as and when they are required to have indoor treatment, diagnostic procedures, other similar test etc, and OPD consultation at the Hospital on CGHS rates.
   - The management shall provide quality service as per standard medical practice.
2. **General Conditions:**
   - The Hospital shall provide all the facilities/services available in the hospital as approved by CGHS on CGHS rates to the employees and their dependent family member on production of Health Card/Identity Card/Certificate issued by the University.
   - No retainer ship fee will be paid by the CUH
   - This MoU represents the entire agreement between the parties and supersedes all previous negotiations, representation and agreement whether written or oral.
   - The effective date of this MoU is the date of signature last affixed. However, each of the party has the right to terminate the MoU without assigning any reasons.
   - The continuation/renewal of this agreement shall be reviewed by the CUH from time to time and will depend on the satisfactory of rendered by the hospital.
   - Any services specifically itemized in this agreement will be subject to separate discussion, agreement and term and agreed upon in writing.
   - If either the Hospital or the CUH has difficulties in fulfilling the agreement, they must inform the other party and explore together alternative ways of meeting the agreement The hospital shall not discriminate in any way against the CUH employees/dependents receiving treatment/undergoing test, etc. in Hospitals as compared to other patients.
   - Package Rate shall mean and include lump sum cost of in-patient treatment/day care/diagnostic procedure for which a CS (MA) beneficiary has been permitted by the Competent Authority or for treatment under emergency from the time of admission to the time of discharge including (but not limited to) (1) Registration Charges, (ii) Admission Charge, (iii) Accommodation Charges including patient's diet. (iv) Operation Charge, (v) Injection Charge. (vi Dressing Charges, (vii) Doctor/consultant visit charges, (viii) ICU/ICCU Charges, (ix) Monitoring Charges, (x) Transfusion Charges, (xi) Anaesthesia Charges, (xii) Operation theatre Charges, (xiii) Procedural Charges/Surgeon's Fee, (xiv) Cost of surgical disposable and all sundries used during hospitalization, (xv) cost of medicines, (xvi) Related routine and essential investigations, (xvii) Physiotherapy Charges etc., (xviii) Nursing care and charges for its services.
   - Expenses on toiletries, cosmetics, telephone bills etc., not be charged and not to be included in package rates.
   - Private Ward is defined as a hospital room where single patient is accommodated and which has an attached toilet (lavatory and bath). The room should have furnishings like wardrobe, dressing table, bed-

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Central University of Haryana
Mahendergarh, Haryana-123031

FORTIS HOSPITAL LTD. JAIPUR

side table, sofa set. etc., as well as a bed for attendant. The room has to be air-conditioned.

- Semi-Private ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.
- General Ward is defined as hall that accommodates four to ten patients.
- Normally the treatment in higher category of accommodation than the entitled category is not permissible, However, in case of an emergency when the entitled category accommodation is not available, admission in the immediate higher category may be allowed till the entitled category accommodation becomes available. However, if a particular hospital does not have the ward as per entitlement of beneficiary, then the hospital can only bill as per entitlement of the beneficiary ever thought the treatment was given in higher type of ward. If, on the request of the beneficiary, treatment is provided in a higher category of ward, then the expenditure over and above entitlement will have to be borne by the beneficiary.
- The hospital shall also provide treatment/investigation facilities to the beneficiaries and their eligible dependent family members at its own rates or rates approved under CS (MA) Rules, whichever is lower.
- During the in-patient treatment of the CS (MA) beneficiary, the Hospital will not ask the beneficiary or this attendant to purchase separately the medicines/sundries/equipment or accessories from outside and will provide the treatment within the package rate, fixed by the CGHS which includes the cost of all the items.
- If one or more minor procedures form part of a major treatment procedure, then package charges would be permissible for major procedure and 50% Charges for minor procedure.

3. APPROVED RATES TO BE CHARGED

- The Empanelled Hospital agrees that it shall charge from the CUH employee and their dependent family members as per the rates for particular procedure/package deal as prescribed by the CGHS on prevailing rate amended from time to time.
- The CUH employees and their dependent family members have to produce valid Health Card/Identity Card/Certificate issued by the University.

4. DURATION OF AGREEMENT

- This agreement shall remain in force for a period of 5 years or till its modified or revoked, whichever is earlier.
- The Agreement may be extended further subject to satisfactory service provided to CUH employees & their dependents with mutual consent. Both the parties shall retain the right to terminate the MoU at any time without assigning any reason giving one-month prior notice. In case of termination of services patients already admitted in the hospital shall continue to be treated till discharge or complete cure as per agreed rates between the two parties.

5. PAYMENT OF SEVICES

- For availing the facility of OPD/IPD/Emergency treatment as Per prevailing CGHS rates, the payment shall be made directly by the

S Kumar

Registrar
Central University of Haryana
Mahendergarh, Haryana-123031

FORTIS HOSPITAL LTD. JAIPUR

employee or dependents of employee to the hospital in case of OPD and in case of IPD the patient will be treated on cashless basis and have to submit cashless certificate issued from medical officer of University.

6. TREATMENT IN EMERGENCY

- In emergency, the hospital shall not refuse admission to CUH employees or their dependent family members.
- The Hospital will not charge any extra fees towards the Emergency registration and visitor passes, etc. This is applicable in case of OPD/IPD treatment also.
- In case serious patients are required to be shifted to higher Centre due to any reasons (either attendants willing or need of advanced better facility) treating doctor/hospital will provide full support guidance and explain treatment procedure as and where required with best possible help while shifting the patient.

7. **REMOVAL FROM LIST OF EMPANELLED HOSPITALS**:

- In case of any violation of the provision of this MoU by the Hospital such as: (a) refusal of service, (b) over billing, after the hospital has been empanelled, the CUH shall have the right to withdraw the empanelment of the hospitals as the as the case may be.

8. ARBITRATION IN CASE OF DISPUTE:

- All disputes and differences of any kind whatsoever arising out of or in connection with the MoU shall be referred to and settled by the mutual discussion by responsible Officer from both sides.
- Any legal liability arising out of such services shall be the sole responsibility and shall be dealt with by concerned empanelled hospital. Services will be provided by the Hospital as per the terms give above

AGREED AND ACCEPTED

For Central University of Haryana

S Kumar
22/8/2025

Signature:
Name -Prof. Sunil Kumar
Designation- Registrar

Official Stamp

Registrar
Central University of Haryana
Mahendergarh, Haryana-123031

Witness
Hema Yadav
22.8.25
(Dr. Hema Yadav)

For .....

Contact no.

Signature:
Name -
Designation-
Date:

Official Stamp

Witness
Manjeet Grover
22/08/2025
(Manjeet Grover)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MoU") is entered on this date 2nd September 2025 ("the Effective Date") at CUH, Mahendergarh, Haryana.

BY AND BETWEEN

Central University of Haryana (CUH)

AND

Centre For Narendra Modi Studies (CNMS)

MEMORANDUM OF UNDERSTANDING FOR ACADEMIC AND RESEARCH COOPERATION
BETWEEN

Central University of Haryana, Mahendergarh, Haryana

AND

Centre For Narendra Modi Studies, Aligarh

कुलपति
Vice-Chancellor
हरियाणा केन्द्रीय विश्वविद्यालय
Central University of Haryana
महेन्द्रगढ़, हरियाणा-१२३०३१
Mahendergarh, Haryana-123031

The MEMORANDUM OF UNDERSTANDING (hereinafter referred to as MOU) is made between **Central University of Haryana (CUH)**, established under the Central Universities Act, 2009 of the Parliament, fully funded by the University Grants Commission (UGC), with its permanent campus at *Jant-Pali Villages in Mahendergarh District, Haryana. Established* by Ministry of Human Resource Development, Government of India (GoI) in XI Five Year Plan (2007-2012) under the Central University Act-2009 of the Parliament. CUH offers 86 academic programs across UG, PG, and research levels, and is committed to academic excellence, interdisciplinary studies, innovation, and national development. CUH shall be hereinafter referred to as the First Party. (hereinafter called First Party) has professional, technical and vocational study programmes along with facilities for research.

And

Centre For Narendra Modi Studies (CNMS-NaMo Kendra) **नरें द्र मोदी अध्ययन केंद्र** is an independent research center registered in Uttar Pradesh under The Indian Trusts Act, 1882, committed to the "Nation First" philosophy. As a central institution in the realm of national policy and strategic analysis, CNMS is dedicated to advancing scholarly research and devising actionable strategies that prioritize the comprehensive welfare and development of Bharat. Through rigorous analysis and collaborative initiatives, CNMS seeks to make substantial contributions to Bharat's progress, aligning its objectives and activities with the nation's developmental goals, will be the Second Party on the OTHER PART (who for the purpose of this MOU) are hereinafter individually referred to as PARTIES.

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Mahendergarh, Haryana-123031

Centre for Narendra Modi Studies (CNMS) 'NaMo Kendra' INDIA

Preamble

Both parties recognize the need for strong collaborative frameworks to promote quality research, student and faculty exchange, policy discourse, and national development in line with the vision of a Viksit Bharat 2047. The parties having discussed fields of common research interests and allied academic activities between the two institutions have decided to enter into long-term collaboration for promotion of students training and quality graduate and postgraduate research in cutting edge areas. Therefore, they enter into this MoU to establish a mutually beneficial academic and research partnership.

OBJECTIVES OF THE AGREEMENT

The objectives of the MoU will include programs offered at either party which are felt to be desirable and feasible for the development and strengthening of expertise in the various fields to expand the opportunities in the research, especially translational research and industrial collaboration, besides the development of human resources to face the future challenges & the cooperative relationships between the two institutions.

It also includes the exchange of ideas on research publications, academic programs and research projects and promotion of technology, incubation and startups".

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Such programs may include any or all of the following activities:

I. Encouragement of study by qualified students, both graduate and undergraduate, of each party of order;
II. Exchange of faculty and researchers;
III. Promotion of collaborative research in areas of mutual interest;
IV. Development of short-term academic and training programs

V. Participation of jointly organized academic meetings, seminars, and workshops;
VI. Facilitate co-publication of research and academic content.
VII. To initiate and support dedicated research, academic studies, fieldwork, and policy-oriented projects that address the unique historical, cultural, socio-economic, agricultural, AI, women empowerment and developmental landscape of Haryana. The collaboration shall aim to generate actionable insights that contribute to the sustainable development and welfare of the people of Haryana State, aligning with state-level priorities and the national vision of Viksit Bharat 2047.
VIII. Any other areas which the parties agree are in their mutual interest.

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Mahendergarh, Haryana-123031

ARTICLE 1: Scope, Goals and Forms of Cooperation

The signing institutes agree to provide opportunity as appropriate for the following activities towards the completion of the objectives of this MOU:

I. Exchange of ideas with the objective of offering course and realizing research projects in areas mutually agreed upon by both parties through prior invitation and in accordance with the procedures and expectations established by each institute and specific department.

II. The First party will provide supervision and support in various fields as on the demand of second party for conducting research related to the requirements of the students.

III. Operational details of research effort and collaboration will be made in common research programmes and/or projects restricted to specific mandated domain within the approved disciplines divisions.

IV. Research instrumentation facility and library facilities available with the Second party and the First party will be made available to the faculty and research scholars.

V. Exchange of scientific publications, study programs, academic projects, course information, seminars, conferences, and any other data and information of common interest.

VI. Both the Institutions will develop joint research projects; promote incubation technology, startups, organization of seminars, symposia, workshops for benefits of the students.

VII. Submitting proposals jointly to various Central/State Department Organization under different Schemes using each other's competencies by written mutual consent.

VIII. All joint activities will be realized through the mutual agreement and clearly established conditions and mutual obligations of the appropriate institute entity.

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IX. Both parties agree to engage on comprehensive research into the Life, Vision, Work and Contributions of Prime Minister Shri Narendra Modi, with a special emphasis on his strategic framework for "Viksit Bharat 2047." This collaboration aims to produce scholarly work that supports and advances the national objective of a developed and self-reliant Bharat by the year 2047.

ARTICLE 2: Management

I. Vice-Chancellor of CUH the First party and Chairman/Managing Trustee Prof. Jasim Mohammad or Secretary of CNMS Second party will be responsible to work out operational details of co-operation between the two organizations and ensure proper and effective implementation of this MOU.

II. The Research Advisory Committee consisting a total of six (06) members, three members from CUH and three members from CNMS. The Advisory Committee will meet at least once in a year alternatively in the institution of First party and the Second party to review the activities. This meeting shall include presentation on the academic and research activities, which should be open to all students, faculties and scientists.

III. Additionally, both institutions shall nominate a Nodal Officer from their respective organizations who will serve as the primary point of contact for the coordination and implementation of activities under this MoU. These Nodal Officers will be responsible for facilitating communication, scheduling meetings, monitoring progress of joint initiatives, and ensuring timely execution of collaborative academic and research activities as agreed upon by both parties.

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ARTICLE 3: Exchange of Information

I. The term "information includes scientific or technical data results and/or methods of investigation, and other information intended to be provided, exchanged, or arising under project descriptions entered into pursuant to this MOU.

II. The parties support the widest possible dissemination of information. Each party in joint projects shall be given the right to use, disclose, publish or disseminate such information for any and all purposes.

ARTICLE 4: Implementation of the Memorandum of Understanding

I. It is understood that the First party and Second party subscribe to the principle of equal opportunity and do not discriminate on the basis of state, race, sex, age, cast or religion. Both the institutions shall abide by these principles in the administration of this agreement and neither party shall impose criteria for exchange of scholars or students, which violate principles of non discrimination.

II. Students and research scholars may visit the corresponding departments of the institute after finalizing a mutually acceptable schedule.

III. Any event, joint program, joint research activities, or similar activities, undertaken under this MoU will have no financial commitment on either institution and that will be decided separately for each event.

IV. All the expenses shall be the direct responsibility of the student concerned (subject to any agreements on payment arrangements made by either institution with its own students).

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V. The researchers will be allowed to make use of the instruments and other research facilities available in various departments of these institutes after prior approval of the visiting schedule and due approval from Heads of both Institutions.

VI. Both parties promote research and realize collaborative projects giving priority to interdisciplinary works.

ARTICLE 5: Terms and Conditions

1. This MOU shall become effective from the date it is signed by the parties and shall be valid for five years. In case both parties would like to extend the partnership to five years the amendment papers should be made and signed by the authority of both sides and shall be regarded as a part of this MoU. This MOU may be amended by mutual written agreement and may be terminated at any time by either party upon written notification signed by the competent authority of the party initiating termination. Such notification must be given to the other party at least six months in advance from the effective date of termination.

2. All joint activities not completed at the expiration or termination of the MOU may be continued until their completion under the terms of this MOU.

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Mahendergarh, Harvana-123031

3. No amendment or modification of the MOU shall be valid unless the same is made in writing by both the parties or their authorized representatives and specifically stating the same to be amendment of the MOU. The modifications/changes shall become part of the MOU and shall be effective from the date on which they are made / executed unless otherwise agreed.

4. Financial terms and conditions will be decided mutually as per needs of both parties. This MOU will be considered only for academic and R&D purposes only by both parties.

ARTICLE 6: Arbitration

I. Any issues that are not addressed or stipulated in the MoU shall be discussed and resolved through negotiation in good faith and such resolution will be incorporated as written amendments to the MoU by mutual agreement between two Parties.

II. No disputes are foreseen in the implementation of the MoU. The two Parties, however, agree that if any dispute arises between them, efforts will be made to settle the same as amicably as possible. If the dispute still remains unsettled, it will be referred for resolution bilaterally to Vice Chancellor, Central University of Haryana (CUH) and Chairman/Managing Trustee, or Secretary Centre for Narendra Modi Studies, Aligarh. The decisions so arrived at shall be final and binding on the parties to this MoU.

This MOU has been executed in *two originals*, one of which has been retained by the First party and the other by the Second party.

कुलपति
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Mahendergarh, Haryana-123031

IN WITNESS WHEREOF, the parties have executed this MOU and represent that they approve, accept and agree to terms contained herein.

( )

This Memorandum of Understanding (MoU) is being signed in the august and prestigious presence of **Prof. Jagdish Mukhi**, Hon'ble Former Governor of Assam and Nagaland, whose gracious presence adds dignity and value to this occasion.

Name and Address of the First Party

02/9/25

(Prof. (Dr.) Tankeshwar Kumar)
Hon'ble Vice Chancellor
Central University of Haryana (CUH)
Jant-Pali, Mahendergarh, Haryana

Name and Address of the Second Party

(Prof. Jasim Mohammad)
Chairman/Managing Trustee
Centre for Narendra Modi Studies
Aligarh – 202001 UP

Dated: 02/9/2025 Place : CUH, Mahendergarh, Haryana

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Mahendergarh, Haryana-123031

(Firoz Bakht Ahmed)
Former Chancellor, Maulana Azad National Urdu University(MANUU) Hyderabad

SKumar
02/09/2025

Registrar
Central University of Haryana
Mahendergarh, Haryana-123031

[Prof (Dr) Suneel Kumar]
Registrar, Central University of Haryana

(Prof. Divya Rashmi)
Professor in Cyber Security

2/9/25

(Prof Payal Kanwar Chandel)
Dean, School of Humanities and Social Sciences, CUH, Haryana

(Dr Jawaid Rahmani)
CEO & Editor in Chief
Journalism Today Group, New Delhi

Annexure-XXXIII

YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	Central University of Haryana
• Name of the Head of the institution	Prof. (Dr.)Tankeshwar Kumar
• Designation	Vice-Chancellor
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01285260201
• Mobile no	9815991816
• Registered e-mail	vc@cuh.ac.in
• Alternate e-mail address	diriqac@cuh.ac.in
• City/Town	Mahendergarh
• State/UT	Haryana
• Pin Code	123031
2.Institutional status	
• University	Central
• Type of Institution	Co-education
• Location	Rural
• Name of the IQAC Co-ordinator/Director	Prof. Pawan Kumar Sharma

• Phone no./Alternate phone no	**01285260132**
• Mobile	**9416457355**
• IQAC e-mail address	**diriqac@cuh.ac.in**
• Alternate Email address	**talk2pawan@cuh.ac.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.cuh.ac.in/iqac/Reports.html
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.cuh.ac.in/Academic_Calender.aspx

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.10**	**2017**	**28/03/2017**	**27/03/2022**
Cycle 2	**A**	**3.08**	**2023**	**12/08/2023**	**12/08/2028**

6.Date of Establishment of IQAC	**20/08/2015**

7.Provide the list of Special Status conferred by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
School of Interdisciplinary and Applied Life Sciences	DST-FIST	DST	2021	4000000
Department of Chemistry	DST-FIST	DST	2021	11500000
Department of Environmental Studies	DST-FIST	DST	2023	14100000
Department of Mathematics	DST-FIST	DST	2023	10000000
Department of Physics and Astrophysics	DST-FIST	DST	2023	20000000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	3
• The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website. (Please upload, minutes of meetings and action taken report)	Yes
• (Please upload, minutes of meetings and action taken report)	View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**Yes**
• If yes, mention the amount	**200000**

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Portal for Collection of data required for applying for various rankings has been launched for IQAC

Applied for various rankings and secured 1 3rd rank in innovation in India Today Ranking 2. Declared as Emerging University of the Year (Govt) by FICCI 3. Won IDA award

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Launch of portal for data collection	**Data collection portal for awards, patents, activities, projects launched**
To apply for various ranking of different agencies	**1 3rd rank in innovation in India Today Ranking 2. Declared as Emerging University of the Year (Govt) by FICCI 3. Won IDA award**

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Vice-Chancellor on behalf of the Executive Council of the University	**Nil**

14.Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?	**No**

15.Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	05/03/2025

16.Multidisciplinary / interdisciplinary

Central University of Haryana focuses on a multidisciplinary and holistic education roadmap for implementing the National Education Policy (NEP) 2020 in a phased manner. In the first phase, each department of the University is offering wide range of Generic/Open elective courses of multidisciplinary nature, and students of UG and PG programmes are mandatorily required to opt for the generic courses from other departments in addition to the disciplines specific core and elective courses. For example, adding to the existing multidisciplinary electives, the Department of Environmental Studies has introduced generic elective courses. like Environmental Pollution, Health and Biodiversity Conservation, Wildlife Management, etc. for all PG students. General/Open elective courses on Value Education, Yoga, Indian Knowledge System, Indian Classical Literature and Glorious Past of India have also been initiated by different departments. Giving impetus to ethical aspects of research, Central library offers a course on Research and Publication Ethics for all Ph.D. scholars. The University has introduced a Learning Outcome-Based Curriculum Framework (LOCF) focusing on the key aspects of NEP and is also planning to introduce new programmes of contemporary relevance like Artificial Intelligence, Design Thinking, Translation Studies, Comparative Literature, Holistic Health, Organic Living, Environmental Education, Global Citizenship Education (GCED) etc. All the departments updated their course curriculum to facilitate flexible choices, multidisciplinary approach and choice-based credit system by inviting feedback from the stakeholders. Skill based courses and value-added courses have also been incorporated in the curriculum of each academic programme. Internship in Industries as well as academic and research institutes is a part of the curriculum of our UG and PG Programmes for enhancing Skill, industry-readiness as well as employability of students. To achieve the targets of Atma Nirbhar Bharat, Research & Development Cell and Central Instrumentation Centre with high end equipment for diverse applications have been established in the University as per UGC guidelines to promote and develop the culture of quality multidisciplinary research. The University has introduced a number of integrated UG and PG programmes with multiple entry and exit options, and has registered on Academic Bank of Credits to facilitate smooth transfer of credits earned by a student. To accomplish India's National Skills Development Mission, the Central University of Haryana is offering

Bachelor of Vocational Degree courses in Retail and Logistics Management, Biomedical Sciences and Industrial Waste Management with numerous generic elective courses for other disciplines. Value added courses like Scientific Evidences in Valmiki Ramayana, Life Skills From Shrimad Bhagwad Geeta, Basic Ayurvedic Principle of Human Nutrition and Health, Charging of Electric Vehicles, Fundamentals of Environmental Monitoring, and Financial Literacy were introduced

17.Academic bank of credits (ABC):

In pursuance of the UGC guidelines, Central University of Haryana has registered itself as a member university for facilitation of credit transfers. For this purpose, the University has also constituted a committee to prepare a roadmap and action plan for effective integration of ABC in its academic programmes and implementation. Central University of Haryana proposes to launch an intra CUH- ABC scheme to offer more courses for credit transfer across all the UG and PG programmes. The University has also initiated the process to identify the courses to be offered to other participating Universities under ABC scheme of UGC and it has been alreadfy been made available in some courses. All the students of the CUH has been registered for ABC. Accordingly, mark statement/credit structure and result processing systems would be upgraded to make them compatible with the ABC structure after appropriate approval from authorities. The ordinances are also being amended accordingly.

18.Skill development:

Vocational programmes offered by the University are helping in capitalizing demographic dividend for the development of India and the larger world. The University has been actively involved in Skill India campaign primarily through the vocational programmes namely, B.Voc. (Retail and Logistics Management), B.Voc. (Biomedical Sciences) and B.Voc. (Industrial Waste Management) offered by the Department of Vocational Studies and Skill Development as per the UGC guidelines on National Skills Qualification Framework (NSQF). Through there programmes, the University imparts the required skill competency to the students in collaboration with respective sector skill council. With relevant and updated curriculum and pedagogy, the students of the vocational programmes are exposed to hands-on training in industry, extension lectures of industry veterans, laboratory experiments, brainstorming sessions and case studies to overcome demand supply gaps of the industry. NSDC approved respective Sector Skill Councils assess and certify the skill competencies of the students of the University. Students of B.Vocational programmes undergo internships for the job roles and

get placements in various industries or start their own ventures. The skill components of the B.Vocational programmes in Retail & Logistics Management, Biomedical Sciences and Industrial Waste Management are assessed and certified by Retailers Association's Skill Council of India (RASCI), Life Sciences Sector Skill Development Council (LSSSDC) and Skill Council for Green Jobs (SCGJ), respectively. In addition to the vocational programmes, the University offers number of professional programmes such as B.Tech (Civil), B.Tech (Electrical), B.Tech (Printing and Packaging), B.Tech (computer Science), MCA, MBA, LL.B, Master of Hotel Management & Catering Technology (MHMCT), Master of Travel & Tourism Management (MTTM), B.Ed, M.Pharma, M.P.Ed, etc wherein the curriculum is designed and delivered in such a way that the students get appropriate professional training in their respective fields. Though the skill component is invariably the integral part of the curricula of all the academic programmes, the programmes like M.Sc (Biotech), M.Sc (Biochemistry), M.Sc (Chemistry), M.Sc (Microbiology), M.Sc (Nutrition Biology), M.Sc (Environment Science), M.Sc (Geog), M.Sc (Physics), M.Sc (Statistics), M.Lib.Sc, MA (Journalism and Mass Communication), M.Com), M.A. Economics), M.Sc (Maths), etc. provide ample opportunities to the students to develop their professional specialization during the programme either through internships or projects. Besides, life skills and professional skills are also imparted through generic elective courses of multidisciplinary nature.

19.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Indian Government, through the Ministry of Education, is actively engaged in spreading the rich heritage of our country, and traditional knowledge in all spheres of life including arts, literature, agriculture, sciences, engineering and technology, management and economics. While revising the syllabi of the various programmes as part of preparing plan for the implementation of NEP 2020, the CUH emphasised that there is always a need for the students to realise the use of Indian knowledge and principles to analyse and evaluate ideas and theories in modern disciplines. The Department of Sanskrit is offering almost all its courses based on ancient Indian intellectual tradition. Indian philosophical foundations, literary, ethical, Ayurvedic and linguistic traditions. Similarly, the curriculum of M.A. English offers courses on Indian Classical Literature and Modern Indian Literature in English Translation. The practice of Indian yogic tradition is followed and spread by the Department of Yoga. The Department of Library and Information Science brought out a GEC (General Elective Course),

duly approved by the statutory bodies. The course on 'Indian Knowledge System' emphasises the need to give an insight into the ancient knowledge system of India and offers various sources of knowledge, and agencies involved in transferring such knowledge in the present times, so that students are able to: • Know about the ancient Indian sources of knowledge and classification of knowledge • Understand the sources of knowledge, like individual, language sources, and Know about the classics of Indian knowledge in various disciplines • Know about the present means of dissemination of ancient Indian knowledge. The course comprises broader areas such as: Sources of Knowledge; Organisations and Institutions of Indian Knowledge; Indian Classics of different subjects; and dissemination of Indian knowledge. Teaching and research in Sanskrit, Hindi and English languages is in progress in the CUH. There is a big opportunity and scope in future for technically empowering students through the languages. Hence, a common language lab for all the languages is being planned in the University. The Department of Physics has come forward to get its students acquainted with the Sanskrit language with the help of the Department of Sanskrit. Setting up a Linguistic Empowerment Cell is also on agenda of the University in the future. The University also plans to integrate existing programmes/courses of various departments partially/ fully with the SWAYAM MOOCs, e-PGP content and other OERs available on Indian Knowledge Systems. The University has an MOU with the INFLIBNET Centre to use ePGP course content through University's Learning Management (http://elms.cuh.ac.in/moodle/) for the benefit of the students. Value added courses like Scientific Evidences in Valmiki Ramayana, Life Skills From Shrimad Bhagwad Geeta, Basic Ayurvedic Principle of Human Nutrition and Health, Charging of Electric Vehicles, Fundamentals of Environmental Monitoring, and Financial Literacy were introduced Dr. Manisha Pandey has been awarded a project by IKS division of MoE on "Exploring the modified antimicrobial potential of Matha Thailam's novel formulation for wound treatment of livestock: Promoting IKS with a new Strategy"

20.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Learning Outcome-based Curriculum Framework (LOCF) is one of the quality initiatives earmarked for follow up by UGC through its Manual on Quality Mandate notified on 28th March 2020. In compliance with the recommendations contained in the Manual, the Central University of Haryana formed various committees (letter no.: CUH/2020/IQAC/11) to initiate appropriate action for prompt implementation of UGC recommendations. Subsequently, the committee conducted series of consultations with the teachers of all the departments and prepared a roadmap for speedy implementation of LOCF

as part of curricular reforms. In its recommendations submitted on 10th Feb 2021, the committee recommended LOCF-based curricular reforms in all the programmes of study. Accordingly, all the departments of study carried out the process of revamping the curriculum so as to integrate Learning Outcome-based Curriculum Framework with well defined Course outcomes (COs), Programme Specific Outcomes (PSOs) and Programme Outcomes (POs). The existing curriculum of the academic preogrammes clearly reflects the connect between COs, PSOs and POs for attainment of required learning outcomes and graduate attributes. The structure of all the academic programmes invariably reflect uniformity of pattern and design for precisely articulated outcomes, assessment patterns, skills imparted, and scalability of attainment levels. Thus, the LOCF puts forth a clear pathway to develop desired attributes among students of a certain programme through well-designed learning outcomes and thoughtfully drafted syllabus of various courses. The curriculum includes four types of courses such as core courses, two types of elective courses i.e. generic elective and discipline-centric elective courses and skill enhancement courses to fulfil the corresponding programme outcomes. The LOCF based curriculum was adopted widely in the various departments from the academic session of 2022-23, and the syllabus is uploaded on the University website under the syllabus section (http://cuh.ac.in/StudentCorner.aspx) for information of students and teachers. The sample syllabus of all the departments is accessible using the weblink: https://cuh.ac.in/StudentCorner.aspx

21.Distance education/online education:

Central University of Haryana does not provide online/distance education, however we have sgnificant quality, trained manpower, state-of the art ICT infrastructure etc. to provide online as well as distance education. During the pandemic period the University successfully imparted education to students of 28 states through online education. Now, the University is also well prepared to provide distance online education. Our academic programmes are aligned with NEP 2020, LOCF, CBCS, and blended learning. We use the latest technologies and practices for distance/online education to enrich the teaching learning environment of the University. We have a regularly updated user friendly website; dedicated website of library to provide sources and services; online learning management system (LMS) which is launched from our University server itself; a dedicated cloud based server facilitate the faculty members in recording and uploading self-prepared video lectures; 5 virtual classrooms are in place for creation and development of MOOCs, videoaudio recordings, and live

webcast of lectures. The faculty profile of 189 teachers are readily accessible on IRINS portal. Turnitin software are best utilized by the students/faculty to produce plagiarism free scholarly literature. INFLIBNET’s INFED service has been successfully launched to facilitate a single remote platform to access e-resources. We have the support of 151 IP based EPABX telecom system to provide telephone services to all the departments/Branches/Sections of the University. Samarth portal is well utilized for staff record management, admissions and recruitments as well. The University is fully-equipped with online proctored examination system that is in place. The University campus is completely Wi-Fi enabled and a separate Wi Fi Park has also been developed. For strong protection against the external cyber-attacks, 200+ access points with cyberoam firewall facility have been provided. Campus has been fully networked via high end intelligent CISCO switch that processes round the clock 1 GBPS leased line. All meetings/seminars/conferences are being conducted extensively utilizing free tools such as Microsoft Teams, Google Meet, etc. We also have automated the Conference Hall, Vice-Chancellor’s Office and Vice-Chancellor’s Camp Office, etc. for video conferencing. We are also regularly updating all urgent information required by the statutory bodies/Ministry of Education via various portals i.e. Central University portal, and NHERC portal. The MOOC titled "Food Microbiology and Food Safety" and "Food Microbiology & Safety" developed by the University faculty hosted on SWAYAM Platform are among the most popular online courses, across the country.

Extended Profile

1.Programme

1.1 Number of programmes offered during the year:	85

File Description	Documents
Data Template	View File

1.2 Number of departments offering academic programmes	34

2.Student

2.1 Number of students during the year	4612

File Description	Documents
Data Template	View File

2.2 Number of outgoing / final year students during the year:	**1304**

File Description	Documents
Data Template	View File

2.3 Number of students appeared in the University examination during the year	**4091**

File Description	Documents
Data Template	View File

2.4 Number of revaluation applications during the year	**433**

3.Academic

3.1 Number of courses in all Programmes during the year	**2102**

File Description	Documents
Data Template	View File

3.2 Number of full time teachers during the year	**233**

File Description	Documents
Data Template	View File

3.3 Number of sanctioned posts during the year	**266**

File Description	Documents
Data Template	View File

4.Institution

4.1 Number of eligible applications received for admissions to all the Programmes during the year	**24772**

File Description	Documents
Data Template	View File

4.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1508**

File Description	Documents
Data Template	View File

4.3 Total number of classrooms and seminar halls	**124**
4.4 Total number of computers in the campus for academic purpose	**1110**
4.5 Total expenditure excluding salary during the year (INR in lakhs)	**3730**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the University

Central University of Haryana (CUH) is a cutting-edge multidisciplinary university with national and international partnership arrangements. It fosters an environment that supports high-quality instruction and creative research,resulting in the

development of knowledgeable, adept, and compassionate human resources to address current and future societal issues. The multi-disciplinary and transdisciplinary approach enables the university in setting a milestone indiverse of areas. The NEP 2020 implementation project at CUH gathers its strength via thoroughly updated syllabi that attracts continuous feedbacks from all stakeholders. Theprogramme specific outcomes comprehensively reflectthe focus onlearning needs. The humanities courses help in the holistic development of students while Tourism and Hotel Management courses help fulfil the demands of the skilled work force in theareas of tourism as an industry. The structure and focus ofScience and Engineering courses is on local and global skilldemand gap covering areas of IT and informatics, Cyber Security,Big Data and Artificial Intelligence, Cloud Computing, RemoteSensing, Energy Storage Systems for electric vehicles, Electricand hybrid vehicles, Earthquake Engineering and Printing &Packaging Technology.

File Description	Documents
Upload relevant supporting document	View File

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

9

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

1.1.3 - Total number of courses having focus on employability/ entrepreneurship/ skill development offered by the University during the year

1.1.3.1 - Number of courses having focus on employability/ entrepreneurship/ skill development during the year

1253

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced of the total number of courses across all programs offered during the year

85

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

1.2.2 - Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented during the year

24

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The logo of Central University of Haryana represents the university's dedication to advancing education that instills respect for the environment, ecology, and coexisting in harmony with nature. The logo actually embodies the true essence of the institution. As a multidisciplinary university, CUH has been effective in incorporating cross-cutting problems into its curriculum, with a particular emphasis on ethics, values, gender, the environment, and sustainability. Many courses like Indian Ethos and Ethics for Information Professionals, Professional Ethics and Professional Accountability, Understanding Tourism Ethics, Values and Ethics in Business, Corporate Governance and social responsibility, Biosafety, Bioethics and IPR, etc are dealing with professional ethics. Research and publication ethics is taught to all doctoral students of science and humanities by a single university level course. Specific course content of ethical aspects is present in syllabi of various academic programmes. By incorporating these major topics into their curriculum and organising extra-curricular activities, like gender sensitization programmes, mental health day programmes, programmes for transgender communities, ethics for media practitioners to engage students with the issues and challenges

faced by the marginalized communities of the society and to develop care and empathy towards these members of the society and try to sensitize them with their rights and mainstream them into the society, the various departments, Cells & Clubs of CUH frequently promote professional ethics, human values, gender equality, and green environmental practices for a sustainable future among research academics and students.

File Description	Documents
Upload relevant supporting document	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

9

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.3.3 - Total number of students enrolled in the courses under 1.3.2 above

1.3.3.1 - Number of students enrolled in value-added courses imparting transferable and life skills offered during the year

318

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.3.4 - Number of students undertaking field projects / research projects / internships during the year

606

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.4 - Feedback System

1.4.1 - Structured feedback for design and review of syllabus – semester wise / is received from Students Teachers Employers Alumni

• All 4 of the above

File Description	Documents
Upload relevant supporting document	View File

1.4.2 - Feedback processes of the institution may be classified as follows

• Feedback collected, analysed and action taken and feedback available on website

File Description	Documents
Upload relevant supporting document	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Demand Ratio

2.1.1.1 - Number of seats available during the year

2069

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.1.2 - Total number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the year (Excluding Supernumerary Seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2009

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the studentsand organises special Programmes for advanced learners and slow learners

Central University of Haryana adopts multiple mechanisms to assess the learning level of the students viz. 1. Performance in the entranceexamination: The entrance test conducted by the National Testing Agency (NTA) can be treated as a diagnostic test of the students. The performance therein is used for categorizing the slow and advanced learners. 2. The students are made aware of the prerequisites of courses offered to them and choose general elective courses appropriate for their interests and learning levels under the guidance of faculty members. 3. Value-added courses are also offered which may enhance the skill and work readiness of students with different learning paces. 4. The following methods are adapted to make sure that the needs of Slow Learners and advanced Learners are fulfilled: a.The newly admitted students are sensitized to the curriculum offered through CBCS & OBE in admission rounds as well as through the process of induction programs by individual departments and by the office of the Dean of Students Welfare. b. For slow learners, special coaching/remedial classes are organized throughout the semester in addition to tutorials and counseling which help them to catch up with others. c. Various programs for advanced/slow learners are undertaken through schemes for students for entry in services, schemes of coaching for SET/ NET/GATE/TOFEL/GRE examinations.

File Description	Documents
Upload relevant supporting document	View File
Link For Additional Information	Nil

2.2.2 - Student - Full time teacher ratio during the year

Number of Students	Number of Teachers
4612	233

File Description	Documents
Upload relevant supporting document	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem-

solving methodologies are used for enhancing learning experiences

The Central University of Haryana pursues a student-centric approach and various experiential, participatory, and problemsolving methodologies are adopted to ensure the active participation of the students in the teaching-learning process. The participatory learning activities for students are: Experiential learning Development of innovative project: Students from the various departments have actively participated in “Science Day” celebrated in CUH and displayed innovative ideas. Health awareness and community-based activity: students demonstrated their learned skills and spread awareness on and outside the campus. Students actively attended and conducted the workshop which highlighted their work readiness. Stutent also gains real-life experience from field trips,internships and industrial visits. Students regularly organize activities like blood donation camps and visits to old age homes, orphanages. Participatory learning The University gives importance to the holistic development of the students beyond the classroom through co-curricular, extra-curricular, and field-based activities. Students are encouraged to participate in inter-university competitions, technical competitions, sports competitions, and corporate competitions. Students also take the initiative to learn extra new skills through online courses. Problem-Based Learning Problem-Based Learning implements the right blend of traditional and modern teaching methodologies. Many departments are imparting critical thinking, problemsolving, and decision-making skills through Case-base learning, Problem-based learning, Bycode sessions, etc

File Description	Documents
Upload relevant supporting document	View File

2.3.2 - Teachers use ICT enabled tools including online resources for effective teaching and learning processes during the year

The Central University of Haryana follows ICT-enabled teachinglearning in addition to traditional classroom education. Accordingly, efforts are made by the institute to provide an elearning atmosphere for which, all the classrooms have ICT support and the campus is equipped with high-speed WiFi connectivity. To facilitate the learner, the Library has subscribed to various e-resources and the faculty use various ICT-enabled tools to enhance the quality of teaching-learning. Some of the important ICT-enabled tools, that are routinely used are- · Turnitin (for research and assignment to check the similarity index), Google classroom (used to

manage and post course-related information-learning material), quizzes, LMS portal for self-based learning, lab submissions and evaluations, assignments etc. Virtual labs are used to conduct lab classesthrough simulations. E-data base to search the literature and research articles. Online drawing tools like concept maps, and mind maps, are used to perform student-centric activities. The PPTs, animations, and simulations are used to improve the effectiveness of the teaching-learning process. The online learning environments are designed to train students in open problem-solving activities. Lab manuals are mailed to students well in advance before the experiment is performed. Online quizzes and surveys are regularly conducted to receive feedback from the students. All the teachers use ICT tools for effective outcomes.

File Description	Documents
Upload relevant supporting document	View File

2.3.3 - Ratio of students to mentor for academic and other related issues during the year

2.3.3.1 - Number of mentors

233

File Description	Documents
Upload relevant supporting document	View File

2.4 - Teacher Profile and Quality

2.4.1 - Total Number of full time teachers against sanctioned posts during the year

233

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.4.2 - Total Number of full time teachers withPh.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. during the year

212

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.4.3 - Total teaching experience of full time teachers in the same institution during the year

2.4.3.1 - Total experience of full-time teachers

1038

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.4.4 - Total number of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year

26

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

27

2.5.1.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the year

27

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.5.2 - Total number of student complaints/grievances about evaluation against total number appeared in the examinations during the year

433

File Description	Documents
Upload relevant supporting document	View File

2.5.3 - IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution

The University is striving hard to introduce the Examination Reforms through optimum integration of Information Technology (IT). The University has a well-established Examination Management System, which is carried out through a portal on the CUH domain (https://admin.cuh.ac.in/) and 'Samarth eGov' for managing key examination activities, including registration, promotion, and result declaration.

Course Registration: Central University of Haryana runs all academic programmes in regular mode in the semester system. Students register in a program through the Self-Service portal admin portal, in which the Head of the Department assigns courses to students for registration, followed by approval of the hall ticket and printing of the hall ticket by students.

Continuous evaluation: The continuous and comprehensive evaluation of Students through Internal assessment examinations on the basis of class performance, assignments. The performance of students is also evaluated through two compulsory sessional tests in each semester that are conducted by the course coordinator using IT-enabled platforms such as Moodle, e-LMS, Google Classroom, or in offline mode. In the case of Ph.D., there is 40% weightage for internal assessment and 30% weightage is assigned for internal assessment in UG/PG programs.

File Description	Documents
Upload relevant supporting document	View File

2.5.4 - Status of automation of Examination division along with approved Examination Manual

A. 100% automation of entire division & implementation of Examination Management System (EMS)

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.6 - Student Performance and Learning Outcomes

2.6.1 - The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents

In alignment to UGC Quality Mandate for Higher Education Institutions-2021 and National Education Policy-2020, Central university of Haryana rigorously revamp the curriculum of undergraduate and postgraduate. All the academic programs are following outcome based curriculum and focused on the active learning to equip students with discipline knowledge, critical thinking, problem-solving ability, communication skills, and digital capability. After graduation from the programme, we expect the course outcomes will fulfill the criteria for work readiness. Course structure and syllabus of each programme provide detailed information about scheme of instruction and evaluation. The university follows UGC guidelines regarding credits and hours. One credit theory/tutorial course is assigned 15 hours, and in case of a practical course, one credit course is assigned 60 hours per semester. The learning assessment is well defined with evaluation components, weightages of assessment and maximum marks for each course. The structured assessment of each course includes-1) two sessional tests, 2) continuous assessment and 3) term-end exam. The assessments were designed as per Bloom's taxonomy and mapped to fulfill the specific Course Outcome (CO).

File Description	Documents
Upload relevant supporting document	View File

2.6.2 - Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year

The CUH has recognized evaluation criteria to assess the attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs). The university has developed and continuously revising the curriculum for achieving outcome based leaning and evaluation procedure to define learning outcomes. The attainment of POs, PSOs, and COs is assessed by the mapping of questions in the

external examination for all the courses in the program including higher order understanding levels as per Bloom’s Taxonomy. Moreover, internal continuous assessment covering the critical thinking, problem-solving ability, communication skills, and digital capability of the student. For each course, the level of attainment of each Course outcome is compared with the predefined targets, and if not attained, the course coordinator takes necessary steps for improvement. If the target criterion level is not reached, then faculty suggests for improvement to attain the same.

File Description	Documents
Upload relevant supporting document	View File

2.6.3 - Number of students passed during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1300

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a web link)

https://www.cuh.ac.in/feedback.aspx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented

Central University of Haryana (CUH) has a well-defined Research and development Cell for ensuring the highest quality standards in research, innovations, and extension. The research promotion initiatives started by CUH are meticulously aims at promoting scientific thinking and logic to ensure amazing research outputs in the emerging areas. The CUH has a well-equipped Central Instrumentation Centre and Centre for Innovation and Incubation (CII) which facilitate the development of the innovative ideas,

collaborative researches, high end equipment, software, journals (print and electronic), and research databases. The Central Instrumentation Centre (CIC) has three major research facilities: LC-MS (Liquid Chromatography-Mass Spectrometer), Orbitrap Q-Exactive Plus Mass Spectrometer (Thermo Fischer Scientific Pvt. Ltd). AFM (Atomic Force Microscopy) TOSCA-200, from Anton Paar GmbH, Austria 80 MHz Benchtop NMR (Nuclear Magnetic Resonance) Magritek benchtop NMR. Along with this, plant genome facility, plant growth chamber and medical biology facilities are also developed in various departments of Life sciences. Department of Chemistry, Environmental Sciences, Physics and astrophysics and the School of Interdisciplinary and Applied Sciences are DST-FIST sponsored departments. To pursue the collaborative research intensive initiatives, the University has successfully signed MoU with 50 different research institutes/Universities. Some of the initiatives of the CUH to Promote Research are Provision for Seed Money for initiating basic and fundamental research; Promotion of Interdisciplinary research culture; Appreciation Awards for the faculty excelling in research; Local and need-based research; Research incentives for publication and patents.

File Description	Documents
Upload relevant supporting document	View File

3.1.2 - The institution provides seed money to its teachers for research (amount INR in Lakhs)

770646

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.1.3 - Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year

14

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.1.4 - Number of JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year

254

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.1.5 - Institution has the following facilities to support research Central Instrumentation Centre Animal House/Green House Museum Media laboratory/Studios Business Lab Research/Statistical Databases Moot court Theatre Art Gallery

A. Any 4 or more of the above

File Description	Documents
Upload relevant supporting document	View File

3.1.6 - Number of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies during the year

7

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.2 - Resource Mobilization for Research

3.2.1 - Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the year (INR in Lakhs)

46.24

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.2.2 - Grants for research projects sponsored by the government agencies during the year (INR in Lakhs)

473.63

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.2.3 - Number of research projects per teacher funded by government and non-government agencies during the year

0.133

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

The CUH plays a pivotal role in fostering skill development, hands-on-trainings, entrepreneurship for the development of innovative products by guiding faculty and students via undertaking diverse applied research-based projects. At CUH, we integrate innovation into the curriculum across all fields, encompassing Engineering, Technology, Arts, Science, and Management. Furthermore, we actively encourage our alumni to establish startups in fields like Biotechnology, fabrication, Herbal products, and Functional Foods and Nutraceuticals. Our students are motivated to assess the local resources to overcome the existing societal challenges.The university assists both faculty and students in the process of patent filing, copyrights and technology dissemination among local population and also provides financial support for the innovation and entrepreneurship initiatives Annually, students of CUH showcase functional and conceptual projects on National Science Day, with the university extending financial aid for these endeavours. CUH also recognizes and rewards exceptional researchers based on their publications, patents, and contributions to research. Moreover, our institution maintains a strict policy against plagiarism, and, to uphold this, we have established departmental and university-level

committees dedicated to research ethics and plagiarism concerns. Moreover, CUH was ranked 3rd among all the universities for securing maximum patents by India today ranking . We adhere to a code of ethics in teaching and research and include a mandatory course on Research Publication and Ethics in our academic offerings.

File Description	Documents
Upload relevant supporting document	View File

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

22

3.3.2.1 - Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year wise during the year

22

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.3.3 - Number of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year

3.3.3.1 - Total number of awards / recognitions received for research/innovations won by institution/teachers/research scholars/students year wise during the year

51

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The institution ensures implementation of its stated Code of Ethics for research

3.4.1.1 - The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following

A. All of the above

1. **Inclusion of research ethics in the research methodology course work**
2. **Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc)**
3. **Plagiarism check**
4. **Research Advisory Committee**

File Description	Documents
Upload relevant supporting document	View File

3.4.2 - The institution provides incentives to teachers who receive state, national and international recognitions/awards Commendation and monetary incentive at a University function Commendation and medal at a University function Certificate of honor Announcement in the Newsletter / website

A. All of the above

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.4.3 - Number of Patents published/awarded during the year

3.4.3.1 - Total number of Patents published/awarded year wise during the year

49

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.4.4 - Number of Ph.D’s awarded per teacher during the year

3.4.4.1 - How many Ph.D’s are awarded during the year

55

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.4.5 - Number of research papers per teacher in the Journals notified on UGC website during the year

2.34

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.4.6 - Number of books and chapters in edited volumes published per teacher during the year

3.4.6.1 - Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year

112

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.4.7 - E-content is developed by teachers For e-PG-Pathshala For CEC (Under Graduate) For SWAYAM For other MOOCs platform For NPTEL/NMEICT/any other Government Initiatives For Institutional LMS

D. Any 2 of the above

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.4.8 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

Scopus	Web of Science
23246	14789

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	View File

3.4.9 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

Scopus	Web of Science
58	44

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy

With strong base of expertise, CUH offers consultancy services to industries and organizations. The university has a welldefined, comprehensive and transparent policy on consultancy services. University Consultancy Cell (UCC) has been established to promote technical know-how and expertise of the faculty/staff of theUniversity. The consultancy services act as effective agent for technological, industrial and economic development in the society. The Consultancy Policy Manual specifies the rules and norms of University regarding consultancy and obligations depending upon the nature of consultancy. The salient features of the consultancy manual are: Consultancy services may be offered to industries, services, Govt. Departments and other National/International agencies in the areas of expertise; The services offered shall be along the lines of professional services; Consultancy services cover variety of activities suchas feasibility studies, technology assessments, assessment of designs and or current manufacturing process, material, energy, environmental and manpower audits, third party inspections, hardware/software development etc.; Testing and

evaluation services; Technical infrastructure/computational facilities of the university may be offered to undertake the outside work of the clients; Standardization and calibration services; All consultancy and related jobs need to be structured and executed in the spirit of promoting CUH Industry interactions.

File Description	Documents
Upload relevant supporting document	View File

3.5.2 - Revenue generated from consultancy and corporate training during the year (INR in Lakhs)

3.5.2.1 - Total amount generated from consultancy and corporate training during the year (INR in lakhs)

4644752

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.6 - Extension Activities

3.6.1 - Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the year

Central University of Haryana provides platform to faculty for organizing various outreach programmes in local communities. The applied society based research also caters the need of other districts of Haryana like Kurukshetra and Bhiwani. The students are motivated to actively participate in various co-curricular, extracurricular and outreach activities. More than eight villages have been adopted by the CUH for outreach, extension and research activities including training programme for the Anganwadi Workers (AWW), Self-Help Groups (SHGs), farmers and local community for their skill enhancement, and to start their own enterprises for economic security. Residential rural camp for farmers, women, and children in villages are also organized time-to-time. Various awareness campaigns and programmes viz., drug-addiction awareness, Swachta Abhiyan, Poshayan Abhiyan and various environmental awareness programme are being organized by different cells. Medical camps were organized in neighbourhood villages. NSS units organize various programmes like, Blood Donation Camps, one day and seven days camps, and awareness programmes viz. voter awareness and

digital literacy Campaign are organized in CUH campus and its adopted villages. Youth Red Cross unit takes the lead in organizing Blood donation camps at regular intervals. CUH is also focusing to achieve sustainable development goals (SDGs) by organizing such outreach activities.

File Description	Documents
Upload relevant supporting document	View File

3.6.2 - Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the year

3.6.2.1 - Total number of awards and recognition received for extension activities from Government / Government recognised bodies during the year

nil

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

3.6.3 - Number of extension and outreach programs conducted by the institution including those through NSS/NCC/Red cross/YRC during the year(including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

15

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.6.4 - Total number of students participating in extension activities listed at 3.6.3 above during the year

996

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year

3.7.1.1 - Total number of Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year

25

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.7.2 - Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year

49

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.

The Central University of Haryana has a well-developed high-tech campus of 484 acres with a lush green campus. The University presently has a nearly 1.28 lakh square metre built-up area. All the academic buildings have a sufficient number of well-equipped and fully air-conditioned lecture halls, tutorial rooms with ICT-enabled

facilities, and laboratories with the latest equipment, computers and the latest software. The University has virtual classrooms for recording lectures, etc. The campus is fully Wi Fi and University has five libraries with an adequate number of books, journals, e-books, databases, etc. The campus has a sufficient number of computers to cater to the needs of students and faculty. The University has four auditoriums with state of the art facilities to carry out curricular and extracurricular activities. The University has sufficient boys and girls hostels with modern furniture and Wi-Fi facility.

File Description	Documents
Upload relevant supporting document	View File

4.1.2 - The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)

The university aims to develop students' personalities by providing adequate infrastructure for cultural activities, yoga, games (indoor, outdoor) and sports. University has adequate infrastructure for the sports facilities. The Department of Physical Education and Sports provide necessary support and training for the students in various games. The university has spacious and well-equipped both indoor and outdoor sports facilities. The University has one main Auditorium and four mini auditoriums for organizing various academic and cultural activities. Sports Facilities: Well-established courts for games like Basketball, Cricket, Badminton, and Volleyball,Handball, Lawn Tennis, Shooting Area, Hockey, Football, Kabaddi and Kho-Kho are available. Two Football fields and 400m standard athletic tracks are available at the University. Indoor game facilities include indoor games like Badminton, Basketball courts, Table Tennis, Chess, a modern gymnasium, a yoga hall and a carrom room. Hostels are facilitated with a gymnasium, Table Tennis, play fields and board games. Such facilities are optimally utilized every day by students and staff

File Description	Documents
Upload relevant supporting document	View File

4.1.3 - Availability of general campus facilities and overall ambience

The Central University of Haryana has the following campus facility: Bank and Post Office Benches on roadsides. Bus facility for students inside the campus. Common Wi-Fi facility E-Rickshaw facility,

Gymnasium in hostels RO Drinking water facility. Shopping Plaza: shops and canteen Sitting area in between hostels Water Tanks All the buildings have primary facilities in the form of ramps, toilets, etc. Special care is taken for visually impaired students by providing necessary software and hardware support. Health Center: University's health center has one male and one female doctor with 1 nursing officer, 1 medical attendant, 1 pharmacist, 2 MPHW Male & 1 Female, 1 lab technician, 1 office attendant. A 24x7 ambulance facility is also available.

File Description	Documents
Upload relevant supporting document	View File

4.1.4 - Total expenditure excluding salary for infrastructure augmentation during the year (INR in Lakhs)

100

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS) and has digitisation facility

University Library System (Central Library, SOET Library, SOE Library, DACE Library and SOL Library) is fully automated and provides most of the resources and services in print and digital mode remotely. The Library manages its operations through Library Management Software i.e. KOHA. The issue/return of the books are done through barcoding technology. The availability of print books can be checked through the online library catalogue 24x7. The scanned and born-digital official documents are available online through CUH e-Library web portal and mobile application (www.cuh.refread.com). The e-books and e-journals can be accessed remotely. The Library manages the profiles of the faculty along with their publications on IRINS system (https://cuh.irins.org/). The Library checks for plagiarism of theses, and papers etc. using plagiarism detection software viz Turnitin. The faculty and institutional publications are well archived on the Library's Institutional Digital Repository i.e. Gyan Pravaah (https://idr.cuh.ac.in:8080/jspui/) . Library has its own website

hosted on University’s website (www.library.cuh.ac.in) which gives detailed information on services and facilities.

File Description	Documents
Upload relevant supporting document	View File

4.2.2 - Institution has subscription for e-Library resources Library has regular subscription for the following: e – journals e-books e-ShodhSindhu Shodhganga Databases

A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	View File

4.2.3 - Annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)

111.5

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

4.2.4 - Number of usage of library by teachers and students per day (foot falls and login data for online access)

4898

File Description	Documents
Upload relevant supporting document	View File

4.3 - IT Infrastructure

4.3.1 - Number of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities during the year

124

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

4.3.2 - Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility

Central University of Haryana has notified the policies related to ICT infrastructure i.e. IT Security policy and the e-mail Policy (Under Approval). These policies are meant to ensure the proper use of Internet and Email facilities by all the stakeholders of the University. The University uses email as a major mode of communication. The E-Mail policy lays down the guidelines with respect to use of e-mail services. The ICT Section has implemented University E-mail Services, IT Security and Network Services efficiently.The objective of this policy is to ensure secure access and usage of University e-mail and network services by its users. Users have the responsibility to use the allocated resources in an efficient, effective, lawful, and ethical manner. All services under emails/ network services are offered free of cost to all officials/faculty under Departments/Centers and students enrolled in the University. The IT section also facilitates e-governance through e-Samarth (eGov) software It may be accessed via https://cuh.samarth.ac.in/index.php/site/login.In future, the ICT Section will implement the IT Infrastructure with anincreased number of access points to 400 in upcoming Boys & Girls Hostels, Health center and Innovation Center to make the fully functional Wi-Fi campus fully functional with passive networking

File Description	Documents
Upload relevant supporting document	View File

4.3.3 - Student - Computer ratio during the year

Number of students	Number of Computers available to students for academic purposes
4612	1110

4.3.4 - Available bandwidth of internet connection in the Institution (Leased line)

- ?1 GBPS

File Description	Documents
Upload relevant supporting document	View File

4.3.5 - Institution has the following Facilities for e-content development Media centre Audio visual centre Lecture Capturing System(LCS) Mixing equipment's and softwares for editing

A. All of the above

File Description	Documents
Upload relevant supporting document	View File
Upload the data template	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Total expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year

913.03

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The University has a well-defined policy and system in place for the maintenance and utilization of all its physical, academic and sports facilities. Maintenance of Academic Support Facilities: Classroom Management: The classrooms are the most important platforms for teaching learning activities. The classroom management isone of our primary goals, It is managed with proper systems and procedures. All classrooms are facilitated with the modern teaching learning environment. Besides seminar halls are well equipped with modern technology like the smart boards, mike systems, wi-fi facilities, and audio-video facilities for effective teaching with CCTVs installed in each seminar hall for the safety and security concerns. Maintenance and cleaning staff are deputed on a regular basis. Repairs and replacements are done as and when required. Laboratory Management: Laboratories provide practical learning and exposure to all the students. All Science department laboratories are well-equipped with advanced instruments and equipment. Lab safety

guidelines and rules are displayed in each lab. Moreover, the basic safety equipment are installed like safety showers, fire extinguishers, etc. are also placed in the buildings. Repair and maintenance for all laboratory equipment taken into consideration under special attention with the immediate approval

File Description	Documents
Upload relevant supporting document	View File

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Total number of students benefited by scholarships and free ships provided by the institution, Government and non-government agencies (NGOs) during the year (other than the students receiving scholarships under the government schemes for reserved categories)

314

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.1.2 - Total number of students benefited by career counselling and guidance for competitive examinations offered by the Institution during the year

385

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.1.3 - Following Capacity development and skills enhancement initiatives are taken by the institution Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) Awareness of trends in technology

A. All of the above

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.1.4 - The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organisation wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

- All of the above

File Description	Documents
Upload relevant supporting document	View File

5.2 - Student Progression

5.2.1 - Number of students qualifying in state/ national/ international level examinations during the year (eg:NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)

5.2.1.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

389

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.2.2 - Total number of placement of outgoing students during the year

430

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.2.3 - Number of recently graduated students who have progressed to higher education (previous graduating batch) during the year

274

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter -university/state/national/international events (award for a team event should be counted as one) during the year

20

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.3.2 - Presence of Student Council and its activities for institutional development and student welfare

Central University of Haryana is governed by the Central Universities Act-2009 which contains theprovision of the Students' Council consisting of 40 student members (20 elected and 20 nominated on thebasis of well-defined criteria). The Students Council is headed by the Dean Students Welfare. The StudentsCouncil provides ample opportunities to the students to develop leadership skills as most of the issuesconcerning the students are pursued by the Council in consultation with DSW and other administrativefunctionaries of the university. The Students Council plays a pivotal role in organisation of various studentcentricactivities, Foundation Day and celebration of festivals manifesting unity in diversity. Twenty elected members are directly elected by the students while the remaining twenty students arenominated by the departments strictly in accordance with the

provisions of the Act, on rotation basis.Every year, the office of DSW circulates the notice regarding the departmentwise distribution of seats forthe Students Council, and the process is ordinarily completed by the month of September.

File Description	Documents
Upload relevant supporting document	View File

5.3.3 - Number of sports and cultural events / competitions organised by the institution during the year

15

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association/Chapters (registered and functional)contributes significantly to the development of the institution through financial and other support services during the year

The Alumni Association is registered and functional.Alumni Meet-24 was organized on 27.04.2024 (Saturday). Prof. Tankeshwar Kumar, Vice Chancellor of CUH was the chief guest. Prof. Sushma Yadav, Pro-VC, presides over the function. Proctor, Prof. Nand Kishore Ji, DSW, Prof. Anand Sharma, Dean of Academic Affairs Prof. Sanjeev Yadav, Registrar, Prof. Suneel Kumar, and many other teaching and non-teaching staff members attended the Alumni Meet-24. Ex-Dean of Alumni Association, Prof. Parmod Kumar was also present and addressed the students. Dr. Sudeep Kumar and Dr. Suman handled the stage. Program Started with Saraswati Vandana and University Kulgeet. CUH documentary was shown to Alumni to see the progress of university after completing their course. 129 Alumni from different states and 52 universitystaff and others participated in the events. Alumni shared their experiences. Prof. Tankeshwar Kumar ji, Vice Chancellor and Chief Guest of the occasion addressed the gathering with their motivational and inspirational words. Prof. Sushma Yadav Ji. Pro Vice-Chancelloralso addressed the gathering with her kind and wise words. She also promised to donate Rs. 21,000/- to the Alumni Association. Dean of Alumni Prof. Harish Kumar elaborated on different activities organized under the Alumni Association of CUH. Prof. Sunita Srivastava, Head Physics Department also promised to donate Rs. 11,000/- to the Alumni Association. The Alumni meet was

also addressed by DSW, and the Proctor of the university. The Alumni Meet-24 ended with a Vote of thanks delivered by Prof. Phool Singh followed by the National Anthem.

File Description	Documents
Upload relevant supporting document	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) **A. ? 5Lakhs**

File Description	Documents
Upload relevant supporting document	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance

The institution has a clearly stated vision and mission, which are reflected in its academic and administrative governance

Central University of Haryana has a clearly stated vision and mission that constantly and relentlessly reflects on its academic and administrative governance, as described below:

Vision: To develop enlightened citizenship of a knowledge society for peace and prosperity of individuals, nations and the world through the promotion of innovation, creative endeavours, and scholarly inquiry.

Mission: To serve as a beacon of change, through multi-disciplinary learning, for creation of knowledge community, by building a strong character and nurturing a value-based transparent work ethics, promoting creative and critical thinking for holistic development and self-sustenance for the people of India. The University seeks to achieve this objective by cultivating an environment of excellence in teaching, research and innovation in pure and applied areas of learning.

Academic and Administrative Governance: CUH is a Central University established by Act of Parliament, and governed by Ministry of Education, Government of India and UGC. The statutory bodies of the

institute are - The University Court, Executive Council, Academic Council, Finance Committee, Building Committee, School Boards and Boards of Study.

File Description	Documents
Upload relevant supporting document	View File

6.1.2 - The effective leadership is reflected in various institutional practices such as decentralization and participative management

The effective leadership is reflected in various institutional practices such as decentralization and participative management

With several statutory bodies and officers with defined roles and responsibilities, the administrative set-up of the Central University of Haryana is inherently decentralised and participative, which entails effective leadership at various levels of administration.

The University's Vice-Chancellor is the University's executive head, supported by the statutory officers such as the Registrar, Finance Officer Controller of Examinations and various administrative sections. For management and execution of academic and research activities, the Deans of the Schools and Heads of Departments perform their duties under the active guidance of the Vice Chancellor. Besides, the Standing Committee (of the Academic Council) on Academic Matters, Standing Committee (Admissions), Central Admission Advisory Committee, Dean Academic, Dean Research and Librarian contribute significantly to the planning and execution of academic/research priorities as envisioned by the university. In addition to the Academic Council, School Boards and Boards of Studies contribute significantly to academic and research planning.

File Description	Documents
Upload relevant supporting document	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed

The university has a total of 85, Undergraduate, postgraduate, PhD programs,and all the programmes are learning outcomes based. It

includesinterdisciplinary multidisciplinary and value-added courses.Students are encouraged to participate in the fair/ exhibitions,oral/poster sessions of conferences/workshops, field training,etc. Examination schedules are adhered to as per the Academic Calendarof the university. In general, universities declare the results of all examinations within the 65days (average) of the lastexamination. The university promotes high-quality research byoffering awards to teachers and research scholars who published their research findings in high-impact factor journals.The Central Library of CUH has a fully automated Library system connecting 3 School of Study level libraries within the campus. The Library collection comprises a broad spectrum of academic and popular literature in print as well as in digital formats. The Library collection comprises 58,246 books, 6654 e-books, 5214 e-journals, 92 theses, 36 magazines, 17 print journals, 16 newspapers, 14 databases, and 9 software.The universityhas an Establishment branch to deal with the recruitment/promotions ofteaching/non-teaching staff in accordance with the UGC and centralGovt. rules. The university has 233full-time teachers and 97 non-teaching staff. The university participates in the CUET (UG),CUET(PG), and integrated Teacher Education Programme (ITEP) examination, which is a centralized admission procedure at thenational level through all India competitive examinations

File Description	Documents
Upload relevant supporting document	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The University is governed by a well-structured mechanism consisting of statutory bodies like the University Court, Executive Council, Academic Council, Finance Committee, School Board and Board of Study, and statutory officers such as the Vice-Chancellor, Deans, Registrar, Proctor, Dean Students Welfare, Provost, Finance Officer, Controller of Examinations, Librarian, Heads of Departments and other subordinate officers/sections with defined responsibilities and delegated autonomy at various levels for smooth implementation of the policies framed by the institutional bodies.

As a whole, the administrative setup is decentralised and

participatory, which ensures efficiency and effectiveness.

The University follows UGC Regulations, as amended from time to time, for teachers' recruitment, promotion and service rules. In the case of administrative and non-teaching staff, the University complies with relevant ordinances, cadre recruitment rules and reservation roster prepared by the UGC/MoE/Government of India guidelines.

File Description	Documents
Upload relevant supporting document	View File

6.2.3 - Institution Implements e-governance in its areas of operations

6.2.3.1 - e-governance is implemented covering following areas of operation **A. All of the above**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

Appraisal system: Through IQAC, the university organises Annual presentations for departments and individual faculty to be reviewed by a panel of experts (including external experts). Annual academic audits and awards for excellence also enhance quality.

Promotional Avenues: The university follows UGC Regulations, as amended from time to time, for recruitment, promotion and service rules of teachers. The University complies with relevant ordinances and cadre recruitment rules for administrative and non-teaching

staff.

Welfare Measures: The University takes care of the holistic health of its employees through the Medical Health Centre by providing support for physical and mental health. It also provides professional support for yoga and related therapies, and cashless medical cards have been provided to all employees in case they need expert medical help.

The university accommodates more than 150 employees on campus and has a fully functional residential welfare association to address their needs. Guest House facility is available to employees to cater to their personal and professional needs. The university provides seed money, fellowship leaves, and financial assistance to its employees for attending conferences, membership fees, etc. These facilities are also extended to outsource university employees. The university is also committed to the welfare of the surrounding communities and villages.

File Description	Documents
Upload relevant supporting document	View File

6.3.2 - Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

38

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

6.3.3 - Number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the year

15

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.3.4 - Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year(Professional Development Programmes, Orientation /

Induction Programmes Refresher Course, Short Term Course)

341

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Central University of Haryana has a well-established process for optimal mobilisation and utilisation of resources to achieve desired outcomes. The University receives financial grants/research grants from various government and non - government agencies such as the Ministry of Education, GOI, UGC, Higher Education Funding Agency and various research funding agencies such as DST, DBT, ICMR, etc.

Central fund-generating avenues are:

- **Grant in aid General (Recurring) from UGC and MoE Grant in aid Salary (Head) from UGC and MoE**
- **Grant in aid Capital assets (Non-Recurring) from UGC and MoE Infrastructure development fund from HEFA**
- **Tuition fees collected from students, Campus development and other activity charges collected from students**
- **Funds received by Faculty members from various Government and non-government agencies for research projects and consultancy**
- **Funds generated through interest earned on corpus funds, endowments, Alumni contribution**

Besides, the University adopted the following measures for optimum utilisation of resources: The University has implemented e-governance in all spheres of planning and development. Wastewater in campus is being treated and reused for watering the gardens and plants with the help of a fully functional sewage treatment plant. Concepts of Green Building, Photovoltaic roof structures and solar trees for harnessing solar energy to guide the campus development; Conservation of energy through utilisation of LED bulbs, BEE

standard electrical appliances and solar panels; Passive solar design for natural heating and cooling to optimise heat and AC system.

File Description	Documents
Upload relevant supporting document	View File

6.4.2 - Funds / Grants received from government bodies during the year for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)

8415

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.4.3 - Funds / Grants received from non-government bodies, individuals,philanthropists during the year for development and maintenance of infrastructure (not covered under Criteria III and V)(INR in Lakhs)

0

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	View File

6.4.4 - Institution conducts internal and external financial audits regularly

The Central University of Haryana has a financial audit regulatory system as per the financial guidelines laid down by UGC and the government of India. The University has an effective Audit system, ensuring the reliability of financial reporting, safeguarding the assets and compliance with the rules and regulations. Audit ensures proper utilisation of funds/grants within the framework of University statutes/ordinances and GFR/other Government rules

The University’s Financial Audit is under the purview of India's Comptroller and Auditor General (CAG). Audit of expenditure examines and verifies whether adequate, proper and sound systems and procedures are in place and are being complied with, both in letter and spirit, for spending public money. All the university's financial accounts, including transaction vouchers and balance

sheets, are audited by the CAG team annually, and they are distributed over a span of 15 days each. Observations, if any, brought out by the Audit in improving the financial transactions are taken care of and implemented according to the satisfaction of the audit, and the compliance of audit observation is shown to the next audit for dropping the observations.

File Description	Documents
Upload relevant supporting document	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals

CUH has a well-established IQAC, having a well-structured IQAC committee consisting of Vice Chancellor (Chairman) Deans, HODs, faculty members, and members representing Executive Council, Industry, Local Society, Alumni, students, and employers. IQAC is active from 20th Aug 2015. It has contributed significantly to the quality of teaching and research. The committee comprises IQAC director, concerned dean and the external expert to review the annual performance of the department and faculty.

I. Implementation of NEP 2020: CBCS, OBCurriculum Framework for all programmes, inclusion of IKS and value added courses for the upliftment of the students.

II.Audits and presentations by faculty & Departments to improve teaching and research quality of the faculty members

III.Student Awards: To encourage the students awards are awarded every year to the students in each school on the basis of commutative score in that calendar year.

IV. Annual Academic Auditis a unique feature of the university to evaluate the department performance by a committee.

v. Seed grant: The newly appointed faculty is provided with seed grant of up Rs. 2.00 Lacs

vi. Support to attend conference and membership fee of professional bodies: Upt0 1.5 lakh for international and 20000/- for national conferences once in 3 years

File Description	Documents
Upload relevant supporting document	No File Uploaded

6.5.2 - Institution has adopted the following for Quality assurance Academic Administrative Audit (AAA) and follow up action taken Confernces, Seminars, Workshops on quality conducted Collaborative quality initiatives with other institution(s) Orientation programme on quality issues for teachers and studens Participation in NIRF Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. Any 5 or all of the above

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting documnent	No File Uploaded

6.5.3 - Incremental improvements made for the preceding during the year with regard to quality (in case of first cycle) Post accreditation quality initiatives(second and subsequent cycles)

i- Filling of Vacant Teaching Positions: The number has increased from 55 to 233 across various departments. Nonteaching positions were also filled. Besides, University has also processed the applications for promotion of teachers under CAS.

ii - Financial support for attending conference and Membership: University has a policy in place to financially support faculty for participating in conferences, seminars, workshops. An assistance up to INR 1.5 Lakhs is given to faculty members over a period of three years.

iii - National Academic Depository, Multiple Entry Exit policy, Integrated courses: University has introduced integrated programmes with multiple entry/exit options and has registered for the Academic Bank of Credits for smooth transfer of the credits earned by the students.

iv- Innovation led education: The CUH is providing support to file the patents that resulted in grant of 37 IPRs during last 2 years

Similarly, consultancy projects have jumped to 338 during 23-24 after implementation of Consultancy rules in the CUH

v. Coaching classes for UPSC-Dr. Ambedkar Center of Excellence (DACE) to provided high-quality free coaching facilities to 196 SC/ST/OBC students for the Civil Services examination conducted by UPSC and other competitive examinations.

vi. UGC-MMTTC: The MMTT center has trained more than 1000 teachers

File Description	Documents
Upload relevant supporting document	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Central University of Haryana prioritizes gender equity and safety, especially for female students and employees. The campus is secured with female security staff, CCTV surveillance, and manned gates. Gender sensitivity is promoted through the Women Empowerment Cell and Sexual Harassment Prevention Cell, which conduct counseling and awareness programs. Grievances are promptly addressed by the Internal Complaint Committee (ICC). The university engages the community through workshops, panel discussions, and cultural activities, fostering gender equity. For girl students, the university ensures 24/7 safety with security guards, wardens, and CCTV surveillance in hostels. Sanitary pad vending machines are installed, and a 5% attendance relaxation for menstrual leave is provided. Students have faculty mentors and access to counseling services, common rooms, and wellness clinics to address psychosocial needs. The Women Empowerment Cell organized a debate on "Naye Bharat Ko Salam" discussing India’s soft power, social and cultural developments, and challenges like unemployment. The Cell also celebrated International Girl Child Day, discussing issues related to girl children and providing basic self-defense and cybercrime awareness training. The university’s holistic approach fosters a safe and empowering environment for all on campus.

File Description	Documents
Upload relevant supporting document	View File
Annual gender sensitization action plan(s)	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common rooms d. Daycare Centre e. Any other relevant information	https://drive.google.com/file/d/1POif8FKKQVbv-5IC9Q8LbIVnsU2ryv9a/view?usp=drive_link

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

A. Any 4 or All of the above

File Description	Documents
Upload relevant supporting document	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste management has become one of the most important parameters in the development of sustainable University campus. With the aim to adhere to Swachh Bharat Abhiyaan of, Government of India, the University is committed to ensure to build sustainable infrastructure. In this direction, the University has taken several initiatives in the management of waste arising from the academic or administrative blocks, hostels and residential complexes of the University. The University takes due care in management of various types of wastes generated in the campus. Solid waste generated from horticulture operations is collected and decomposed in pits and put back in soil; liquid waste (sewage) of the University is treated in Sewage Treatment Plant (STP) and used for horticulture purpose. The hazardous and biomedical waste is being collected by government approved agency from the premises twice a week for further disposal.

File Description	Documents
Upload relevant supporting document	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Upload relevant supporting document	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

D. Any 1 of the above

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**
5. **Beyond the campus environmental promotional activities**

File Description	Documents
Upload relevant supporting document	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment Ramps/lifts for easy access to classrooms and centres. Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software,mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words)

University Cherished uniqueness with students from diverse socio cultural backgrounds from all over the country. The University takes several steps to promote imparting tolerance and harmony. Mentor-mentee initiatives help promote the participation of every team member in a class and in identifying their strengths. The evidence of success is seen in the increased participation of students as a team in symposia, sports, National Social Service (NSS), Youth Red Cross and other similar activities. For instance, a group of NSS volunteers work with great commitment for Swatch Bharat Abhiyan and travel to different nearby villages of Central University of Haryana in groups and carry out the cleaning of public places, periodically. The enrolment of more than 46% students from rest 25 different States and Union Territories of India is a testimony to the commitment of the University to excel in academics, research, innovation and extension activities. Vision to celebrate diversity also gets manifested (in the University's initiatives towards Ek Bharat Shrestha Bharat wherein the University organizes special events to promote cultural and regional diversity. Thus, the university is continuously going towards to achieve the mission of promoting cultural and gender diversity.

File Description	Documents
Upload relevant supporting document	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The Central University of Haryana undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligations viz. values, rights, duties, and responsibilities of citizens through the celebration of Republic Day, Independence Day, Constitution Day, organizing workshops/ seminars/ expert talks on Universal Human Values and professional ethics, etc. Students are encouraged to participate in various competitions such as essay competitions, writing contests, debates, etc. Central University of Haryana has also started courses on "Constitutional Law and Human Rights" as an open elective course for the students to inculcate the constitutional obligations, values, rights, duties, and responsibilities. In addition to this, we also organize various sensitization and awareness programs on Human Rights, Fundamental Rights, legal, traffic awareness and CivilSafety, Values, etc. On all important occasions and functions, the national anthem is played to inculcate the feeling of oneness and respect for our Nation, culture, and its constitution. Environment Day is celebrated and a pledge is taken by all stakeholders to develop a sense of responsibility towards preserving and saving the environment for ourselves and the coming generation. 'Akandh Path' and 'Havan Yagya' are also solemnized on the campus to inculcate communal harmony among the University community.

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on Code of Conduct are organized

All of the above

File Description	Documents
Upload relevant supporting document	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

CUH believes in celebrating events and festivals representing diversified regions cultures and religions it builds a strong cultural belief in a student. The events and festivals organized at university are often celebrated with great pomp and gaiety. CUH celebrates National and International days enthusiastically every year. All staff members and students gather in the university to celebrate these days. Celebration of cultural and constitutional festivals is an integral part of our co-curricular activities. Throughout the session, different days are celebrated by students with the guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation. The University realizes the importance of remembering the national and international commemorative days and makes sure to engage the students and staff in the celebrations. The University actively celebrates Birthdays and Death Anniversaries like Gandhi Jayanti, Dr. Bhim Rao Ambedkar Jayanti, Vivekanand Jayanti, Teacher’s Day, Environment- Week, Ozone Day, etc. just to mention a few. The Women's Cell of the University makes sure to plan some programs to sensitize the masses on Women’s Day and International Girl Child Day every year.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the University

Central University of Haryana (CUH) is a cutting-edge multidisciplinary university with national and international partnership arrangements. It fosters an environment that supports high-quality instruction and creative research,resulting in the development of knowledgeable, adept, and compassionate human resources to address current and future societal issues. The multi-disciplinary and transdisciplinary approach enables the university in setting a milestone indiverse of areas. The NEP 2020 implementation project at CUH gathers its strength via thoroughly updated syllabi that attracts continuous feedbacks from all stakeholders. Theprogramme specific outcomes comprehensively reflectthe focus onlearning needs. The humanities courses help in the holistic development of students while Tourism and Hotel Management courses help fulfil the demands of the skilled work force in theareas of tourism as an industry. The structure and focus ofScience and Engineering courses is on local and global skilldemand gap covering areas of IT and informatics, Cyber Security,Big Data and Artificial Intelligence, Cloud Computing, RemoteSensing, Energy Storage Systems for electric vehicles, Electricand hybrid vehicles, Earthquake Engineering and Printing &Packaging Technology.

File Description	Documents
Upload relevant supporting document	View File

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

9

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

1.1.3 - Total number of courses having focus on employability/ entrepreneurship/ skill development offered by the University during the year

1.1.3.1 - Number of courses having focus on employability/ entrepreneurship/ skill development during the year

1253

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced of the total number of courses across all programs offered during the year

85

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

1.2.2 - Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented during the year

24

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The logo of Central University of Haryana represents the university's dedication to advancing education that instills respect for the environment, ecology, and coexisting in harmony with nature. The logo actually embodies the true essence of the institution. As a multidisciplinary university, CUH has been

effective in incorporating cross-cutting problems into its curriculum, with a particular emphasis on ethics, values, gender, the environment, and sustainability. Many courses like Indian Ethos and Ethics for Information Professionals, Professional Ethics and Professional Accountability, Understanding Tourism Ethics, Values and Ethics in Business, Corporate Governance and social responsibility, Biosafety, Bioethics and IPR, etc are dealing with professional ethics. Research and publication ethics is taught to all doctoral students of science and humanities by a single university level course. Specific course content of ethical aspects is present in syllabi of various academic programmes. By incorporating these major topics into their curriculum and organising extra-curricular activities, like gender sensitization programmes, mental health day programmes, programmes for transgender communities, ethics for media practitioners to engage students with the issues and challenges faced by the marginalized communities of the society and to develop care and empathy towards these members of the society and try to sensitize them with their rights and mainstream them into the society, the various departments, Cells & Clubs of CUH frequently promote professional ethics, human values, gender equality, and green environmental practices for a sustainable future among research academics and students.

File Description	Documents
Upload relevant supporting document	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

9

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.3.3 - Total number of students enrolled in the courses under 1.3.2 above

1.3.3.1 - Number of students enrolled in value-added courses imparting transferable and life skills offered during the year

318

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.3.4 - Number of students undertaking field projects / research projects / internships during the year

606

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

1.4 - Feedback System

1.4.1 - Structured feedback for design and review of syllabus – semester wise / is received from Students Teachers Employers Alumni	• All 4 of the above

File Description	Documents
Upload relevant supporting document	View File

1.4.2 - Feedback processes of the institution may be classified as follows	• Feedback collected, analysed and action taken and feedback available on website

File Description	Documents
Upload relevant supporting document	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Demand Ratio

2.1.1.1 - Number of seats available during the year

2069

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.1.2 - Total number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the year (Excluding Supernumerary Seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

2009

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the studentsand organises special Programmes for advanced learners and slow learners

Central University of Haryana adopts multiple mechanisms to assess the learning level of the students viz. 1. Performance in the entranceexamination: The entrance test conducted by the National Testing Agency (NTA) can be treated as a diagnostic test of the students. The performance therein is used for categorizing the slow and advanced learners. 2. The students are made aware of the prerequisites of courses offered to them and choose general elective courses appropriate for their interests and learning levels under the guidance of faculty members. 3. Value-added courses are also offered which may enhance the skill and work readiness of students with different learning paces. 4. The following methods are adapted to make sure that the needs of Slow Learners and advanced Learners are fulfilled: a.The newly admitted students are sensitized to the curriculum offered through CBCS & OBE in admission rounds as well as through the process of induction programs by individual departments and by the office of the Dean of Students Welfare. b. For slow learners, special coaching/remedial classes are organized throughout the semester in addition to tutorials and counseling which help them to catch up with others. c. Various programs for advanced/slow learners are undertaken through schemes for students for entry in services, schemes of coaching for SET/ NET/GATE/TOFEL/GRE

examinations.

File Description	Documents
Upload relevant supporting document	View File
Link For Additional Information	Nil

2.2.2 - Student - Full time teacher ratio during the year

Number of Students	Number of Teachers
4612	233

File Description	Documents
Upload relevant supporting document	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences

The Central University of Haryana pursues a student-centric approach and various experiential, participatory, and problemsolving methodologies are adopted to ensure the active participation of the students in the teaching-learning process. The participatory learning activities for students are: Experiential learning Development of innovative project: Students from the various departments have actively participated in “Science Day” celebrated in CUH and displayed innovative ideas. Health awareness and community-based activity: students demonstrated their learned skills and spread awareness on and outside the campus. Students actively attended and conducted the workshop which highlighted their work readiness. Stutent also gains real-life experience from field trips,internships and industrial visits. Students regularly organize activities like blood donation camps and visits to old age homes, orphanages. Participatory learning The University gives importance to the holistic development of the students beyond the classroom through co-curricular, extra-curricular, and field-based activities. Students are encouraged to participate in inter-university competitions, technical competitions, sports competitions, and corporate competitions. Students also take the initiative to learn extra new skills through online courses. Problem-Based

Learning Problem-Based Learning implements the right blend of traditional and modern teaching methodologies. Many departments are imparting critical thinking, problemsolving, and decision-making skills through Case-base learning, Problem-based learning, Bycode sessions, etc

File Description	Documents
Upload relevant supporting document	View File

2.3.2 - Teachers use ICT enabled tools including online resources for effective teaching and learning processes during the year

The Central University of Haryana follows ICT-enabled teachinglearning in addition to traditional classroom education. Accordingly, efforts are made by the institute to provide an elearning atmosphere for which, all the classrooms have ICT support and the campus is equipped with high-speed WiFi connectivity. To facilitate the learner, the Library has subscribed to various e-resources and the faculty use various ICT-enabled tools to enhance the quality of teaching-learning. Some of the important ICT-enabled tools, that are routinely used are-
· Turnitin (for research and assignment to check the similarity index), Google classroom (used to manage and post course-related information-learning material), quizzes, LMS portal for self-based learning, lab submissions and evaluations, assignments etc. Virtual labs are used to conduct lab classesthrough simulations. E-data base to search the literature and research articles. Online drawing tools like concept maps, and mind maps, are used to perform student-centric activities. The PPTs, animations, and simulations are used to improve the effectiveness of the teaching-learning process. The online learning environments are designed to train students in open problem-solving activities. Lab manuals are mailed to students well in advance before the experiment is performed. Online quizzes and surveys are regularly conducted to receive feedback from the students. All the teachers use ICT tools for effective outcomes.

File Description	Documents
Upload relevant supporting document	View File

2.3.3 - Ratio of students to mentor for academic and other related issues during the year

2.3.3.1 - Number of mentors

233

File Description	Documents
Upload relevant supporting document	View File

2.4 - Teacher Profile and Quality

2.4.1 - Total Number of full time teachers against sanctioned posts during the year

233

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.4.2 - Total Number of full time teachers withPh.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. during the year

212

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.4.3 - Total teaching experience of full time teachers in the same institution during the year

2.4.3.1 - Total experience of full-time teachers

1038

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.4.4 - Total number of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year

26

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

27

2.5.1.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the year

27

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.5.2 - Total number of student complaints/grievances about evaluation against total number appeared in the examinations during the year

433

File Description	Documents
Upload relevant supporting document	View File

2.5.3 - IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution

The University is striving hard to introduce the Examination Reforms through optimum integration of Information Technology (IT). The University has a well-established Examination Management System, which is carried out through a portal on the CUH domain (https://admin.cuh.ac.in/) and 'Samarth eGov' for managing key examination activities, including registration, promotion, and result declaration.

Course Registration: Central University of Haryana runs all academic programmes in regular mode in the semester system. Students register in a program through the Self-Service portal

admin portal, in which the Head of the Department assigns courses to students for registration, followed by approval of the hall ticket and printing of the hall ticket by students.

Continuous evaluation: The continuous and comprehensive evaluation of Students through Internal assessment examinations on the basis of class performance, assignments. The performance of students is also evaluated through two compulsory sessional tests in each semester that are conducted by the course coordinator using IT-enabled platforms such as Moodle, e-LMS, Google Classroom, or in offline mode. In the case of Ph.D., there is 40% weightage for internal assessment and 30% weightage is assigned for internal assessment in UG/PG programs.

File Description	Documents
Upload relevant supporting document	View File

2.5.4 - Status of automation of Examination division along with approved Examination Manual	A. 100% automation of entire division & implementation of Examination Management System (EMS)

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.6 - Student Performance and Learning Outcomes

2.6.1 - The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents

In alignment to UGC Quality Mandate for Higher Education Institutions-2021 and National Education Policy-2020, Central university of Haryana rigorously revamp the curriculum of undergraduate and postgraduate. All the academic programs are following outcome based curriculum and focused on the active learning to equip students with discipline knowledge, critical thinking, problem-solving ability, communication skills, and digital capability. After graduation from the programme, we expect the course outcomes will fulfill the criteria for work readiness. Course structure and syllabus of each programme provide detailed information about scheme of instruction and

evaluation. The university follows UGC guidelines regarding credits and hours. One credit theory/tutorial course is assigned 15 hours, and in case of a practical course, one credit course is assigned 60 hours per semester. The learning assessment is well defined with evaluation components, weightages of assessment and maximum marks for each course. The structured assessment of each course includes-1) two sessional tests, 2) continuous assessment and 3) term-end exam. The assessments were designed as per Bloom's taxonomy and mapped to fulfill the specific Course Outcome (CO).

File Description	Documents
Upload relevant supporting document	View File

2.6.2 - Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year

The CUH has recognized evaluation criteria to assess the attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs). The university has developed and continuously revising the curriculum for achieving outcome based leaning and evaluation procedure to define learning outcomes. The attainment of POs, PSOs, and COs is assessed by the mapping of questions in the external examination for all the courses in the program including higher order understanding levels as per Bloom’s Taxonomy. Moreover, internal continuous assessment covering the critical thinking, problem-solving ability, communication skills, and digital capability of the student. For each course, the level of attainment of each Course outcome is compared with the predefined targets, and if not attained, the course coordinator takes necessary steps for improvement. If the target criterion level is not reached, then faculty suggests for improvement to attain the same.

File Description	Documents
Upload relevant supporting document	View File

2.6.3 - Number of students passed during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1300

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a web link)

https://www.cuh.ac.in/feedback.aspx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented

Central University of Haryana (CUH) has a well-defined Research and development Cell for ensuring the highest quality standards in research, innovations, and extension. The research promotion initiatives started by CUH are meticulously aims at promoting scientific thinking and logic to ensure amazing research outputs in the emerging areas. The CUH has a well-equipped Central Instrumentation Centre and Centre for Innovation and Incubation (CII) which facilitate the development of the innovative ideas, collaborative researches, high end equipment, software, journals (print and electronic), and research databases. The Central Instrumentation Centre (CIC) has three major research facilities: LC-MS (Liquid Chromatography-Mass Spectrometer), Orbitrap Q-Exactive Plus Mass Spectrometer (Thermo Fischer Scientific Pvt. Ltd). AFM (Atomic Force Microscopy) TOSCA-200, from Anton Paar GmbH, Austria 80 MHz Benchtop NMR (Nuclear Magnetic Resonance) Magritek benchtop NMR. Along with this, plant genome facility, plant growth chamber and medical biology facilities are also developed in various departments of Life sciences. Department of Chemistry, Environmental Sciences, Physics and astrophysics and the School of Interdisciplinary and Applied Sciences are DST-FIST sponsored departments. To pursue the collaborative research intensive initiatives, the University has successfully signed MoU with 50 different research institutes/Universities. Some of the initiatives of the CUH to Promote Research are Provision for Seed Money for initiating basic and fundamental research; Promotion of Interdisciplinary research culture; Appreciation Awards for the faculty excelling in research; Local and need-based research;

Research incentives for publication and patents.

File Description	Documents
Upload relevant supporting document	View File

3.1.2 - The institution provides seed money to its teachers for research (amount INR in Lakhs)

770646

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.1.3 - Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year

14

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.1.4 - Number of JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year

254

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.1.5 - Institution has the following facilities to support research Central Instrumentation Centre Animal House/Green House Museum Media laboratory/Studios Business Lab Research/Statistical Databases Moot court Theatre Art Gallery	**A. Any 4 or more of the above**

File Description	Documents
Upload relevant supporting document	View File

3.1.6 - Number of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies during the year

7

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.2 - Resource Mobilization for Research

3.2.1 - Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the year (INR in Lakhs)

46.24

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.2.2 - Grants for research projects sponsored by the government agencies during the year (INR in Lakhs)

473.63

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.2.3 - Number of research projects per teacher funded by government and non-government agencies during the year

0.133

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

The CUH plays a pivotal role in fostering skill development, hands-on-trainings, entrepreneurship for the development of innovative products by guiding faculty and students via undertaking diverse applied research-based projects. At CUH, we integrate innovation into the curriculum across all fields, encompassing Engineering, Technology, Arts, Science, and Management. Furthermore, we actively encourage our alumni to establish startups in fields like Biotechnology, fabrication, Herbal products, and Functional Foods and Nutraceuticals. Our students are motivated to assess the local resources to overcome the existing societal challenges.The university assists both faculty and students in the process of patent filing, copyrights and technology dissemination among local population and also provides financial support for the innovation and entrepreneurship initiatives Annually, students of CUH showcase functional and conceptual projects on National Science Day, with the university extending financial aid for these endeavours. CUH also recognizes and rewards exceptional researchers based on their publications, patents, and contributions to research. Moreover, our institution maintains a strict policy against plagiarism, and, to uphold this, we have established departmental and university-level committees dedicated to research ethics and plagiarism concerns. Moreover, CUH was ranked 3rd among all the universities for securing maximum patents by India today ranking . We adhere to a code of ethics in teaching and research and include a mandatory course on Research Publication and Ethics in our academic offerings.

File Description	Documents
Upload relevant supporting document	View File

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

22

3.3.2.1 - Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year wise during the year

22

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.3.3 - Number of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year

3.3.3.1 - Total number of awards / recognitions received for research/innovations won by institution/teachers/research scholars/students year wise during the year

51

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The institution ensures implementation of its stated Code of Ethics for research

3.4.1.1 - The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following **1. Inclusion of research ethics in the research methodology course work** **2. Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc)** **3. Plagiarism check** **4. Research Advisory Committee**	A. All of the above

File Description	Documents
Upload relevant supporting document	View File

3.4.2 - The institution provides incentives to teachers who receive state, national and international recognitions/awards Commendation and monetary incentive at a University function Commendation and medal at a University function Certificate of honor Announcement in the Newsletter / website	A. All of the above

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.4.3 - Number of Patents published/awarded during the year

3.4.3.1 - Total number of Patents published/awarded year wise during the year

49

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.4.4 - Number of Ph.D’s awarded per teacher during the year

3.4.4.1 - How many Ph.D’s are awarded during the year

55

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.4.5 - Number of research papers per teacher in the Journals notified on UGC website during the year

2.34

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.4.6 - Number of books and chapters in edited volumes published per teacher during the year

3.4.6.1 - Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year

112

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.4.7 - E-content is developed by teachers For e-PG-Pathshala For CEC (Under Graduate) For SWAYAM For other MOOCs platform For NPTEL/NMEICT/any other Government Initiatives For Institutional LMS	D. Any 2 of the above

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

3.4.8 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

Scopus	Web of Science
23246	14789

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	View File

3.4.9 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-

Index of the University

Scopus	Web of Science
58	44

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy

With strong base of expertise, CUH offers consultancy services to industries and organizations. The university has a welldefined, comprehensive and transparent policy on consultancy services. University Consultancy Cell (UCC) has been established to promote technical know-how and expertise of the faculty/staff of theUniversity. The consultancy services act as effective agent for technological, industrial and economic development in the society. The Consultancy Policy Manual specifies the rules and norms of University regarding consultancy and obligations depending upon the nature of consultancy. The salient features of the consultancy manual are: Consultancy services may be offered to industries, services, Govt. Departments and other National/International agencies in the areas of expertise; The services offered shall be along the lines of professional services; Consultancy services cover variety of activities suchas feasibility studies, technology assessments, assessment of designs and or current manufacturing process, material, energy, environmental and manpower audits, third party inspections, hardware/software development etc.; Testing and evaluation services; Technical infrastructure/computational facilities of the university may be offered to undertake the outside work of the clients; Standardization and calibration services; All consultancy and related jobs need to be structured and executed in the spirit of promoting CUH Industry interactions.

File Description	Documents
Upload relevant supporting document	View File

3.5.2 - Revenue generated from consultancy and corporate training during the year (INR in Lakhs)

3.5.2.1 - Total amount generated from consultancy and corporate training during the year (INR in lakhs)

4644752

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.6 - Extension Activities

3.6.1 - Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the year

Central University of Haryana provides platform to faculty for organizing various outreach programmes in local communities. The applied society based research also caters the need of other districts of Haryana like Kurukshetra and Bhiwani. The students are motivated to actively participate in various co-curricular, extracurricular and outreach activities. More than eight villages have been adopted by the CUH for outreach, extension and research activities including training programme for the Anganwadi Workers (AWW), Self-Help Groups (SHGs), farmers and local community for their skill enhancement, and to start their own enterprises for economic security. Residential rural camp for farmers, women, and children in villages are also organized time-to-time. Various awareness campaigns and programmes viz., drug-addiction awareness, Swachta Abhiyan, Poshayan Abhiyan and various environmental awareness programme are being organized by different cells. Medical camps were organized in neighbourhood villages. NSS units organize various programmes like, Blood Donation Camps, one day and seven days camps, and awareness programmes viz. voter awareness and digital literacy Campaign are organized in CUH campus and its adopted villages. Youth Red Cross unit takes the lead in organizing Blood donation camps at regular intervals. CUH is also focusing to achieve sustainable development goals (SDGs) by organizing such outreach activities.

File Description	Documents
Upload relevant supporting document	View File

3.6.2 - Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the year

3.6.2.1 - Total number of awards and recognition received for extension activities from Government / Government recognised bodies during the year

nil

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

3.6.3 - Number of extension and outreach programs conducted by the institution including those through NSS/NCC/Red cross/YRC during the year(including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

15

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.6.4 - Total number of students participating in extension activities listed at 3.6.3 above during the year

996

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year

3.7.1.1 - Total number of Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year

25

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

3.7.2 - Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year

49

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.

The Central University of Haryana has a well-developed high-tech campus of 484 acres with a lush green campus. The University presently has a nearly 1.28 lakh square metre built-up area. All the academic buildings have a sufficient number of well-equipped and fully air-conditioned lecture halls, tutorial rooms with ICT-enabled facilities, and laboratories with the latest equipment, computers and the latest software. The University has virtual classrooms for recording lectures, etc. The campus is fully Wi Fi and University has five libraries with an adequate number of books, journals, e- books, databases, etc. The campus has a sufficient number of computers to cater to the needs of students and faculty. The University has four auditoriums with state of the art facilities to carry out curricular and extracurricular activities. The University has sufficient boys and girls hostels with modern furniture and Wi-Fi facility.

File Description	Documents
Upload relevant supporting document	View File

4.1.2 - The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)

The university aims to develop students' personalities by providing adequate infrastructure for cultural activities, yoga, games (indoor, outdoor) and sports. University has adequate infrastructure for the sports facilities. The Department of Physical Education and Sports provide necessary support and training for the students in various games. The university has spacious and well-equipped both indoor and outdoor sports facilities. The University has one main Auditorium and four mini auditoriums for organizing various academic and cultural activities. Sports Facilities: Well-established courts for games like Basketball, Cricket, Badminton, and Volleyball,Handball, Lawn Tennis, Shooting Area, Hockey, Football, Kabaddi and Kho-Kho are available. Two Football fields and 400m standard athletic tracks are available at the University. Indoor game facilities include indoor games like Badminton, Basketball courts, Table Tennis, Chess, a modern gymnasium, a yoga hall and a carrom room. Hostels are facilitated with a gymnasium, Table Tennis, play fields and board games. Such facilities are optimally utilized every day by students and staff

File Description	Documents
Upload relevant supporting document	View File

4.1.3 - Availability of general campus facilities and overall ambience

The Central University of Haryana has the following campus facility: Bank and Post Office Benches on roadsides. Bus facility for students inside the campus. Common Wi-Fi facility E-Rickshaw facility, Gymnasium in hostels RO Drinking water facility. Shopping Plaza: shops and canteen Sitting area in between hostels Water Tanks All the buildings have primary facilities in the form of ramps, toilets, etc. Special care is taken for visually impaired students by providing necessary software and hardware support. Health Center: University's health center has one male and one female doctor with 1 nursing officer, 1 medical attendant, 1 pharmacist, 2 MPHW Male & 1 Female, 1 lab technician, 1 office attendant. A 24x7 ambulance facility is also available.

File Description	Documents
Upload relevant supporting document	View File

4.1.4 - Total expenditure excluding salary for infrastructure augmentation during the year (INR in Lakhs)

100

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS) and has digitisation facility

University Library System (Central Library, SOET Library, SOE Library, DACE Library and SOL Library) is fully automated and provides most of the resources and services in print and digital mode remotely. The Library manages its operations through Library Management Software i.e. KOHA. The issue/return of the books are done through barcoding technology. The availability of print books can be checked through the online library catalogue 24x7. The scanned and born-digital official documents are available online through CUH e-Library web portal and mobile application (www.cuh.refread.com). The e-books and e-journals can be accessed remotely. The Library manages the profiles of the faculty along with their publications on IRINS system (https://cuh.irins.org/). The Library checks for plagiarism of theses, and papers etc. using plagiarism detection software viz Turnitin. The faculty and institutional publications are well archived on the Library's Institutional Digital Repository i.e. Gyan Pravaah (https://idr.cuh.ac.in:8080/jspui/) . Library has its own website hosted on University’s website (www.library.cuh.ac.in) which gives detailed information on services and facilities.

File Description	Documents
Upload relevant supporting document	View File

4.2.2 - Institution has subscription for e-Library resources Library has regular subscription for the following: e – journals e-books e-ShodhSindhu Shodhganga Databases	A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	View File

4.2.3 - Annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)

111.5

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

4.2.4 - Number of usage of library by teachers and students per day (foot falls and login data for online access)

4898

File Description	Documents
Upload relevant supporting document	View File

4.3 - IT Infrastructure

4.3.1 - Number of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities during the year

124

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

4.3.2 - Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility

Central University of Haryana has notified the policies related to ICT infrastructure i.e. IT Security policy and the e-mail Policy (Under Approval). These policies are meant to ensure the proper use of Internet and Email facilities by all the stakeholders of the University. The University uses email as a major mode of communication. The E-Mail policy lays down the guidelines with respect to use of e-mail services. The ICT

Section has implemented University E-mail Services, IT Security and Network Services efficiently.The objective of this policy is to ensure secure access and usage of University e-mail and network services by its users. Users have the responsibility to use the allocated resources in an efficient, effective, lawful, and ethical manner. All services under emails/ network services are offered free of cost to all officials/faculty under Departments/Centers and students enrolled in the University. The IT section also facilitates e-governance through e-Samarth (eGov) software It may be accessed via https://cuh.samarth.ac.in/index.php/site/login.In future, the ICT Section will implement the IT Infrastructure with anincreased number of access points to 400 in upcoming Boys & Girls Hostels, Health center and Innovation Center to make the fully functional Wi-Fi campus fully functional with passive networking

File Description	Documents
Upload relevant supporting document	View File

4.3.3 - Student - Computer ratio during the year

Number of students	Number of Computers available to students for academic purposes
4612	1110

4.3.4 - Available bandwidth of internet connection in the Institution (Leased line)

- ?1 GBPS

File Description	Documents
Upload relevant supporting document	View File

4.3.5 - Institution has the following Facilities for e-content development Media centre Audio visual centre Lecture Capturing System(LCS) Mixing equipment's and softwares for editing

A. All of the above

File Description	Documents
Upload relevant supporting document	View File
Upload the data template	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Total expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year

913.03

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The University has a well-defined policy and system in place for the maintenance and utilization of all its physical, academic and sports facilities. Maintenance of Academic Support Facilities: Classroom Management: The classrooms are the most important platforms for teaching learning activities. The classroom management isone of our primary goals, It is managed with proper systems and procedures. All classrooms are facilitated with the modern teaching learning environment. Besides seminar halls are well equipped with modern technology like the smart boards, mike systems, wi-fi facilities, and audio-video facilities for effective teaching with CCTVs installed in each seminar hall for the safety and security concerns. Maintenance and cleaning staff are deputed on a regular basis. Repairs and replacements are done as and when required. Laboratory Management: Laboratories provide practical learning and exposure to all the students. All Science department laboratories are well-equipped with advanced instruments and equipment. Lab safety guidelines and rules are displayed in each lab. Moreover, the basic safety equipment are installed like safety showers, fire extinguishers, etc. are also placed in the buildings. Repair and maintenance for all laboratory equipment taken into consideration under special attention with the immediate approval

File Description	Documents
Upload relevant supporting document	View File

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Total number of students benefited by scholarships and free ships provided by the institution, Government and non-government agencies (NGOs) during the year (other than the students receiving scholarships under the government schemes for reserved categories)

314

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.1.2 - Total number of students benefited by career counselling and guidance for competitive examinations offered by the Institution during the year

385

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.1.3 - Following Capacity development and skills enhancement initiatives are taken by the institution Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) Awareness of trends in technology

A. All of the above

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.1.4 - The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organisation wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

- **All of the above**

File Description	Documents
Upload relevant supporting document	View File

5.2 - Student Progression

5.2.1 - Number of students qualifying in state/ national/ international level examinations during the year (eg:NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)

5.2.1.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

389

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.2.2 - Total number of placement of outgoing students during the year

430

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.2.3 - Number of recently graduated students who have progressed to higher education (previous graduating batch) during the year

274

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter -university/state/national/international events (award for a

team event should be counted as one) during the year

20

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

5.3.2 - Presence of Student Council and its activities for institutional development and student welfare

Central University of Haryana is governed by the Central Universities Act-2009 which contains theprovision of the Students' Council consisting of 40 student members (20 elected and 20 nominated on thebasis of well-defined criteria). The Students Council is headed by the Dean Students Welfare. The StudentsCouncil provides ample opportunities to the students to develop leadership skills as most of the issuesconcerning the students are pursued by the Council in consultation with DSW and other administrativefunctionaries of the university. The Students Council plays a pivotal role in organisation of various studentcentricactivities, Foundation Day and celebration of festivals manifesting unity in diversity. Twenty elected members are directly elected by the students while the remaining twenty students arenominated by the departments strictly in accordance with the provisions of the Act, on rotation basis.Every year, the office of DSW circulates the notice regarding the departmentwise distribution of seats forthe Students Council, and the process is ordinarily completed by the month of September.

File Description	Documents
Upload relevant supporting document	View File

5.3.3 - Number of sports and cultural events / competitions organised by the institution during the year

15

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association/Chapters (registered and functional)contributes significantly to the development of the institution through financial and other support services during the year

The Alumni Association is registered and functional.Alumni Meet-24 was organized on 27.04.2024 (Saturday). Prof. Tankeshwar Kumar, Vice Chancellor of CUH was the chief guest. Prof. Sushma Yadav, Pro-VC, presides over the function. Proctor, Prof. Nand Kishore Ji, DSW, Prof. Anand Sharma, Dean of Academic Affairs Prof. Sanjeev Yadav, Registrar, Prof. Suneel Kumar, and many other teaching and non-teaching staff members attended the Alumni Meet-24. Ex-Dean of Alumni Association, Prof. Parmod Kumar was also present and addressed the students. Dr. Sudeep Kumar and Dr. Suman handled the stage. Program Started with Saraswati Vandana and University Kulgeet. CUH documentary was shown to Alumni to see the progress of university after completing their course. 129 Alumni from different states and 52 universitystaff and others participated in the events. Alumni shared their experiences. Prof. Tankeshwar Kumar ji, Vice Chancellor and Chief Guest of the occasion addressed the gathering with their motivational and inspirational words. Prof. Sushma Yadav Ji. Pro Vice-Chancelloralso addressed the gathering with her kind and wise words. She also promised to donate Rs. 21,000/- to the Alumni Association. Dean of Alumni Prof. Harish Kumar elaborated on different activities organized under the Alumni Association of CUH. Prof. Sunita Srivastava, Head Physics Department also promised to donate Rs. 11,000/- to the Alumni Association. The Alumni meet was also addressed by DSW, and the Proctor of the university. The Alumni Meet-24 ended with a Vote of thanks delivered by Prof. Phool Singh followed by the National Anthem.

File Description	Documents
Upload relevant supporting document	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**A. ? 5Lakhs**

File Description	Documents
Upload relevant supporting document	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance

The institution has a clearly stated vision and mission, which are reflected in its academic and administrative governance

Central University of Haryana has a clearly stated vision and mission that constantly and relentlessly reflects on its academic and administrative governance, as described below:

Vision: To develop enlightened citizenship of a knowledge society for peace and prosperity of individuals, nations and the world through the promotion of innovation, creative endeavours, and scholarly inquiry.

Mission: To serve as a beacon of change, through multi-disciplinary learning, for creation of knowledge community, by building a strong character and nurturing a value-based transparent work ethics, promoting creative and critical thinking for holistic development and self-sustenance for the people of India. The University seeks to achieve this objective by cultivating an environment of excellence in teaching, research and innovation in pure and applied areas of learning.

Academic and Administrative Governance: CUH is a Central University established by Act of Parliament, and governed by Ministry of Education, Government of India and UGC. The statutory bodies of the institute are - The University Court, Executive Council, Academic Council, Finance Committee, Building Committee, School Boards and Boards of Study.

File Description	Documents
Upload relevant supporting document	View File

6.1.2 - The effective leadership is reflected in various institutional practices such as decentralization and participative management

The effective leadership is reflected in various institutional practices such as decentralization and participative management

With several statutory bodies and officers with defined roles and responsibilities, the administrative set-up of the Central University of Haryana is inherently decentralised and

participative, which entails effective leadership at various levels of administration.

The University's Vice-Chancellor is the University's executive head, supported by the statutory officers such as the Registrar, Finance Officer Controller of Examinations and various administrative sections. For management and execution of academic and research activities, the Deans of the Schools and Heads of Departments perform their duties under the active guidance of the Vice Chancellor. Besides, the Standing Committee (of the Academic Council) on Academic Matters, Standing Committee (Admissions), Central Admission Advisory Committee, Dean Academic, Dean Research and Librarian contribute significantly to the planning and execution of academic/research priorities as envisioned by the university. In addition to the Academic Council, School Boards and Boards of Studies contribute significantly to academic and research planning.

File Description	Documents
Upload relevant supporting document	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed

The university has a total of 85, Undergraduate, postgraduate, PhD programs,and all the programmes are learning outcomes based. It includesinterdisciplinary multidisciplinary and value-added courses.Students are encouraged to participate in the fair/ exhibitions,oral/poster sessions of conferences/workshops, field training,etc. Examination schedules are adhered to as per the Academic Calendarof the university. In general, universities declare the results of all examinations within the 65days (average) of the lastexamination. The university promotes high-quality research byoffering awards to teachers and research scholars who published their research findings in high-impact factor journals.The Central Library of CUH has a fully automated Library system connecting 3 School of Study level libraries within the campus. The Library collection comprises a broad spectrum of academic and popular literature in print as well as in digital formats. The Library collection comprises 58,246 books, 6654 e-books, 5214 e-journals, 92 theses, 36 magazines, 17 print journals, 16 newspapers, 14 databases, and 9 software.The universityhas an Establishment branch to deal with the recruitment/promotions ofteaching/non-teaching staff in

accordance with the UGC and centralGovt. rules. The university has 233full-time teachers and 97 non-teaching staff. The university participates in the CUET (UG),CUET(PG), and integrated Teacher Education Programme (ITEP) examination, which is a centralized admission procedure at thenational level through all India competitive examinations

File Description	Documents
Upload relevant supporting document	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The University is governed by a well-structured mechanism consisting of statutory bodies like the University Court, Executive Council, Academic Council, Finance Committee, School Board and Board of Study, and statutory officers such as the Vice-Chancellor, Deans, Registrar, Proctor, Dean Students Welfare, Provost, Finance Officer, Controller of Examinations, Librarian, Heads of Departments and other subordinate officers/sections with defined responsibilities and delegated autonomy at various levels for smooth implementation of the policies framed by the institutional bodies.

As a whole, the administrative setup is decentralised and participatory, which ensures efficiency and effectiveness.

The University follows UGC Regulations, as amended from time to time, for teachers' recruitment, promotion and service rules. In the case of administrative and non-teaching staff, the University complies with relevant ordinances, cadre recruitment rules and reservation roster prepared by the UGC/MoE/Government of India guidelines.

File Description	Documents
Upload relevant supporting document	View File

6.2.3 - Institution Implements e-governance in its areas of operations

6.2.3.1 - e-governance is implemented	**A. All of the above**

covering following areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

Appraisal system: Through IQAC, the university organises Annual presentations for departments and individual faculty to be reviewed by a panel of experts (including external experts). Annual academic audits and awards for excellence also enhance quality.

Promotional Avenues: The university follows UGC Regulations, as amended from time to time, for recruitment, promotion and service rules of teachers. The University complies with relevant ordinances and cadre recruitment rules for administrative and non-teaching staff.

Welfare Measures: The University takes care of the holistic health of its employees through the Medical Health Centre by providing support for physical and mental health. It also provides professional support for yoga and related therapies, and cashless medical cards have been provided to all employees in case they need expert medical help.

The university accommodates more than 150 employees on campus and has a fully functional residential welfare association to address their needs. Guest House facility is available to employees to cater to their personal and professional needs. The university provides seed money, fellowship leaves, and financial assistance to its employees for attending conferences, membership fees, etc.

These facilities are also extended to outsource university employees. The university is also committed to the welfare of the surrounding communities and villages.

File Description	Documents
Upload relevant supporting document	View File

6.3.2 - Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

38

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	No File Uploaded

6.3.3 - Number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the year

15

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.3.4 - Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year(Professional Development Programmes, Orientation / Induction Programmes Refresher Course, Short Term Course)

341

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Central University of Haryana has a well-established process for optimal mobilisation and utilisation of resources to achieve

desired outcomes. The University receives financial grants/research grants from various government and non - government agencies such as the Ministry of Education, GOI, UGC, Higher Education Funding Agency and various research funding agencies such as DST, DBT, ICMR, etc.

Central fund-generating avenues are:

- Grant in aid General (Recurring) from UGC and MoE Grant in aid Salary (Head) from UGC and MoE
- Grant in aid Capital assets (Non-Recurring) from UGC and MoE Infrastructure development fund from HEFA
- Tuition fees collected from students, Campus development and other activity charges collected from students
- Funds received by Faculty members from various Government and non-government agencies for research projects and consultancy
- Funds generated through interest earned on corpus funds, endowments, Alumni contribution

Besides, the University adopted the following measures for optimum utilisation of resources: The University has implemented e-governance in all spheres of planning and development. Wastewater in campus is being treated and reused for watering the gardens and plants with the help of a fully functional sewage treatment plant. Concepts of Green Building, Photovoltaic roof structures and solar trees for harnessing solar energy to guide the campus development; Conservation of energy through utilisation of LED bulbs, BEE standard electrical appliances and solar panels; Passive solar design for natural heating and cooling to optimise heat and AC system.

File Description	Documents
Upload relevant supporting document	View File

6.4.2 - Funds / Grants received from government bodies during the year for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)

8415

File Description	Documents
Upload the data template	View File
Upload relevant supporting document	View File

6.4.3 - Funds / Grants received from non-government bodies, individuals,philanthropists during the year for development and maintenance of infrastructure (not covered under Criteria III and V)(INR in Lakhs)

0

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	View File

6.4.4 - Institution conducts internal and external financial audits regularly

The Central University of Haryana has a financial audit regulatory system as per the financial guidelines laid down by UGC and the government of India. The University has an effective Audit system, ensuring the reliability of financial reporting, safeguarding the assets and compliance with the rules and regulations. Audit ensures proper utilisation of funds/grants within the framework of University statutes/ordinances and GFR/other Government rules

The University’s Financial Audit is under the purview of India's Comptroller and Auditor General (CAG). Audit of expenditure examines and verifies whether adequate, proper and sound systems and procedures are in place and are being complied with, both in letter and spirit, for spending public money. All the university's financial accounts, including transaction vouchers and balance sheets, are audited by the CAG team annually, and they are distributed over a span of 15 days each. Observations, if any, brought out by the Audit in improving the financial transactions are taken care of and implemented according to the satisfaction of the audit, and the compliance of audit observation is shown to the next audit for dropping the observations.

File Description	Documents
Upload relevant supporting document	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals

CUH has a well-established IQAC, having a well-structured IQAC committee consisting of Vice Chancellor (Chairman) Deans, HODs, faculty members, and members representing Executive Council, Industry, Local Society, Alumni, students, and employers. IQAC is active from 20th Aug 2015. It has contributed significantly to the quality of teaching and research. The committee comprises IQAC director, concerned dean and the external expert to review the annual performance of the department and faculty.

I. Implementation of NEP 2020: CBCS, OBCurriculum Framework for all programmes, inclusion of IKS and value added courses for the upliftment of the students.

II.Audits and presentations by faculty & Departments to improve teaching and research quality of the faculty members

III.Student Awards: To encourage the students awards are awarded every year to the students in each school on the basis of commutative score in that calendar year.

IV. Annual Academic Auditis a unique feature of the university to evaluate the department performance by a committee.

v. Seed grant: The newly appointed faculty is provided with seed grant of up Rs. 2.00 Lacs

vi. Support to attend conference and membership fee of professional bodies: Upt0 1.5 lakh for international and 20000/- for national conferences once in 3 years

File Description	Documents
Upload relevant supporting document	**No File Uploaded**

6.5.2 - Institution has adopted the following for Quality assurance Academic Administrative Audit (AAA) and follow up action taken Confernces, Seminars,	**A. Any 5 or all of the above**

Workshops on quality conducted Collaborative quality initiatives with other institution(s) Orientation programme on quality issues for teachers and studens Participation in NIRF Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting documnent	No File Uploaded

6.5.3 - Incremental improvements made for the preceding during the year with regard to quality (in case of first cycle) Post accreditation quality initiatives(second and subsequent cycles)

i- Filling of Vacant Teaching Positions: The number has increased from 55 to 233 across various departments. Nonteaching positions were also filled. Besides, University has also processed the applications for promotion of teachers under CAS.

ii - Financial support for attending conference and Membership: University has a policy in place to financially support faculty for participating in conferences, seminars, workshops. An assistance up to INR 1.5 Lakhs is given to faculty members over a period of three years.

iii - National Academic Depository, Multiple Entry Exit policy, Integrated courses: University has introduced integrated programmes with multiple entry/exit options and has registered for the Academic Bank of Credits for smooth transfer of the credits earned by the students.

iv- Innovation led education: The CUH is providing support to file the patents that resulted in grant of 37 IPRs during last 2 years Similarly, consultancy projects have jumped to 338 during 23-24 after implementation of Consultancy rules in the CUH

v. Coaching classes for UPSC-Dr. Ambedkar Center of Excellence (DACE) to provided high-quality free coaching facilities to 196 SC/ST/OBC students for the Civil Services examination conducted by UPSC and other competitive examinations.

vi. UGC-MMTTC: The MMTT center has trained more than 1000

teachers

File Description	Documents
Upload relevant supporting document	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Central University of Haryana prioritizes gender equity and safety, especially for female students and employees. The campus is secured with female security staff, CCTV surveillance, and manned gates. Gender sensitivity is promoted through the Women Empowerment Cell and Sexual Harassment Prevention Cell, which conduct counseling and awareness programs. Grievances are promptly addressed by the Internal Complaint Committee (ICC). The university engages the community through workshops, panel discussions, and cultural activities, fostering gender equity. For girl students, the university ensures 24/7 safety with security guards, wardens, and CCTV surveillance in hostels. Sanitary pad vending machines are installed, and a 5% attendance relaxation for menstrual leave is provided. Students have faculty mentors and access to counseling services, common rooms, and wellness clinics to address psychosocial needs. The Women Empowerment Cell organized a debate on "Naye Bharat Ko Salam" discussing India’s soft power, social and cultural developments, and challenges like unemployment. The Cell also celebrated International Girl Child Day, discussing issues related to girl children and providing basic self-defense and cybercrime awareness training. The university’s holistic approach fosters a safe and empowering environment for all on campus.

File Description	Documents
Upload relevant supporting document	View File
Annual gender sensitization action plan(s)	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common rooms d. Daycare Centre e. Any other relevant information	https://drive.google.com/file/d/1POif8FKKQVbv-5IC9Q8LbIVnsU2ryv9a/view?usp=drive_link

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

A. Any 4 or All of the above

File Description	Documents
Upload relevant supporting document	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste management has become one of the most important parameters in the development of sustainable University campus. With the aim to adhere to Swachh Bharat Abhiyaan of, Government of India, the University is committed to ensure to build sustainable infrastructure. In this direction, the University has taken several initiatives in the management of waste arising from the academic or administrative blocks, hostels and residential complexes of the University. The University takes due care in management of various types of wastes generated in the campus. Solid waste generated from horticulture operations is collected and decomposed in pits and put back in soil; liquid waste (sewage) of the University is treated in Sewage Treatment Plant (STP) and used for horticulture purpose. The hazardous and biomedical waste is being collected by government approved agency from the premises twice a week for further disposal.

File Description	Documents
Upload relevant supporting document	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

A. Any 4 or All of the above

File Description	Documents
Upload relevant supporting document	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institution’s initiatives to preserve and improve the environment and harness energy are confirmed through the following:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**
5. **Beyond the campus environmental promotional activities**

D. Any 1 of the above

File Description	Documents
Upload relevant supporting document	View File

7.1.7 - The Institution has a disabled-friendly and barrier-free environment Ramps/lifts for easy access to classrooms and centres. Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software,mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	**A. Any 4 or all of the above**

File Description	Documents
Upload relevant supporting document	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words)

University Cherished uniqueness with students from diverse socio cultural backgrounds from all over the country. The University takes several steps to promote imparting tolerance and harmony. Mentor-mentee initiatives help promote the participation of every team member in a class and in identifying their strengths. The evidence of success is seen in the increased participation of students as a team in symposia, sports, National Social Service (NSS), Youth Red Cross and other similar activities. For instance, a group of NSS volunteers work with great commitment for Swatch Bharat Abhiyan and travel to different nearby villages of Central University of Haryana in groups and carry out the cleaning of public places, periodically. The enrolment of more than 46% students from rest 25 different States and Union Territories of India is a testimony to the commitment of the University to excel in academics, research, innovation and extension activities. Vision to celebrate diversity also gets manifested (in the University's initiatives towards Ek Bharat Shrestha Bharat wherein the University organizes special events to promote cultural and regional diversity. Thus, the university is continuously going towards to achieve the mission of promoting

cultural and gender diversity.

File Description	Documents
Upload relevant supporting document	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The Central University of Haryana undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligations viz. values, rights, duties, and responsibilities of citizens through the celebration of Republic Day, Independence Day, Constitution Day, organizing workshops/ seminars/ expert talks on Universal Human Values and professional ethics, etc. Students are encouraged to participate in various competitions such as essay competitions, writing contests, debates, etc. Central University of Haryana has also started courses on “Constitutional Law and Human Rights” as an open elective course for the students to inculcate the constitutional obligations, values, rights, duties, and responsibilities. In addition to this, we also organize various sensitization and awareness programs on Human Rights, Fundamental Rights, legal, traffic awareness and CivilSafety, Values, etc. On all important occasions and functions, the national anthem is played to inculcate the feeling of oneness and respect for our Nation, culture, and its constitution. Environment Day is celebrated and a pledge is taken by all stakeholders to develop a sense of responsibility towards preserving and saving the environment for ourselves and the coming generation. 'Akandh Path' and 'Havan Yagya' are also solemnized on the campus to inculcate communal harmony among the University community.

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on Code of Conduct are organized	**All of the above**

File Description	Documents
Upload relevant supporting document	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

CUH believes in celebrating events and festivals representing diversified regions cultures and religions it builds a strong cultural belief in a student. The events and festivals organized at university are often celebrated with great pomp and gaiety. CUH celebrates National and International days enthusiastically every year. All staff members and students gather in the university to celebrate these days. Celebration of cultural and constitutional festivals is an integral part of our co-curricular activities. Throughout the session, different days are celebrated by students with the guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation. The University realizes the importance of remembering the national and international commemorative days and makes sure to engage the students and staff in the celebrations. The University actively celebrates Birthdays and Death Anniversaries like Gandhi Jayanti, Dr. Bhim Rao Ambedkar Jayanti, Vivekanand Jayanti, Teacher's Day, Environment- Week, Ozone Day, etc. just to mention a few. The Women's Cell of the University makes sure to plan some programs to sensitize the masses on Women's Day and International Girl Child Day every year.

File Description	Documents
Upload relevant supporting document	View File

7.2 - Best Practices

7.2.1 - Describe one best practice successfully implemented by the Institution as per NAAC format provided in the Manual

Annual Departmental Presentations for quality evaluation and assurance in academics and administration

The objective of the practice of annual performance review is to assess the academic and research progress of the individual departments. This practice also provides an opportunity to reflect upon the shortcomings and corresponding necessary actions required to improve the academic and research activities in the Department. The whole exercise of annual presentations and the

step of annual awards incentivize the faculty members and non-teaching staff and encourage healthy competition among them. It also helps to measure the potential capabilities of all faculty members, non-teaching staff and departments to think and work hard to improve their performance continuously.

Internal Quality Assurance Cell (IQAC), CUH has successfully organized seven cycles of Departmental Presentations, six cycles of Annual Awards for Teaching and Non-Teaching Employees' and two cycle of best student researcher & inventor. The IQAC is continuously taking steps for streamlining the practice of Annual Departmental Presentations and Annual Awards making the practice more effective. During the last five years, a jump in the publication profile in terms of number and quality of publications and research grants have been observed. This practice has created a healthy competition where each department is making efforts to excel in one or more parameters.

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

The University is consistently trying to promote the values of a global citizen among students through civic engagement and social work. The University is making continuous efforts for improving the socio-economic status of ten adopted villages. We offer support to the villagers through our cells such as NSS/ YRC Units, Women Empowerment Cell, and Legal Aid Clinic.

The University also have conducted workshops on millets and financial inclusion to enhance the income and earning potential of the villagers along with organizing health check-up camps at the adopted villages and educational programmes and competitions at government schools.

The University is slowly moving towards becoming the research and innovation hub in the area which reflected in terms of the increasing h-index of the university which has increased from 29 in 2021 to 62 in 2024. The number of IPR (patents and designs) has also increased exponentially reaching to more than 95 in 2024. The University also won "Transformational Impact in Higher Education award" by IDA and Emerging University of the Year by FICCI for its excellence in research and innovation. The University was also figured as 3rd ranked HEI in patents by India Today Ranking.

7.3.2 - Plan of action for the next academic year

1. **Appointment of Teaching and Non-Teaching staff in mission mode.**
2. **Establishing credible open forums for interaction with the teaching, learning and the non-teaching community to understand their needs, demands and aspirations to see the desired change. ·**
3. **To bring the entire functioning of the University under the ambit of eGovernance, the University shall expedite the digitization process through Samarth. Enriching state of the art Labs with more equipment and securing funds from various GOI schemes for creating department-centric research facilities and developing Learning Resource Centres.**
4. **To improve and strengthen the Academia-Industry Linkages the University will try getting into more MOUs with National and International institutes of repute along with the Industry. ·**
5. **Concerted efforts will be made to connect the students to the university placement cell for their further progression towards jobs. Registration and profiling of all students in the placement cell will be made mandatory so that each student gets the opportunity to apply for jobs.**
6. **Establishing Centre for excellence for research under multidisciplinary areas.**
7. **Addition of more value added courses and integration of Indian Knowledge system components in course curricula.**
8. **Establishment of sports excellence center**

Annexure-XXXIV

No. CUH/2025/Legal/ 399 **Date: 03.06.2025**

OFFICE ORDER

The Vice-Chancellor is pleased to enhance the monthly retainership fee to ₹10,000/- per month for receiving Petitions, Notices, Orders, etc., by the designated Advocates. This revision is made under Clause A (11) for payment of fees to Advocates, as approved vide Resolution No. 6(e) of the 42nd Meeting of the Executive Council held on 09.03.2019.

This enhancement shall be effective from the month of May 2025 and shall remain in force until further orders.

S Kumar
3/6/2025
REGISTRAR

Copy to:

1. All the Retainers of the University.
2. Assistant Registrar (Academic and Council Branch)- for reporting in the next meeting of the Executive Council, CUH
3. Assistant Registrar (Vice-Chancellor Secretariat)- for kind information of the Hon'ble Vice-Chancellor
4. Office Copy

In-Charge (Legal Cell)

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)
गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendragarh (Haryana)-123031

CUH/2025/Estt.Sec/NT/264 Dated- 26.06.2025

श्रीमती तानिया कौशिक

तकनीकी सहायक (कंप्यूटर) – (बी.एड. एवं एम.एड.)
हरियाणा केंद्रीय विश्वविद्यालय

विषय :धारणाधिकार (Lien) की अवधि एक और वर्ष के लिए बढ़ाए जाने के संबंध में।

महोदया,

आपके ईमेल दिनांक **03.06.2025** के ईमेल के संदर्भ में, जिसमें आपके द्वारा *अवर श्रेणी लिपिक के पद पर* एक वर्ष की अवधि के लिए धारणाधिकार (Lien) बढ़ाने का अनुरोध किया था, यह सूचित किया जाता है कि सक्षम प्राधिकारी ने आपके अनुरोध पर विचार कर उसे स्वीकृति प्रदान की है।

अतः आपको *अवर श्रेणी लिपिक* के पद पर एक वर्ष की अतिरिक्त अवधि अर्थात् **11.06.2026** या आगामी आदेश तक धारणाधिकार (Lien) बनाए रखने की अनुमति दी जाती है।

आर.एल

उप कुलसचिव (स्थापना शाखा)
हरियाणा केंद्रीय विश्वविद्यालय

उपरोक्त की प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित की जाती है:

1. कुलसचिव कार्यालय, केंद्रीय विश्वविद्यालय हरियाणा, महेन्द्रगढ़ – माननीय कुलसचिव की सूचना हेतु।
2. सहायक कुलसचिव, कुलपति सचिवालय, केंद्रीय विश्वविद्यालय हरियाणा, महेन्द्रगढ़ – माननीय कुलपति महोदय की सूचना हेतु।

सहायक कुलसचिव (स्थापना शाखा)
हरियाणा केंद्रीय विश्वविद्यालय

हरियाणा केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF HARYANA
(संसद अधिनियम 25 (2009) के तहत स्थापित)
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गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031
Village: Jant-Pali, Distt: Mahendragarh (Haryana)-123031

No.: CUH/2025/Estt. Sec./NT/301

Date: 30.06.2025

सेवा में ,
निदेशक
नेशनल ब्रेन रिसर्च सेंटर
एनएच-8, नैनवाल मोड़,
मानेसर – 122052

विषय: श्री अमरजीत सिंह, पूर्व कार्यकारी अभियंता, हरियाणा केंद्रीय विश्वविद्यालय के धारणाधिकार (Lien) की अवधि में विस्तार के संबंध में।

महोदय/महोदया,

1. उपर्युक्त विषयांतार्गत एवं श्री अमरजीत सिंहके धारणाधिकार (Lien) की अवधि में विस्तार के संबंध में प्राप्त आवेदन दिनांक 05.06.2025 के संदर्भ में आपको सूचित किया जाता है कि श्री अमरजीत सिंह दिनांक 14.12.2022 (FN) से 25.06.2024 (AN) तक हरियाणा केंद्रीय विश्वविद्यालय में कार्यकारी अभियंता के पद पर कार्यरत थे।
2. पत्र क्रमांक CUH/2024/Estt.Sec./NT/263 दिनांक 25.06.2024 द्वारा उन्हें नेशनल ब्रेन रिसर्च सेंटर, मानेसर में वरिष्ठ अभियंता के पद पर ज्वाइन करने हेतु इस विश्वविद्यालय से कार्यमुक्त कर 01 वर्ष का धारणाधिकार दिया गया था। वर्तमान में नेशनल ब्रेन रिसर्च सेंटर, मानेसर में उनकी सेवाओं को स्थायी (Confirm) नहीं किया गया है।
3. इस सबंध में सक्षम प्राधिकारी के अनुमोदन से श्री अमरजीत सिंह की धारणाधिकार (Lien) की अवधि, 01 वर्ष, जो दिनांक 25.06.2025 से 24.06.2026 तक या उन्हें नेशनल ब्रेन रिसर्च सेंटर, मानेसर में परिवीक्षा पूर्ण होने तक जो भी पहले हो, विस्तारित की जाती है।

पारुल

उप कुलसचिव (स्थापना)
हरियाणा केंद्रीय विश्वविद्यालय
महेंद्रगढ़, हरियाणा

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित:

1. कुलपति सचिवालय (माननीय कुलपति जी की जानकारी हेतु), हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
2. सहायक, कुलसचिव कार्यालय (कुलसचिव की जानकारी के लिए), हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।
3. सहायक कुलसचिव, शैक्षणिक एवं परिषद अनुभाग, हरियाणा केन्द्रीय विश्वविद्यालय, महेंद्रगढ़ – कार्यकारी परिषद को रिपोर्ट करने हेतु।
4. श्री अमरजीत सिंह, पूर्व कार्यकारी अभियंता, हरियाणा केंद्रीय विश्वविद्यालय, महेंद्रगढ़।

पवन कुमार

सहायक कुलसचिव (स्थापना)
हरियाणा केंद्रीय विश्वविद्यालय
महेंद्रगढ़, हरियाणा

हरियाणा केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट–पाली, जिला–महेन्द्रगढ (हरियाणा) . 123031

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

MINUTES OF THE MEETING OF THE COMMITTEE

A meeting of the Examination Disciplinary Committee was held at 11:00 AM on 17-07-2025, in the Office of Controller of Examinations, Central University of Haryana, Mahendergarh.

The following members were present:

1. **Prof. Sanjiv Kumar**
   Dean Academics
   Central University of Haryana, Mahendergarh

2. **Prof. A.K. Yadav**
   Department of Mathematics
   Central University of Haryana, Mahendergarh

3. **Prof. Rajiv Kaushik**
   Controller of Examinations
   Central University of Haryana, Mahendergarh

At the outset the Controller of Examinations Prof. Rajiv Kaushik welcomed all the members and asked the Assistant Registrar to put up the agenda:

Assistant Registrar Examination presented a list of students, against whom the cases of use of unfair means were reported. The details of such students are as below:

Sr. No.	Roll No.	Name of Student	Department Name
1	241629	NIKHIL KUMAR	DEPARTMENT OF PRINTING AND PACKAGING TECHNOLOGY
2	221716	SUKESH	DEPARTMENT OF ELECTRICAL ENGINEERING
3	221682	HEMANT KUMAR	DEPARTMENT OF ELECTRICAL ENGINEERING
4	231473	ANISH KUMAR	BACHELOR OF VOCATION(BIOMEDICAL SCIENCES)

5	232216	RAGINI	DEPARTMENT OF LAW
6	240392	ROHIT KUMAR	DEPARTMENT OF MANAGEMENT STUDIES
7	242118	RUPAK KUMAR	DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS
8	240612	DEEPAK	DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
9	231451	SUNNY	BACHELOR OF VOCATION(INDUSTRIAL WASTE MANAGEMENT)
10	242161	RAHUL TANWAR	DEPARTMENT OF PSYCHOLOGY
11	231608	AMAN YADAV	DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
12	242746	MANISH SINGHAL	DEPARTMENT OF ELECTRICAL ENGINEERING
13	231768	YASH SINGH CHAUHAN	DEPARTMENT OF PRINTING AND PACKAGING TECHNOLOGY
14	231535	ANUJ	DEPARTMENT OF CIVIL ENGINEERING
15	231702	MOHIT MALIK	DEPARTMENT OF ELECTRICAL ENGINEERING
16	221722	JATIN	DEPARTMENT OF ELECTRICAL ENGINEERING
17	230215	SACHIN KUMAR	DEPARTMENT OF POLITICAL SCIENCE
18	241377	DEEPIKA KUMARI	BACHELOR OF VOCATION(BIOMEDICAL SCIENCES)
19	232653	SANJU	DEPARTMENT OF PHYSICS AND ASTROPHYSICS
20	230981	JYOTI	DEPARTMENT OF MATHEMATICS
21	241093	SHIVANI JHA	DEPARTMENT OF NUTRITION BIOLOGY

The students were present before the Examination Disciplinary Committee in person except students mentioned at Sr. No. 1, 2, 3, 5, 7, 10, 11, 12, 15, 16, 18 & 21. After hearing the candidates and on scrutiny of the records and representations sent by the students, the Committee recommended as under:

Sr. No.	Roll No.	Name of Student	Department Name	Course Title	Recommendation
1	241629	NIKHIL KUMAR	DEPARTMENT OF PRINTING AND PACKAGING TECHNOLOGY	ENGLISH LANGUAGE SKILLS	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
2	221716	SUKESH	DEPARTMENT OF ELECTRICAL ENGINEERING	LOGIC AND SEQUENTIAL CIRCUITS	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
3	221682	HEMANT KUMAR	DEPARTMENT OF ELECTRICAL ENGINEERING	LOGIC AND SEQUENTIAL CIRCUITS	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
4	231473	ANISH KUMAR	BACHELOR OF VOCATION(BIOMEDICAL SCIENCES)	CELL BIOLOGY	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
5	232216	RAGINI	DEPARTMENT OF LAW	ADMINISTRATIVE LAW INCLUDING RTI ACT, 2005	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
6	240392	ROHIT KUMAR	DEPARTMENT OF MANAGEMENT STUDIES	MARKETING MANAGEMENT	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**

7	242118	RUPAK KUMAR	DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS	APPLIED STATISTICS IN PHYSICAL EDUCATION	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
8	240612	DEEPAK	DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE	KNOWLEDGE ORGANIZATION AND PROCESSING: LIBRARY CLASSIFICATIO N (THEORY AND PRACTICE)	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
9	231451	SUNNY	BACHELOR OF VOCATION(INDU STRIAL WASTE MANAGEMENT)	POLLUTION CONTROL AND MANAGEMENT	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
10	242161	RAHUL TANWAR	DEPARTMENT OF PSYCHOLOGY	PRINTING AND PACKAGING MATERIALS	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
11	231608	AMAN YADAV	DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING	EXERCISE AND REHABILITATIO N	Candidate was found cheating from Mobile phone. **Therefore, same subject paper of the candidate may be cancelled.**
12	242746	MANISH SINGHAL	DEPARTMENT OF ELECTRICAL ENGINEERING	RESEARCH METHODOLOGY	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
13	231768	YASH SINGH CHAUHA N	DEPARTMENT OF PRINTING AND PACKAGING TECHNOLOGY	PRINTING & PACKAGING MATERIALS SCIENCE-II	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**

14	231535	ANUJ	DEPARTMENT OF CIVIL ENGINEERING	GEOMATIC ENGG	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
15	231702	MOHIT MALIK	DEPARTMENT OF ELECTRICAL ENGINEERING	MATHEMATICS-III (PROBABILITY AND STATISTICS)	Candidate was found cheating from Mobile phone. **Therefore, same subject paper of the candidate may be cancelled.**
16	221722	JATIN	DEPARTMENT OF ELECTRICAL ENGINEERING	WIND & SOLAR ENERGY SYSTEMS	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
17	230215	SACHIN KUMAR	DEPARTMENT OF POLITICAL SCIENCE	POLITICAL THEORY-II	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
18	241377	DEEPIKA KUMARI	BACHELOR OF VOCATION(BIOMEDICAL SCIENCES)	ANALYTICAL CHEMISTRY	Candidate was found cheating from Mobile phone. **Therefore, same subject paper of the candidate may be cancelled.**
19	232653	SANJU	DEPARTMENT OF PHYSICS AND ASTROPHYSICS	DIGITAL SYSTEMS AND APPLICATIONS	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
20	230981	JYOTI	DEPARTMENT OF MATHEMATICS	TOPOLOGY	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**
21	241093	SHIVANI JHA	DEPARTMENT OF NUTRITION BIOLOGY	THERAPEUTIC NUTRITION	Material recovered from candidate is related to examination in which UMC was registered. **Therefore, same subject paper of the candidate may be cancelled.**

The recommendation of the Committee may be submitted to the Competent Authority for consideration and approval.

After the approval of the Competent Authority, the students may be informed accordingly.

Meeting ended with vote of thanks.

17/07/2025

(Prof. Sanjiv Kumar) **(Prof. A.K. Yadav)** **(Prof. Rajiv Kaushik)**

(2) The constitution of the Board of Studies and the term of office of its members shall be prescribed by the Ordinances.

(3) Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances—

(a) courses of studies and appointment of examiners for courses, but excluding research degrees;

(b) appointment of supervisors for research; and

(c) measures for the improvement of the standard of teaching and research:

Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the commencement of this Act, be performed by the Department.

Finance Committee.

17. (1) The Finance Committee shall consist of the following members, namely:—

(i) the Vice-Chancellor;

(ii) the Pro-Vice-Chancellor;

(iii) one person to be nominated by the Court;

(iv) three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council; and

(v) three persons to be nominated by the Visitor.

(2) Five members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.

(3) All the members of the Finance Committee, other than *ex officio* members, shall hold office for a term of three years.

(4) A member of the Finance Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.

(5) The Finance Committee shall meet at least thrice every year to examine the accounts and to scrutinise proposals for expenditure.

(6) All proposals relating to creation of posts, and those items which have not been included in the Budget, shall be examined by the Finance Committee before they are considered by the Executive Council.

(7) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval.

(8) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).

Selection Committees.

18. (1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Associate Professor, Assistant Professor, Registrar, Finance Officer, Controller of Examinations, Librarian and Principals of Colleges and Institutions maintained by the University.