UNIVERSITY CALENDAR

Volume - III

Rules & Regulations and Ordinances
other than Examinations

(*As amended upto September 2017)*

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(Established under Haryana Act No. 25 of 1975)

('A' Grade NAAC Accredited)

M.D. UNIVERSITY, ROHTAK

CALENDAR

Volume - III

(Rules & Regulations and Ordinances
Other than Examinations)

(*As amended upto September 2017)*

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(Haryana - India)

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FOREWORD

I am glad that Calendar Volume-III containing Rules, Regulations and Ordinances incorporating amendments upto 27.6.2013 is being brought out.

The University has taken long strides over the last 37 years transforming itself from a residential University with only 11 colleges at the time of its inception into an academic behemoth with over 500 colleges and institutes already affiliated with it. As of now, the University offers 84 undergraduate and postgraduate courses in 39 disciplines and permits pursuit of research in as many areas.

The expansion of the University at such a massive scale since its inception has indeed made it imperative for its administration to amalgamate

and codify its own rules and regulations in all important areas and then to publish them in a single volume for convenience of users.

We are sure that the publication of Volume-III of the Calendar will be of immense help to the faculty and administrative staff of the University, affiliated colleges and other stakeholders to acquaint them fully with rules, regulations, Ordinances, etc. contained in the Volume.

The Registrar and all others connected with this important task deserve all appreciation for their hard work in preparation and compilation of this volume.

(H.S.CHAHAL)
Vice-Chancellor

FOREWORD

This University Calendar Volume III in your hands is the updated version of the one previously published more than a year back incorporating the latest rules and regulations. That edition was modified and another document christened as University Accounts Code was published by separating the appropriate contents that needed to be given place in the new one by moving out of this. I do fervently remember how tirelessly and ardently our zealous personnel worked to give final shape to this massive document, which is obviously a very important one for accomplishing day to day activities and for consultations as a rule book.

As you all are well acquainted with the fact that the University is governed by the rules and regulations which have been institutionalized in a formal manner and framed over a long passage of time in the manner that these may take an impeccable black and white shape. Though interpretations of various clauses or virtually any statement depend on the interpreters yet the University has made every effort to keep the provisos completely translucent leaving little scope for titling of the rules and thereby binding virtually every single act in a constructive frame. The norms and values have been incorporated in the present updated and revised edition in an ideal and comprehensible manner. It obviously acts as a handbook for all the University officials to be guided by it in taking every step in the ultimate interest of the Institution percolating to our studentship.

Our Academic branch and Press have done a tremendous job in preparation of this document. I distinguish and appreciate the efforts undertaken by them in this regard. While all efforts have been made to ensure that no error finds place in this; nevertheless in case any slip-up is noticed or brought to the notice by any well-wisher the same shall be instantly set right.

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Chapter-1

HONORARY PROFESSORS

1.Any distinguished scholar, whose association with the University would help furtherance of the academic life and activities of the University, may, with the approval of the Executive Council, be invited by the Vice-Chancellor to function as Honorary Professor in the University for such period as may be determined by it.

2.An Honorary Professor is expected to be associated with normal academic activities of the department to which he is attached for which adequate facilities will be provided by the department concerned.

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

Chapter-2

[1]PROFESSOR EMERITUS

Eligibility

1.The University may confer the title of 'Professor Emeritus' on any Professor of the University after his retirement, if he has served in that capacity for atleast 10 years in the M.D. University out of a total of 15 years service in this organisation.

2.The title will be conferred only on the scholar who has made outstanding contribution to his subject through his published work. Number of such publications in the last 7 years of his career should be substantial.

3.The Professor should have been constantly engaged in the research through out his career upto the year of his superannuation as apparent by research and review publications in National and International journals of repute, research project guided, theses supervised and/or books, monographs etc. favourably reviewed by competent authority in the field.

4.He has supervised some major research projects assigned by well-known agencies.

5.He has been a recipient of national/international award/fellowship from exteremely reputed national/International agency. It must be checked that the agency does not merely award this honour against some sort of payment of money.

Terms and Conditions

1.The title of "Professor Emeritus" shall be for life and carry with it no financial commitment for the University or responsibility of providing residential accommodation even for a limited period. However, he will be entitled for office accommodation and lab, facility (if required) in the Department in the first 5 years of his tenure as Professor Emeritus.

2.He shall not be a member of any administrative body of the University such as Board of Studies, Faculty, Executive Council, Court etc. though

1. Approved by the Executive Council vide Reso. No. 22 dt. 19.2.96

he shall be the ex-officio member of the Academic Council without voting right for a period of 5 years in the beginning of his tenure as Professor Emeritus.

Procedure

1.The aspirant shall approach the Vice-Chancellor with unsigned bio-data within 6 months before his retirement.

2.The Vice-Chancellor shall ask three senior Professors of the Department and in case the number of Professors in the Department is less or nil then the remaining number of very senior Professors from the Departments of allied subjects in the University to consider the bio-data and give verdict within one month for further processing the case. The Vice-Chancellor will ultimately send copies of the bio-data to a committee consisting of the following :

1.One nominee of the University Grants Commission.

2.One nominee of the Academic Council.

3.Three outside experts, out of a panel supplied by the concerned Head of the Department.

3.The bio-data and reports of these outside experts shall be put before the Academic Council for consideration and approval.

4.If approved by the Academic Council, the case shall be placed before the Executive Council for the final conterment of the title.

5.Exercise of conferment should not take more than a year from the date of submission of the bio-data.

Chapter-3

VISITING PROFESSORS, ASSOCIATE PROFESSORS OR/ ASSISTANT PROFESSORS

1.Distinguished persons, having special competence in one or other of the field of study covered by University, may, with the approval of the Executive Council, be invited by the Vice-Chancellor to function as Visiting Professors /Associate Professors or Assistant Professors, as the case may be, in the University. These Visiting Professors/Associate Professors or Assistant Professors can be drawn either from within India or abroad.

2.Such Visiting Professors /Associate Professors or Asstt. Professors will, according to the arrangements entered into in each individual case, deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate in teaching and research work of the University.

3.Persons invited as Visiting Professors / Associate Professors or Asstt. Professors may be paid such salary and honorarium, travelling expenses, hospitality etc. as may be decided in each case by the Vice-Chancellor. Provided that a Visiting Professor from abroad may be paid a salary upto Rs. 3000/- p.m. plus travelling expenses as may be fixed by the Vice-Chancellor in each case.

4.Subject to the above, the Vice-Chancellor will determine at his discretion such other terms and conditions as may be required in the case of any Visiting Professor/Associate Professors or Asstt. Professors including the duration of the appointment.

Chapter - 4

[1]ESTABLISHMENT COMMITTEE

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

i) The Vice-Chancellor — Chairman

ii)Two members of the Executive Council nominated by the Vice-Chancellor;

iii)Expert(s) nominated by the Vice-Chancellor whenever deemed necessary by him; and

iv) Registrar — Member - Secretary

Provided that if there is more than one expert and one of the experts fails to turn up at the meeting of the Establishment Committee after accepting the invitation to attend the same, the proceedings of the meeting shall not be invalidated.

2.The nominated members shall hold office for two years provided that the member nominated from the Executive Council shall cease to be member of the Establishment Committee as soon as he / she ceases to be member of the Executive Council.

3.50% of the members shall form the quorum. Fraction will be ignored while deferring the quorum.

4.The Committee shall have the following powers and duties -

a)to advise the Executive Council on appointments and promotions to the posts of Officers of the level of Assistant Registrar or equivalent and above including officers of the University, Directors/ Principals of the Colleges/Institutes/Regional Centres.

b)to consider and to recommend on matters relating to organisation, service conditions etc. of the administrative, ministerial staff, other staff coming within the purview of the committee as may be referred to it, from time to time by the Executive Council or the Vice-Chancellor for opinion and advice.

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1. Amended by the Executive Council vide Reso. No. 15 dt. 16.8.2008

Chapter - 5

LIBRARY COMMITTEE

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

1.The Vice-Chancellor — Chairman

2.The Pro-Vice-Chancellor — Member

[1][3. All the Deans of Faculties — Member]

4.Registrar — Member

5.The Heads of Departments	Member
6.Principal, University College	Member
7.Two research scholars nominated by the Vice-Chancellor.	
8. Librarian	Member Secretary

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

3.The Library Committee shall -

a)frame rules for the management of the Library, subject to the approval of the Academic Council;

b)arrange for the stock taking of the Library;

c)prepare an annual report on the working of the Library for submission to the Academic Council by the end of the December every year;

d)prepare the annual budget estimates of the Library for submission to the authorities concerned;

e)allocate annual grants for purchase of books and periodicals (both recurring and non-recurring) among the subjects of study and research in the University.

Two fifths of the members shall form the quorum.

4.It shall be the duty of the Librarian to carry on the directions at the Library Committee.

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1. Added by the Executive Council vide Reso. No. 10 dt. 30.4.2001

Chapter - 6

UNIVERSITY FINANCE

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

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

3.All funds and moneys belonging to the Maharshi Dayanand University shall be kept in the name of the Maharshi Dayanand University in the State Bank of India provided that investment in a current account or fixed deposit for an amount to be determined by the Executive Council may be made in a scheduled bank other than the State Bank of India.

4.The budget estimates of the University, as recommended by the Finance Committee shall, after due consideration by the Executive Council, be submitted to the Court for sanction not ordinarily later than March 31st of each year, in such form and in accordance with such directions as may be given by the Executive Council.

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

a)the preparation of the annual accounts and financial estimates and their presentation to the Executive Council and to the Court;

b)maintenance of accounts and to see that all moneys are expended on the purpose for which they are provided for; and

c)signing all contracts entered into by the University.

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

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

7. 1[The Director] , Local Audit Haryana, through his resident audit party, shall submit to the Vice-Chancellor a brief half yearly audit report with particular reference to the following points for consideration by the Finance Committee and the Executive Council :

a)that the accounts of the University are properly kept;

b)that the state of the balance shown therein agrees with the bank's accounts;

c)that all payments are supported by proper vouchers and that they are authorised under proper sanction;

d)that all receipts and payments are classified in accordance with the rules and regulations of the University ; and

e)that supporting record is duly maintained in regard to each voucher and recovery made.

8.No re-appropriation of funds in the annual budget shall be made except by the Executive Council.

NOTE :

The Executive Council, vide Reso. No. 62 dated 20.1.79 delegated the powers of re-appropriation of funds within the budget head provision from one sub-head and detailed-head to another, to the Vice-Chancellor.

1. Amended by the Executive Council vide Reso. No. 18 of 18.09.1995.

Chapter - 7

1[QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND EQUIVALENT CADRES IN UNIVERSITIES AND COLLEGES]

1.1 Qualification for the post of Assistant Professor (Universities and Colleges)

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

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

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

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

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

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

vii)Qualifications for teachings posts in professional disciplines regulated by Statutory Bodies such as AICTE, Pharmacy Council of India, etc. shall be the same as prescribed by these Statutory Bodies and approved by the State Govt. from time to time.

1.2 Qualifications for the post of College Principal

1. Substituted by the Executive Council vide Reso. No. 18 dt. 22.06.2012

i)Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.

ii)A Ph.D. Degree in concerned / allied / relevant discipline (s) in the institution concerned with evidence of published work and research guidance.

iii)Associate Professor / Professor with a total experience of fifteen years of teaching / research / administration in Universities, Colleges and other institutions of higher education.

iv)The period of time taken by candidates to acquire M.Phil and / or Ph.D. Degree shall not be considered as teaching / research experience to be claimed for appointment to the post of Principal.

v)A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables 1 to IX of **Appendix II.**

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

A. Professor -

i)An eminent scholar with Ph.D. qualification(s), in the concerned / allied / relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications in Refereed Journals.

ii)The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.

iii)A minimum of ten years of teaching experience in University / College, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.

iv)Contribution to educational innovation, design of new curricular and courses, and technology - mediated teaching learning process.

v)A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX of **Appendix II.**

OR

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

B.Associate Professor

i)Good academic record with a Ph.D. Degree in the concerned / allied / relevant disciplines.

ii)The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.

iii)A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

iv)A minimum of eight years of experience of teaching and/or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / Industry excluding the period of Ph. D. research with evidence of published work and a minimum of 5 publications as books and / or research papers in refereed journals only / policy papers.

v) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process

with evidence of having guided doctoral candidates and research students.

vi)A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX of **Appendix II.**

1.4 Qualifications for Music and Dance Disciplines

A.Assistant Professor (Universities and Colleges) :

i)Good academic record with atleast 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.

ii)Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in this notification candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET/ SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges/ Institutions.

iii)NET / SLET / SET shall also not be required for such Masters Programmes in disciplines for which NET / SLET / SET is not conducted.

B.Associate Professor (Direct Recruitment for

Universities only) :

i)Good academic record with doctoral degree, with performing ability of high professional standard.

ii)Eight years of experience of teaching at the University, College level and / or research in University / national level institutions excluding the period spent for obtaining the research degree has made significant contributions to the knowledge in the subject concerned, as evidenced by quality of publications.

iii)Contribution to educational innovation such as designing of new courses, curricula and / or outstanding performing achievement in the field of specialization.

C.Professor (For Universities) :

i)An eminent scholar with a doctoral degree actively and engaged in research with ten years of experience in teaching in University/ College and / or research at the University / National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

ii)The Ph.D Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.

iii)A minimum of ten years of teaching experience in University / College, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.

iv)Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.

v)A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX of **Appendix II.**

OR

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

1.5 Qualifications for Drama Discipline (Universities) :

A.Assistant Professor :

i)Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.

ii)Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC. However, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions.

iii)Without prejudice to the above, NET / SLET / SET shall also not be required for such Masters Programmes in disciplines for which NET / SLET / SET is not conducted.

B.Associate Professor :

i)Good academic record with doctoral degree with performing ability of high professional standard as recommended by an expert committee constituted by the University concerned for the said purpose.

ii)Eight years of experiences of teaching in a University / College and / or research in University / national level institutions excluding the period spent for obtaining the research degree.

iii)Has made significant contributions to the knowlege in the subject concerned, as evidenced by quality of publications.

iv)Contributions to educational innovation such as designing new courses and / or curricula and / or outstanding performing achievements in the field of specializations.

C.Professor :

i)An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and / or research at the University / National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

ii)The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.

iii)A minimum of ten years of teaching experience in University / College, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.

iv)Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.

v)A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX of **Appendix II.**

OR

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

1.6 Qualifications for Visual (Fine) Arts Disciplines (UNIVERSITIES)

A.Assistant Professor

i)Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.

ii)Besides fulfilling the above qualifications, candidates must have cleared the National Eligibility Test (NET) for Assistant Professors conducted by the UGC, CSIR, or similar test accredited by the UGC. Notwithstanding anything contained in this notification, candidates, who are, or have been awarded a Ph. D. Degree, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges/ Institutions.

iii)Without prejudice to the above, NET / SLET / SET shall also not

be required for such Master's Programmes in disciplines for which NET / SLET / SET is not conducted.

B.Associate Professor :

i)Good academic record with doctoral degree with performing ability of high professional standard.

ii)Eight years of experiences of teaching in a University / College and/ or research in University / national level institutions excluding the period spent for obtaining the research degree of M.Phil/Ph.D.

iii)Has made significant contributions to the knowlege in the subject concerned, as evidenced by quality of publications. iv)Contributions to educational innovation such as designing new courses and / or curricula and / or outstanding performing achievements in the field of specializations.

C.Professor :

i)An eminent scholar with a doctoral degree actively engaged in research with ten years of experience in teaching and / or research at the University /

National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

ii)The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors. iii)A minimum of ten years of teaching experience in University / College, and / or experience in research at the University / National level institutions / industries, including experience of guiding candidates for research at doctoral level.

iv)Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.

v)A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Tables I to IX of **Appendix II.**

OR

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

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

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

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

3.1 MINIMUM QUALIFICATIONS FOR DIRECT RECRUIT-MENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND UNIVERSITY ASSISTANT LIBRARIAN/ COLLEGE LIBRARIAN.

A.UNIVERSITY LIBRARIAN

i)Master's Degree in Library Science / Information Science / documentation with at least 55% marks or its equivalent

grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.

ii)At least thirteen years as a Deputy Librarian in a University Library or eighteen years' experience as a College Librarian.

iii)Evidence of innovative library service and organization of published work.

iv)**Desirable :** A M.Phil/Ph.D. Degree in Library Science/ Information Science / Documentation / Archives and manuscript - keeping.

B.DEPUTY LIBRARIAN

i)A Master's Degree in Library Science / Information Science / Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.

ii)Five years experience as an Assistant University Librarian / College Librarian.

iii)Evidence of innovative library service and Organization of Published work and professional commitment, computerization of Library.

iv)**Desirable :** A M.Phil./ Ph.D. Degree in Library Science / Information Science / Documentation / Archives and manuscript keeping / computerization of Library.

C.UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

i)A Master's Degree in LIbrary Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks for an equivalent grade in a point scale wherever grading system is followed and a consistently good academic record with knowledge of computerization of library.

ii)Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

3.2 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS

A.University Director of Physical Education and Sports

i)A Ph.D. in Physical Education.

ii)Experience of atleast ten years as University Deputy or fifteen years as University Assistant DPEs College (Selection Grade).

iii)Participation in at least two national /international seminars/ conferences.

iv)Consistently good appraisal reports.

v)Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.

vi)Evidence of having produced good performance teams athletes for competitions like State /National /Inter-University /Combined University etc.

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

i)A Ph.D. in Physical Education candidates from outside the University system in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale whereever grading system is followed) at the Master's Degree level by the University concerned.

ii)Eight years experience as University Assistant DPES / College DPES, with a benefit of two years and one year for Ph.D. and M.Phil Degree holders.

iii)Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.

iv)Evidence of having produced good performance teams / athletes for competitions like State / National / Inter-University / Combined University, etc.

v) Passed the physical fitness test in accordance with this notification.

vi)Consistently good appraisal reports.

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

i)A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.

ii)Record of having represented the University / College at the Inter-University / Inter-Collegiate competitions or the State and / or National Championships.

iii)Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

iv)Passed the physical fitness test conducted in accordance

with the provisions of this notification.

3.3 PHYSICAL FITNESS TEST NORMS

a)Subject to the provisions of this notifications, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

b)On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms :

c)**NORMS FOR MEN**

12 Minutes Run / Walk Test

Up to 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN

8 Minutes Run / Walk Test

Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1000 Metres	800 metres	600 metres	400 metres

4.1 SELECTION PROCEDURES

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

The Selection Committees may assess the ability for teaching and/ or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for both direct recruitment and CAS promotions wherever Selection Committees are prescribed.

2)In all the Selection Committees of direct recruitment of teachers and other academic staff in Universities and Colleges provided herein, an academician representing Scheduled Caste / Scheduled Tribe / OBC / Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant and if any of the members of the Selection Committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University, and in case of a College Vice Chancellor or Acting Vice Chancellor of the University to which the College is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee

shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

3.i) Besides the indexed publications documented by various discipline - specific databases, the University shall draw through committee(s) of subject experts and ISBN / ISSN experts : (a) a comprehensive list of National / Regional level journals of quality in the concerned subject(s); and (b) a comprehensive list of Indian language journals / periodicals / official publication volumes of language bodies and upload them on the University website which are to be updated periodically. Till such time, screening / screening committees will assess and verify the categorization and scores of publications.

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

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

4.2 The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma given in **Appendix - III** based on the API criteria. Without prejudice, and in addition, to the requirements provided for selection of Associate Professor under this Regulation, the prescription of research publications for promotion from the post of Assistant Professor to Associate Professor in Colleges shall be, during the period of service as Assistant Professor, on a graded scale is as follows :

a)for those who possess a Ph.D. Degree, I (one) publication made during the period of service as Assistant Professor, in addition to the Ph.D. thesis ;

b)for those with a M.Phil Degree, 2 publications made during the period of service as Assistant Professor, in addition to the M. Phil thesis; and

c)for those without Ph.D. or M.Phil. qualification, at least 3 publications during the period of service as Assistant Professor.

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

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

4.3 The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma given in **Appendix-III** based on the API criteria and reprints of five major publications of the candidates.

Provided that such publications submitted by the candidate shall

have been published subsequent to the period from which the teacher was placed in the Assistant Professor stage - II.

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

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

a)Assessment of aptitude for teaching, research and administration;

b)Ability to communicate clearly and effectively ;

c)Ability to plan, analyze and discuss curriculum development, research problems and College development / administration;

d)Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture; and

e)Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma given in **Appendix - III,**

4.5 In the selection process for posts involving different nature of responsibilities in certain disciplines / areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in this chapter as per API based PBAS proforma for both direct recruitment and CAS promotions.

4.6 While the API :

a)Tables I and III of **Appendix II** are applicable to the selection of Professors / Associate Professors / Assistant Professors in Universities and Colleges :

b)Tables IV, V and VI of **Appendix II** are applicable to Directors/ Deputy Directors / Assistant Directors of Physical Education and Sports ; and

c)Tables VII, VIII and IX of **Appendix II** are applicable to

Librarians / Deputy Librarians and Assistant Librarians.

5.1 CAREER ADVANCEMENT SCHEME REGULATIONS:

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

5.2 The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the above cadres, either through direct recruitment or through Career Advancement Schemes Regulations, shall be similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II (A) of **Appendix II** provides norms for direct recruitment of teachers to different cadres, while Tables II (A) and Table II (B) provide for CAS promotions of teachers in Universities and Colleges respectively, which accommodate these differences.

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

Illustration : If a teacher is considered for CAS promotion in 2011, one year API score of 2010-11 for categories I and II only is required;

If a teacher is eligible for CAS promotion in 2012, then two years API scores of categories I and II for 2010-11 and 2011-12 cumulatively would be required and so on.

5.4 A teacher who wishes to be considered for promotion under CAS may submit in writing to the University / College, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the University / College the Performance Based Appraisal System proforma as given in **Appendix - III** duly supported by all credentials as per the API guidelines set out in these Regulations. In order to avoid delays in holding Selection Committees meetings in various positions under CAS, the University/College should immediately initiate the process of screening / selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in this Chapter, as on 31 December, 2008 and till 21st July 2011, can be considered for promotion from the date, on or after 31 December, 2008, on which they fulfill these eligibility conditions, provided as mentioned above.

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

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

5.6 The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professors / equivalent cadres in Librarians / Physical Education from one AGP to the other higher AGP for private Colleges shall consist of :

i)Dean of Colleges of the concerned University

ii)Higher Education Commissioner's nominee

iii)VC's nominee

iv)Subject Expert

v)Principal of the College concerned;

The quorum for the committee shall be three including the one subject expert / University nominee need to be present.

5.7 The Screening cum Evaluation Committee in case of the University as mentioned in Statute 22 (b) on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology given as per the minimum requirement

specified : (a) in Tables II and III for each of the cadre of Assistant Professor; (b) in Tables V and VI for each of the cadre of Physical Education and Sports; and (c) in Tables VIII and IX for each of the cadre of Librarians shall recommend to the Executive Council of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

5.8 All the selection procedures outlined above, shall be completed on the day of the Selection Committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the Selection Committee in the minutes.

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

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

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

event, the University concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.

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

5.13a) If a candidate applies for promotion on completion of the minimumeligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.

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

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

6. STAGES OF PROMOTION UNDER CAREER ADVANCE-MENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS / ASSOCIATE PROFESSORS / PROFESSORS

a)Entry level Assistant Professors (Stage-1) it would be eligible for promotion under the career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3) provided they are assessed to fulfill the eligibility and performance criteria as laid out in Clause 5.3 of this chapter.

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

c) An entry level Assistant Professor possessing M.Phil, Degree or post-graduate Degree in professional courses approved by the relevant statutory body, such as LL.M./ M.Tech.,/M.Pharma. etc.,

shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.

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

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

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

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

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

i)Ten percent of the positions of Professors in a University, with a minimum of ten years of teaching and research experience as Professor either in the pre-revised scale of Professor's pay or the revised scale pay will be eligible for promotion to the higher grade of Professorship (stage 6), on satisfying the required API score as per Tables I and II through the PBAS methodology through a

duly constituted Expert Committee, and such teachers promoted to the higher grade shall continue to be designated as 'Professor'. Additional credentials are to be evidenced by :

a)post-doctoral research outputs of high standard;

b)awards / honours / and recognitions;

c)additional research degrees like D. Sc., D. Litt., LID, etc.; patents and IPR on products and processes developed / technology transfer achieved in the case of teachers in Science and Technology. The selection is to be conducted by the University by receiving duly filled PBAS proformas from eligible Professors based on seniority, three times in number of the available vacancies in each faculty. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted as stipulated in Table-II (A) of **Appendix-II** for teachers in University Departments. No separate interview need to be conducted for this category.

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

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

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

c)Assistant Librarian / College Librarian in the entry level grade,

not possessing Ph.D. but only M.Phil in Library Science at the

entry level after completing service of four years in the

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

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

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

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

8. STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME FOR PHYSICAL EDUCA-TION AND SPORTS PERSONNEL

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

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

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

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

DPES/ Assistant DPEs (Selection Grade) / College DPEs / Selection Grade as the case may be.

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

9. COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT. etc. funded by State / Central Government, should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per **Appendix II -** Table No. II provide that :

a)The essential qualifications of the post hold were not lower than the qualifications prescribed by the UGC for Assistant

Professor, Associate Professor and Professor as the case may be.

b)The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor/(Lecturer), Associate Professor (Reader) and Professor.

c)The candidate for direct recruitment has applied through proper channel only.

d)The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

e)The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned Institutions, for such appointments.

f)The previous appointment was not as Guest Lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year

duration. Ad hoc or temporary service of more than one year duration can be counted provided that :

i)the period of service was of more than one year duration;

ii)the incumbent was appointment on the recommendation of duly constituted Selection Committee; and

iii)the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.

g)No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

10. PERIOD OF PROBATION AND CONFIRMATION

1) The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

2)The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

3)Subject to this Clause, it is obligatory on the part of the University / the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

4)Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by the State Government.

5)All other State Government rules on probation and confirmation shall be applicable mutatis mutandis.

11. APPOINTMENTS ON CONTRACT BASIS (For Universities)

a) The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in the University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be

reviewed for academic performance before reappointing her/him on contract basis for another session.

b) For Colleges as per existing practice or as decided from time to time.

APPENDIX - I

From

Higher Education Commissioner, Haryana, Panchkula

To

1.All the Principals of Govt./Non-Govt.

Affiliated Coleges in the State.

2.Registrar, M.D. University, Rohtak.

3.Registrar, Kurukshetra University, Kurkshetra.

4.Registrar, Ch. Devi Lal University, Sirsa.

5.Registrar, Bhagat Phool Singh Vishwavidyala, Khanpur Kalan (Sonepat).

Memo No. 7/66-2003 C-IV (3)

Dated Panchkula, the 17-07-2009

Subject :Qualifications for the appointment of Lecturers/Librarians

The State Govt. has considered and approved the draft rules for the qualifications for the appointment of Lecturers / Librarians in substitution to the existing rules as prescribed in Haryana Education (College Cadre) Group-B Service (Amendment) Rules, 2006. These draft rules have been prepared in accordance with latest Regulations, 2009 No. F.I.-1/2002 (PS) Exemp. dated 01.06.2009 of the UGC. The draft rules as approved by the Govt. are as under -

"NET/SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in Universities/Colleges/ Institutions.

Provided, however, that candidates who are or have been awarded Ph.D. degree in compliance of the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulation 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment and appointment as Assistant Professor or equivalent positions in Universities/Colleges/Institutions.

Provided further that the candidates who have acquired Ph. D. upto

31st May, 2009 shall also be exempted from the requirement of the

minimum eligibility condition of NET/SLET for recruitment and appointment to the posts of Lecturers or equivalent positions in Universities / Colleges / Institutions.

Provided further that those candidates who have been enrolled for Ph.D. upto 31st May, 2009 shall become eligible for exemption from the requirement of the minimum eligibility condition of

NET/SLET for recruitment and appointment to the posts of Lecturers or equivalent positions in Universities / Colleges Institutions only on acquisition of Ph.D. degree.

NET shall not be required for such Master's programmes in disciplines for which there is no NET."

The process regarding getting these draft rules notified is under progress with the Govt. It has further been decided that in the meantime, if any Lecturer / Librarian / teacher is recruited then it shall be according to the draft rules as mentioned above.

You are requested to take action accordingly.

- Sd -

Under Secretary to Govt. of Haryana

Higher Education Department, Panchkula

Endst. No. Even Dated Panchkula, the 17.07.2009

A copy is forwarded to the following for information and necessary action.

1.PS/CM, PS/EM & PS / FCEL

2.Superintendent Colleges - I / Library / UNP Branch

3.PS / Higher Education Commissioner

-Sd -

Under Secretary to Govt. of Haryana

Higher Education Department, Panchkula

APPENDIX - II (Table - 1)

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

Category I : Teaching, Learning and Evaluation Related Activities

Maximum Scores Allocated : 125 ***Min. API Score Required:75***

Sr. No.	*Nature of Activity*	*Max. Score*
1.	**Lectures, seminars, tutorials, practicals, contact classes undertaken as percentage of lectures allocated**	
	Lectures, seminars, tutorials, practicals, contact classes should be based on varifiable records. Maximum 50 for 100% performance & proportionate score up to 80%. No score will be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to i) students not turning up or bunking classes, ii) sanctioned leave of the teacher of any kind, iii) any other reason beyond the control of the teacher. **(To be calculated out of the total possibleclasses to be held or number of classes mentioned in the syllabus)**	**50**
2.	**Lectures or other teaching duties in excess of the UGC norms**	
	If a teacher has taken classes exceeding UGC norms, then 0.25 scores to be assigned for each extra hour of unpaid class.	**10**
3.	**Preparation and imparting of knowledge / instructions as per curriculum; syllabus enrichment by providing additional resources to students**	
	a) Preparation and imparting of knowledge/instructions as per curriculum with the prescribed material (Text book / Manual etc.) : 15 points	**20**
	b) Syllabus enrichment by providing additional resources to students such as lab manuals, lecture notes, etc. : 5 points for each paper or manual.	
4.	**Use of participatory and innovative teacher-learning methodologies; updating of subject content, course improvement etc.**	

Updating of courses, design of curriculum : 5 points per paper per course	**10**
Participatory & Innovative Teaching-Learning process material for problem based learning, case studies, Group discussions, project work, product development, assignment, ICT based teaching material etc. (5 points each)	**10**
Use of ICT in Teaching-Learning process with computer-aided methods like power-point/multimedia/simulation/ software etc. on regular basis. (Use of any one of these in addition to Chalk & Board : 10 points)	**20**
Developing and imparting Remedial/Bridge Courses (each activity : 5 points)	**10**
Developing and imparting soft skills/ communications personality development courses/modules, etc. (each activity 5 points)	**10**
Developing and imparting specialized teaching-learning programmes in Physical Education, Library; innovative compositions and creations in Music, Performing and Visual Arts and other traditional areas (each activity : 5 points)	**10**
Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning, e-library skills to students, etc. a) Workshop / Training course : 10 points each b) Popularization programmes : 5 points each	**10**
Developing of laboratories, initiatives for purchase of equipment, maintenance of existing infrastructure, development of class rooms, development of software (each activity : 5 points)	**10**
Maximum Aggregate Limit for Sr. No. 4	**20**
5.Examination Related Work	
College/University semester / Annual Examination work per duties allotted (Suptt. -in-Chief/Supdt./Deputy Supdt. - 10 points per semester, Invigilation - 5 points per semester for atleast five duties, Evaluation of answer scripts - 5 points up to 100 answer scripts and one point for each subsequent block of	**20**

	100 answer books subject to maximum of 15 points, Question paper setting-5 points per paper subject to maximum of 15). (100% compliance = 20 points)	
	College/University examination / Evaluation for internal assessment / sessionals/seminars/assignment / continuous assessment work as allotted. (100% compliance=15 points)	**15**
	Examination work such as coordination, or flying squad duties etc. (2 points per week per duty)	**10**
	Maximum Aggregate Limit for Sr. No. 5	**25**

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

Category II : CO.CURRICULAR,EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Maximum Scores Allocated : 50 ***Min. API Score Required:15***

Sr. No.	***Nature of Activity***	***Max. Score***
1.	**Extension, Co-curricular and Related Activities**	
	Institutional Co-curricular activities for students such as field studies/ educational tours /industrial tour/ field training/ quiz contest/ declamation contest/ debate/ industry implant training etc. 5 points each for teacher incharge one additional members.	**10**
	Positions held/ Leadership role played in organization linked with Extension Work and National services like NSS, NCC, Red Cross, Eco-Club, Women Cell or any other similar organizational activity (10 points each as teacher incharge for complete year and proportionate score for less period)	**10**
	Donating blood, committment to donate eyes or body or organs, contribution of at least one day salary to Prime Minister's relief fund or Chief Minister's relief fund or University corpus fund, instituting a scholarship as contributor or motivator having endowment of not less than Rs. 1 lakh for the education of the poor needy /meriterious student, organizing a blood donation camp (5 points each)	**10**
	Students and Staff Related Socio, Cultural and Sports Programmes (Organizing such programme(s) or contributing by participating or accompanying a team in any of the	**15**

programme(s) at intra/interdepartmental or intercollegiate or interUniversity levels).

a) Interdepartmental College level : 5* points each

b) Interdepartmental : 10* points each

c) Intercollegiate : 10* points each

d) Inter-University : 15* points each

***Teacher incharge/Convener will get full points**

and member will get half points for the event.

Community work such as values of National Integration, Environment democracy, social work, Human Rights, Peace, Scienntific temper, flood or drought relief, small family norms, free plantation, energy conservation, Library literacy programme. etc. through lectures /awareness programmes or through TV /Satellite /EDUSAT /Radio etc. 5 points each.	**10**
Maximum Aggregate Limit for Sr. No. 1	**20**

2. Contribution to Corporate life and Management of the department and institution through participation in a academic and administrative committees and responsibilities -

Contribution to Corporate life in Universities /Colleges through meetings popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programmes, invited lectures on subject related /scientific/ legal etc. issues, or articles in College magazine and University volumes (5 points each)	**10**
Institutional Governance responsibilities.	
DAA, DR&D, Dean of Colleges, DSW, Proctor, Provosts (Boys Hostels/Girls Hostels) 15 points each.	**15**
Deans of Faculties, Director UIET, Director Distance Education, Principal.	
Chairperson /Head /Director,. Librarian, NAAC Co-ordinator, Director IQAC, Coordinater SAP : 10 points each	
Vice-Principal. Faculty-in-charge, Warden, Bursar, School Vice-Chairperson, Director Public Relations, Deputy Co-ordinator SAP, Coordinator University Website, Coordinator Campus Networking, Member of University Court/ Executive Council /Academic Council /IQAC /IAEC /Human Ethics Committee/ High Powered Purchase Committee, GSC ASH. House Allotment Committee, to coordinate the activities at departmental College level related to various committees constituted at the University level, NAAC Committee, Health	

Advisory Committee, membership of UG/PG Board of Studies, membership of

Governing Bodies of Colleges/Institutions. Secretary of the Departmental Committee, etc. 7 points each.

(Full points for completed year and proportionate score for less period).

Participation in committees concerned with any aspect of departmental or Institutional activity such as admission (including online admission), budget/ purchase, time table campus development, inspection, library, students welfare, Guidance & councelling, placement, help desk, anti-ragging, UMC, Proctorial duty, UGC or any such committee/sub-committee appointed by Vice-Chancellor/Chair-person/ Director/Principal/Head/ University Court/ Executive Council / Academic Council / Staff Council etc. (Convener: 7 points each, Member : 5 points each) **15**

Organization of Conferences / Seminars / Symposia / Workshops / Training as Coordinator / Chairman / Co-Chairman / Convener / Co-convener / Secretary/ Joint-Secretary / Treasurer etc. **10**

a) Conferences / Seminars / Symposia :

i)International level (10 points each)

ii)National / Regional (7 points each)

b) Workshop / Training (1 point each day subject to maximum of 7 points)

As member of the organizing committee of a) i) above (5 points each)

As member of the organizing committee of a) ii) or b) above (3 points each)

Member of the Advisory Committee of a) i) above (3 points each)

Member of the Advisory Committee of a) ii) above (2 points each)

Organization of Faculty Development Programmes/ Technology Based Entrepreneurship Development **15**

Programme as Coordinator / Chairman / Co-Chairman / Convener / Co-convener / Secretary / Joint Secretary / Treasurer etc. (5 points each).

Maximum Aggregate Limit for Sr. No. 2	**15**
3. Professional Development Activities	
Participation in subject associations, conferences, symposia, workshop without paper presentation (2 points each) : Visits abroad (excluding for conference / seminar / symposia / workshop) for research collaborations or delivering lectures or attending academic meetings (5 points each), Co-Chair / Rapporteur (5 points each)	**10**
Invited lectures in orientation courses / refresher courses (5 points each)	**10**
Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/ subjects/technologies (5 points each)	**10**
Membership / participation in State/Central Bodies / Committees on Education, Research and National Development such as UGC/DST/ICMR/ICAR/ICHR, etc, (5 points each)	**10**
Membership of professional associations / bodies / academic societies, membership of committees like Board of Studies (UG and PG), Ph.D. Committee, Research Committee, course design committee, expert committee of any University / Institute, editorial committees/boards of journals; referring of research papers of Journals (5 point each) Evaluation of Ph.D. Thesis (5 points each), M. Phil Dissertation (3 points each) Conducting Viva-Voce of Ph.D. (5 points each) ; M.Phil (3 points each)	**10**
Office bearers of professional bodies including Teachers' Association, Teachers' Club, Alumni Association, Academic Societies etc. (5 points each)	**10**
Publication of articles in News Papers, Magazines or other publications (not covered in category III), radio talks, television programmes (2 points each)	**10**
Maximum Aggregate Limit for Sr. No. 3	**15**

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

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Category III. Research and Academic Contributions

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

Sr. No.	APIs	Engineering and Technology / Agriculture / Veterinary Sciences/ Medical Sciences / Physical Sciences / Life Sciences / Pharmaceutical Sciences	Faculties of Arts & Languages/ Humanities / Social Sciences / Library/ Education/ Management Sciences/ Commerce/ Law/ Performing and Visual Arts	Max. point College API Score allotted
III A	Research Papers* published in	Refereed Journals with impact factor 5 and above	Refereed Journal with impact factor 5 and above	45 Publization
		Refereed Journal with impact factor of 2 and more but less than 5	Refereed Journal with impact factor of 2 and more but less than 5	35 Publication
		Refereed Journal with impact factor of 1 and more but less than 2.	Refereed Journal with impact factor of 1 and more but less than 2	30 Publication
		Refereed Journal with impact factor of more than zero but less than 1	Refereed Journal with impact factor of more than zero but less than 1	25 Publication
		Refereed and Indexed	Refereed and indexed	

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Refereed Refereed Journals (Fine Arts participa

tion in International exhibition/workshop with one's

own work-15 points each)

Non-refereed but recognized and reputable journals and periodieals, having ISBN/ ISSN numbers	Non-refereed but recognised and reputable journals and periodicals, having ISBN/ ISSN numbers (Fine Arts participation in international exhibition/ workshop with	10 Publicatio

one's own work 10 points each, state level 5 points each

	h) .		
	Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers etc. (Abstracts not to be included).	10 Publicatio
IIIB Research Publications* (books. chapters in books, other than refereed journal articles)	Text or Reference Books published by International Publishers with an established peer review system with ISBN.	Text or Reference Books published by International Publishers with an established peer review system with ISBN.	50 /sole author (book) and 1 each chapter in an edited book
	Subject Books by National Level Books by National level author publishers/ State and Central Govt.	Subject 25/ sole	publsihers /S
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	Subject Books by other local publishers with ISBN/ISSN numbers	Subject Books by other local publishers with ISBN / ISSN numbers	15/sole autho (book) and 3 e a c h c h a p t e r i n a n e d i t e d b o o k .
	Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited	10 / Chapter

knowledge based volumes published by International Publishers		with ISBN	with ISBN	
		Chapters in knowledge based volumes by Indian / National level publsihers with ISBN / ISSN numbers and with numbers of national	Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5 / Chapter national di
IIIC	**Research Projects**			
i)	Sponsored Projects carried out/ongoing mobilized	(a) Major Project (Amount with grant above Rs. 30,00 lakhs)		a) Major Pr with grant
		(b) Major Projects (Amount mobilized with grants above Rs. 5.00 lakhs upto Rs. 30.00 lakhs)		b) Major P lized with g upto Rs. 5.
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 upto Rs. 5.00 lakhs)	c)Minor Projects (Amount mobilized with grants above Rs. 25,000 upto Rs. 3.00 lakhs)	10/Project
ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. 10.00 lakhs	Amount mobilized with minimum of Rs. 2.00 lakhs	10 per eve Rs. 10 lakh

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Rs. 2 lakhs, respectively

		Amount mobilized between Rs. 20,000/- and Rs. 10.00 lakhs	Amount mobilized between Rs. 10,000/- and Rs. 2.00 lakhs respectively	5 for <Rs. 10 l and <Rs. 2 la
iii)	Completed projects quality evaluation	Completed project report (Accepted by Funding Agency)	Completed project report (Accepted by Funding Agency)	20/ each maj project and 10/ each minor project
iv)	Projects outcome / outputs	Patent / Technology transfer / Product / Process	Major Policy document of Govt. Bodies at Central and State level	30/ each nati level output; each for inter-nation

				a l l e v e l
III D	**Research Guidance**			
i)	M.Phil (MDU)	Degree awarded only	Degree awarded only	3/ eac
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ii)	Ph.D. (MDU)	Degree awarded	Degree awarded	10/each canc
		i) Thesis submitted	i) Thesis submitted	7/each candi
III E	**Training Courses and Conferences / Seminars / Symposium / Workshop papers**			
i)	Refresher courses, Methodology workshops, Training, Teaching-Learning Evaluation Technology Pr	a) Not less than two weeks durationa) Not less than two weeks duration b) One week duration	b) One week duration	20 / each 10 / each

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(Max. 30 points)

ii)	Papers in Conferences / Seminars / Symposia / Workshops etc.**	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional / State level d) Local-University/College level	Participation and presentation of research papers (oral/poster) in a) International b) National c) Regional / State level d) Local - University / College level	 10 / each 7.5 / each 5 / each 3 / each
iii)	Invited for conferences/ Seminars / workshops / symposia to deliver lectures / Chair sessions	a) International b) National c) Regional / State level d) Local-University/College level	a) International b) National c) Regional/State level d) Local-University/College level	10 / each 7.5 / each 5 / each 5 / each

\+ To be filled by the candidate

\# For office use only.

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

**API Score for III E (ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper

presented in Conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a) and not under

presentation III (e) (ii).

1However to define the level of Seminar that at least participants from two places/Universities/Colleges attend the seminar to be considered as State level/ Regional level; Participants from at least two states/region quality it to be a National Seminar. Accordingly, participants from at least two nationals must attend considered it as an International Seminar. In addition to the certificate the participant must submit a certified copy from the organizers to the participants attending the seminar to determine its level.

Note :*Date of publication of research paper will be 1st January in case Journals published annually, Ist day of the half year in case of*

Journals published half yearly, 1st day of the quarter in case of Journals published quarterly, 1st day of the month in case of Journals

published monthly and likewise.

1 Ammended vide E.C. Reso. No.26 of 29.06.2016

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APPENDIX - II : TABLE - II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE 1 TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER

CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHT AGES FOR EXPERT ASSESSMENT

Sr. No.		Assistant Professor / equivalent cadres (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor / equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/Prof equivalent cadres (Stage 5)
I.	Teaching-Learning Evaluation Related Activit	75 / year	75 / year	75 / year	75/ year

	i e s (C a t e g o r y I)				
II.	Co-curricular, Extention and P r o f e s s i o n r e l a t e d a c t i v i t i e s	15 / year	15 / year	15 / year	15/ year

	(Category II)				
III.	Minimum total average annual Score under Categories I & II*	100 / year	100 / year	100 / year	100/ year

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IV	Research and Academic Contribution (Category III)	10 / year (40/ assessment period)	20/ year (100 / assessment period)	30/year (90 / assessment period)	40/ year (120 / assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage- 100 Minimum re	No separate points. Screening Committee to verify API scores	No separate points Screening Committee to verify API scores	30% Contribution to Research. 50% Assessment of domain knowledge and teaching practices. 20% Interview performance.	50% Contribution to Research. 30% - Assessment of domain knowledge and teaching practices. 20% Interview performance.

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

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

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APPENDIX - II : TABLE - II (B)

MINIMUM POINT NORMS OF THE APIS AS PROVIDED IN TABLE I AND WEIGHT AGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR

THE PROMOTION OFTEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

Sr. No.		Assistant Professor / equivalent cadres (Stage 1 to Stage 2)	Assistant Professor / equivalent cadres (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor / equivalent cadres (Stage 4)	Asso Profe Colle assig
I.	Teaching-Learning Evaluation Related Activities (Category I)	75 / year	75 / year	75 / year	75/ y
II.	Co-curricular, Ext-ention and Profession related activities (Cat-egory II)	15 / year	15 / year	15 / year	15/ ye
III.	Minimum total average annual Score under Categories I & II*	100 / year	100 / year	100 / year	100/ y
IV	Research and Aca-demic Contribution (Category III)	5 / year (20/ assessment period)		10/ year (50 / assessment period)	15/ye (45 / a

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	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selec
V	Percentage Distribu-tion of Weightage Points in the Expert Assessment (Total and weightage- 100 Minimum required for promotion is 50)	No separate points. Screening Committee to verify API scores	No separate points Screening Committee to verify API scores domain knowledge and	20% Contribution to Research. 60% Assessment of domain knowledge teaching practices. 20% Interview perfor-20% Interview perfor-mance.	30% Resea 50% teach manc

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

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

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EXPLANATORY NOTE FOR TABLES II (A) AND II (B)

1.All Universities / Colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment Cells (IQACs) of the Universities/ Colleges for follow up by the Universities / Colleges authorities in order to facilitate this process. All teachers shall submit the

duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.

2.However, in order to remedy the difficulties of collecting retrospective informatio and to facilitate implementation of these regulations from 31.12.2008 in the CAS promotion the API based PBAS will be progressively and prospectively rolled out.

3.Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemnted for one year, initially based on the existing systems in Universities / Colleges for one year only with the minimum average scores as depicted in Table II (A) and (B) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2011, one year API scores for 2010-11 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.

4.As shown in Table II, the aggregate minimum API score required (given in row III) can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II also for the differing nature of contributions possible in different institutional settings.

5.For Category III (research and academic contributions) maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category an aggregate minimum

score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together. In the case of promotion to Professor the publication requirement shall be met over the two previous stages.

6.Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and Ii, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date.

7.If, however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II (A) and II (B) or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.

8.(a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.

(b)If, however, the candidate finds that he/she fulfils the eligibility conditions at a late date and applies on that date and is

successful, his/her promotion will be deemed to be from the date of application.

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

APPENDIX - II TABLE - II (C)

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

	Assistant Professor / equivalent cadres (Stage 1)	**Associate Professor / equivalent cadres (Stage 4) (Stage 5)**	**Professor**
Minimum API Scores	Minimum Qualification as Stipulated in these regulations.	Consolidated API score requirement of 300 points from category III of APIs	Consolidated ment of category III o
Selection Committee criteria / weightages (Total Weightages = 100)	a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Teaching Skills (30%) c) Interview Performance (20%)	a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain knowledge and Teaching Skills (20%) knowledge and Teaching d) Interview Performance (20%)	a) Academic Ba b)Research p on API s publicati c)Assessmen Skills (2 d)Interview Performance (20%)

NOTE : For Universities / Colleges for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 4 and 5 correspond to scales

with AGP of Rs. 6000, 9000 and 10000, respectively.

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APPENDIX - II TABLE - III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OFTEACHERS IN UNIVERSITIESANDCOLLEGES

Sr. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Req Screening / Selection Crite
1.	Assistant Professor / equivalent cadres from Stage 1 to Stage 2 who are with M.Phil / PG Degree	Assistant Professor in Stage I and completed four years of service with Ph.D. or five years of service in Professional Courses such as I.I.M., M.Tech., M.V.Sc., M.D., M.Pharma or six years of service who are without Ph.D./ M.Phil./ PG Degree in Professional Courses.	i) Minimum API scores using PBAS scoring by the University as per the norms provide (B) of Appendix II. ii) One Orientation and one Refresher/Rese Course of 2/3 weeks duration. iii) Screening-cum-Verification process for promotion.
2.	Assistant Professor equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	i) Minimum API scores using the PBAS developed by the concerned Universi provided in Table II (A) /II (B) of Apper ii) One Course /Programme from amon Refresher Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Techno Soft Skills Development Program Development Programmes of 2/3 weeks duration. iii) Screening-cum-Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professor with three years of completed service in Stage 3.	i) Minimum API scores using the PBAS developed by the concerned Universi provided in Table II (A) / II (B) of Appe ii) At least three publications in the entire Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil holders and an exemption of two publicatiosn will be given to Ph. D. holders. iii) One Course/Programme from among the categories of Methodology Workshops. Training, Teaching-Learning-Evaluation Technology Programm Development Programmes and Fa Programmes of minimum one week duration.

			iv) A Selection Committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.
4.	Associate Professor (Stage 4) to Professor /equivalent cadres (Stage 5)	Associate Professor with three year of complete service in Stage 4.	i) Minimum yearly /cumulative API scor scoring proforma developed by the con per the norms provided in Table II (A) II. Teachers may combine two assessme 2 and 3) to achieve minimum API scores. If required. ii) A minimum of five publications since the period that the teacher is placed in Stage 3. iii) A Selection Committee process as stipulated in this regulation and in Tables II (A) and II (B) of Appendix II.

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

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

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

APPENDIX - II TABLE - IV

ACADEMIC PERFORMANCE INDICATORS (APIs) AND SCORES FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY DIRECTOR/ DEPUTY DIRECTOR / ASSISTANT DIRECTOR OF PHYSICAL EDUCATION / COLLEGE DIRECTOR OF PHYSICAL EDUCATION

CATEGORY - I : Teaching, Training, Coaching, Sports Person Development and Sports Management Activities

Max. Score Allocated : 125 ***Min. API Score Required : 75***

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

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

CATEGORY II : Co-curricular, Extension and Professional Development Related Activities (Please see category - II given in Appendix II : Table I)

CATEGORY III : Research and Academic Contributions. (Please see Category - III given in Appendix II : Table I)

APPENDIX - II : TABLE - V (A)

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

Sr. No.		Assistant Director of Physical Education (Stage 1 to Stage 2) (Senior Scale) (Stage 3)	Assistant Director of Physical Education (Senior Scale) (Stage 2) to Deputy Director of Physical Education / Assistant Director Physical Education (Selection Grade)	Deputy Director Physical Education Assistant Director Physical Education (Selection Grade) Stage 3 to Stage 4	Depu As Ph (Selec to D Ed (
I	Teaching, coaching, sports personn development a	training, 75 / year	75 / year	75 / year	75/ y

	n d s p o r t s m a n a g e m e n t a c t i v i t i e s (Category I)				
II	Extension and Profes- sion related activities (Category II)	15 / year	15 / year	15 / year	15/ y
III	Minimum total average API annual Score under Categories I & II*	100 / year	100 / year	100 / year	100/ y
IV	Research and Academic Contribution (Category III)- Minimum annual score required to be assessed cumulatively	10 / year (40/ assessment period)	20/ year (100 / assessment period)	30/year (90 / assessment period)	40/ ye (120 /
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Select
V	Percentage Distribution of Weightage points in the Expert Assessment (Total	No Separate points, Screening Committee to verify API scores	No Separate points. Screening Committee to verify API scores	30% Research Evalua- tion. 50% Assessment of domain knowledge and	50% 30% As knowl

weightage - 100 Minimum required for promotion is 50)		skills in sports. 20% Interview performance.	track r plan.
	20% Interview performance.		

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

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

QUALIFICATION FOR ATEC IN UNIVERSITY AND COLLEGE

MINIMUM APIs AS PROVIDED IN TABLE IV TO BE APPLIED FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SENIOR SCALE) / COLLEGE DIRECTOR OF

Sr. No.	Categories of Criteria	Minimum average, yearly or cumulative, API score required during the as each level as evaluated under the Performance Based Appraisal Syster weightages for expert assessment		
		College Director of Physical Education to College Director of Physical Education (Senior Scale) (Stage 1 to Stage 2)	**College Director of Physical Education Senior Scale to Selection Grade (Stage 2 to Stage 3)**	**Co Physic tion**
I	Teaching, training coaching, sports	75 / year	75 / year	
	p e r s o n d e v e l o p m e n t a n d s p o r t s m a n -			

	agement activities (Category I)			
II	Extension and Profession related activities (Category II)	15 / year	15 / year	
III	Minimum total average API annual Score under Categories I & II*	100 / year	100 / year	
IV	Research and Academic Contribution (Category III) - Minimum annual	5 / year (20 / assessment period)	10 / year (50 / assessment period)	(45 /

cumulatively.

	Expert Assessment System	Screening Committee	Screening Committee	Select
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage - 100 Minimum required for promotion is 50)	No Separate points. Screening Committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - 50% - main k sports 20% -

* Candidate may score 10 points from either Category I or category II to achieve the minimum score required under Catego

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

APPENDIX - II : TABLE - V (C)

MINIMUM APIS FOR THE DIRECT RECRUITMENT OFPHYSICAL EDUCATION PERSONNEL IN UNIVERSITY DEPARTMENTS (TO

BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS REGULATION)

Minimum Norm / Criteria	Assistant Director of Physical Education / College Director of Physical Education (Entry Stage - Stage I)	Deputy Director of Physical Education in University (Stage 4)	Director of Univ
API Score (Research and Academic Contribution - Category III)	-----	Consolidated API score requirement of 300 points	Consolidated requirement
Selection Committee criteria / weightages (Total Weightage = 100)	a) Track Record of Championship won (30%) b) Sports and Athletic Skills (40%) c) Interview performance (30%)	a) Research papers (3 Nos.) evaluation (20%) b) Organisational skills / Plans of sports (30%) c) Interview Performance (30%)	a) Research p evaluati b) Organisationa plan (25 c) Interview

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

APPENDIX - II TABLE - VI

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF

PHYSICAL EDUCATION CADRES IN UNIVERSITIES AND COLLEGES

Sr. No.	Promotion of Physical Education Cadres through CAS	Service requirement	Minimum Academic Performance Req Screening / Selection Crite
1.	Assistant DPE / College DPE to Assistant DPE (Senior Scale) (Stage 1 to Stage 2)	Assistant DPE / College DPE com-pleted four years of service in Stage I with Ph.D or five years of service who are with M.Phil or six years of service who are without Ph. D. / M/Phil.	i) Minimum API scores using PBAS scorin by the University as per the norms provi Appendix II for University DPEs cadres Table V (B) of Appendix II for cadres in C ii) One Orientation and one Refresher Course o iii) No separate interview points for the Scre Evaluation process of recommending promotion.
2.	Assistant DPE (Senior Scale) / College DPE (Senior Scale) to Deputy DPE / Assistant DPE (Selection grade) / College DPE (Selection grade) (Stage 2 to Stage 3)	Assistant DPE (Senior Scale)/ College DPE (Senior Scale) with completed service of five years in stage 2.	i) Minimum API scores using the PBAS developed by the University as per the no V (A) of Appendix II for University DPEs and in Table V (B) of Appendix II for DPE ii) Additionally, two refresher courses of 3- have been undergone during the assessm iii) No separate interview points for the Scre Evaluation process of recommending promotion.
QUALIFICATION FOR ATEC IN UNIVERSITY AND COLLEGE			
3.	Deputy DPE / Assistant DPE (Selection Grade) / College DPE (Selection Grade) to Deputy DPE/ Assistant DPE (Selection Grade)/ College DPE (Selection Grade) (Stage 3 to Stage 4)	Deputy DPE / Assistant DPE (Selection Grade / College DPE (Selection Grade) with three years of completed service in Stage 3.	i) Minimum API scores using the PBAS s developed by the University as per the no V (A) of Appendix II for University DPE and in Table V (B) of Appendix II for DP ii) Minimum three publications over twelve in colleges an exemption of one publicat and exemption of two publications for Ph.D. holders. iii) Evidence of having produced teams / athletes. iv) A Selection Committee process as stipulated in this regulation and in Table V (A) of Appendix II for University DPEs cadres in Universities and in Table V (B) of Appendix II for DPEs cadres in Colleges.
4.	University DPE (Stage 5)	Deputy DPEs in University with three years of completed service in Stage 4.	i) Minimum API scores using the PBAS s developed by the University as per the no V (A) of Appendix II for DPEs in Unive achieved over two assessment periods, if required. ii) A minimum of five publications over two assessment periods (six years) iii) Evidence of having produced teams / athletes iv) A Selection

Committee process as stipulated in this regulation and in Table V (A) of Appendix II for University DPEs.

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

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

APPENDIX - II TABLE - VII

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

CATEGORY - I :

Procurement, organisation, and delivery of knowledge and information through Library services.

Max. Score Allocated : 125 ***Min. API Score Required : 75***

Sr. No.	***Nature of Activity***	***Max. Score***
1.	**Library resources organization / services**	
	Library resources organisation and maintenance of books, journals, reports (Teachinical processing of documents)	30
	Acquisition of learning resources (Acquisition Section)	30
	Circulation operations (Circulation Section)	30
	Periodical / Serial management (Periodical Section)	30
	Provision of library reader - services, literature retrieval services to researchers and analysis of reports	30
	Departmental Library management and services	30
	Over all Management and control of various library activities using Library management software (Acquisition, processing, circulation, serial control)	30
	Provision of assistance to the departments of University / College with the required inputs for preparing reports, manuals and related documents (Bibliography related services)	10
	Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters. etc.	20

	Maximum Aggregate limit for Sr. No. 1	**40**
2.	**ICT and other new technologies application for upgradation of library services**	
	Application of ICT in libraries various operations e.g. automation of catalogue (20 points of each operation)	20
	Learning resources procurement functions	20
	Library resources organisation	20

	Circulation opeartions including membership records	20
	Serial subscription system	
	Reference and information services	20
	Library security (technology based methods such as RFID, CCTV)	15
	Development of library management tools (software).	25
	Intranet management	20
	Maximum Aggregate limit for Sr. No. 2	**30**
3.	**Development, organisation and management of resources**	
	e- resources including their accessibility over intranet/ Internet	15
	Digitization of library resources	20
	e-delivery of information, etc.	10
	Maximum Aggregate limit for Sr. No. 3	**25**
4.	**User awareness and instruction programmes**	
	Orientation lectures, users training in the use of library services as e-resources	15
	Knowledge resources user promotion programmes like organizing book exhibitions	10
	Other interactive latest learning resources, etc.	10
	Maximum Aggregate limit for Sr. No. 4	**20**
5.	**Additional services**	
	Extending library facilities on holidays (0.5 point per additional unpaid duty, maximum upto 10 points)	10

	Shelf order maintenance	5
	Building of library user manual (section wise user manual of its operation)	10
	Building and extending institutional library facilities to outsiders through external membership norms	5
	Maximum Aggregate limit for Sr. No. 5	**10**

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

CATEGORY II : Co-curricular, Extension and Professional Development Related Activities (Please see category - II given in Appendix II : Table I)

CATEGORY III : Research and Academic Contributions. (Please see Category - III given in Appendix II : Table I)

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

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

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

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

APPENDIX - II : TABLE - VIII (B)

MINIMUM WEIGHT AGE POINTS (WP) NORMS OF THE APIS AS PROVIDED IN APPENDIX TABLE VII TO BE APPLIED FOR THE PROMO-TION OF

LIBRARY STAFF OF COLLEGES AND WEIGHTAGES FOR EXPERT ASSESSMENT UNDER CAREER ADVANCEMENT SCHEME (CAS)

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

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

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

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APPENDIX - II : TABLE - VIII (C)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN UNIVERSITY

DEPARTMENTS / COLLEGES

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS REGULATION)

Minimum Norm / Criteria	Assistant University Librarian / College Librarian (Stage I)	Deputy Librarian in University (Stage 4)	Librarian (
API Score (Research and Academic Contribution - Category III)	-----	Consolidated API score requirement of 300 points	Consolidated A of 400 points
Selection Committee criteria / weightages (Total Weightage = 100)	a) Teaching/Compute and Communication skills by a lecture demonstration (30%) b) Record of Library management skills (20%) c) Interview performance (50%)	a) Library related research / Theme papers (3 Nos.) Evaluation (50%) b) Library automation skills and organizational plans (20%) c) Interview Performance (30%)	a) Library Res evaluation b) Organisat innovativ vision pla c) Interview P

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

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APPENDIX - II TABLE - IX

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OFLIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES

Sr. No.	Promotion of Librarian Cadres through CAS	Service requirement	Minimum Academic Performance Req Screening / Selection Crite
1.	Assistant University librarian / College Librarian to Assistant Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph.D. or five years of service who are with M.Phil or six years of servcie who are without Ph.D./ M.Phil.	i) Minimum API scores using PBAS scoring by the University as per the norms provide Appendix II for Librarian cadres in Univ (B) of Appendix II for College Librarian ii) One Orientation and one Refresher Course iii) No separate interview points for the Scre Evaluation process of recommending pro
2.	Assistant University Librarian (Senior Scale) / College Librar-ian (Senior scale) to Assistant University Librarian (Selection grade) / College Librarian (Selection grade (Stage 2 to Stage 3)	Assistant University Librarian (Senior Scale) / College Librarian (Senior Scale) with completed service of five years in Stage 2	i) Minimum API scores using the PBAS scori by the University as per the norms provide Appendix II for Librarian cadres in Univer (B) of Appendix II for College LIbrarian ii) Additionally, two refresher courses of 3- have been undergone during the assessm iii) No separate interview points for the scre Evaluation process of recommending promotion.
3.	Deputy University Librarian / Assistant University Librarian	Assistant University Librarian (Selection grade) / College Librar-	i) Minimum API scores using th by the University as per the no

Librarian	(Selection grade) / College (Selection grade (Stage 3 to Stage 4)	ian (Selection grade) with three years of completed service in Stage 3)	Appendix II for Librari Table VIII (B) of Appendix ii) Three publications over

			exemption of one publication will be given to M.Phil holders and two publications to Ph.D. holders. iii) Additionally, one course / training under the categories of Library automation / Analytical tool development for academic documentation. iv) A Selection Committee process as stipulated in this regulation and in Table VIII (A) of Appendix II for University and in Table VIII (B) of Appendix II for Librarian cadres in Colleges.
4.	Librarian (University) (Stage 5)	Deputy Librarian in University with three years of completed ser-vice in Stage 4.	i) Minimum API scores using the PBAS developed by the University as per the Table VIII (A) of Appendix II for Lib Minimum API scores can also be co assessment periods (Stages 3 and 4, if required). ii) A minimum of five publications over current and previous assessment periods. iii) Evidence of innovative library service and organization of published work. iv) A Selection Committee process as stipulated in this regulation and in Table VIII (A) of Appendix II for Librarian (University).

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

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

Appendix - III

ACADEMIC PERFORMANCE INDICATORS

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

Note : ***Those teachers, who are eligible for promotion upto 20th July 2011 at any stage, are not required to submit score from categories I &***

II,i.e., scores from only category III is required for promotion due before 21st July 2011.

CATEGORY- I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Maximum Scores Allocated : 125

Mini

mum API Score Required : 75

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

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

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

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

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

Total Period :

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

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

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

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

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5. Examination duties as per allotment

Sr. No.	Type of Examination Duties	Duties Assigned	Duties Performed	API S
	Total Score (Max. : 25)			

Total API Score Earned :

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

Maximum Scores Allocated : 50

Mini

mum API Score Required : 15

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

3.	**Professional Development Related Activities**
	Total Score (Max. Limit : 15 points)
	Total API Score Earned

QUALIFICATION FOR ATEC IN UNIVERSITY AND COLLEGE

CATEGORY-III : RESEARCH AND ACADEMIC STANDARDS

IIIA : **Research Papers Published in Journals or Conference Proceedings**

Sr. No.	Title with name of author(s) as appearing in the publication	Journal, Volume, year, Page Numbers	Whether indexed/ refereed/ Non - refereed or Conference Proceedings	Impact factor, if any	ISSN / ISBN No., if any	Whether you first / Princip Correspondi author or Su visor/mentor or other auth
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Sr. No.	Whether Text of Reference Book published by International Pub-	Title with name of	Book Title, Editor,	ISSN/ISBN No. If any	Total No. of authors

	lishers/Subject books by National level publishers or State and Central Govt. Publications with ISSN / ISBN / Subject Books by other local publishers with ISSN / ISBN	authors as appearing in the publication	Publisher, Year, Page Numbers
1.			
2.			
3.			

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5
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QUALIFICATION FOR ATEC IN UNIVERSITY AND COLLEGE

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

Sr. No.	Chapter in a Book / Monograph	Title with name of authors as appearing in the publications	Book Title, Editor, Publisher, Year, Page Numbers	Whether contributed to edited knowledge based volume published by International publishers or in knowledge based volume of Indian/National level publishers with ISSN/ISBN Numbers and with numbers of National and International Directories	ISSN/ ISBN No. if any	Total No. of autho

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3
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4
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III. C (i) & (ii) : Research Projects

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

III. C (iii) : Completed Projects Quality Evaluation

Sr. No.	Title & Type of Projects (Major / Minor)	Funding Agency	Period	Grant / Amount Mobilized (Rs. in lakhs)	Whether acc from Fundin Agency
1.					
2.					

III. C (iv) : Projects Outcome / Outputs

Sr. No.	Title & Type of Projects (Major / Minor)	Funding Agency	Period	Grant / Amount Mobilized (Rs. in lakhs)	Whether Patent/ Technol Transfer/Product/Process Major Policy of Govt. (Bo at Central and State Level)
1.					
2.					

III. D : Research Guidance

Class	No. of Students	Thesis / Dissertation Submitted	Degree Awarded
M. Phil. (MDU)			
Ph. D. (MDU)			

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

Sr. No.	Programme	Duration	Organized by

Total Score (Max. Limit : 30 points)

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

Sr. No.	Title of the paper presented	Presented by	Title of the Conference/ Seminar etc & Organizer	Date (s) of the event	Whether International / National / State / Regional/University or College level	Wh pub pro

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

Sr. No.	Whether Lecture delivered/ Academic Session Chaired	Title of the Lecture delivered	Title of Conference/ Seminar etc.	Date (s) of the event	Organizer	Whether Internationa National/State / Regio University or College
1.						
2.						
3.						

4.

OTHER RELEVENT INFORMATION

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

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

Total API Score earned.

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Application Form for promotion of Teachers under

Career Advancement Scheme (CAS)

Paste a latest Passport size Photograph

IMPORTANT NOTE :

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

1. Post applied for _____ Department _____
2. Name of the Candidate (in Capital Letters) _____
3. Father's Name _____
4. Man/Woman _____ Married/Unmarried _____ Nationality _____
5. Are you physically handicapped ? _____
6. Whether you belong to SC/ST/BC/ESM ?_____
7. Date of birth and place _____
8. Date of Joining _____
9. Present Designation _____
10. Date of Placement in the Reader/Selection Grade _____
11. Date of Placement of Assistant Professor Stage II Stage III _____
12. Date of Placement as Associate Professor/Professor _____
13. API Score Earned under various categories : _____

Category I :

Average of the sessions under consideration =

Category II :

Average of the sessions under consideration =

Category III :

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

Exam. Passed	**University/ Board**	**Year of Passing**	**%age of Marks**	**Division**	**Subject studied**	**Awards/ Medals Including Prize/Merit, if any**
Matric or Equivalent						
Hr. Sec./ Pre. Uni./ 10+2/Inter						

B.A./B.Sc./
B.Com.

M.Phil						
Ph.D.						
Any other Exam.						

15. Total teaching experience (full time) in College/ University : Under- Graduate _____Post-Graduate _____ 16. Total Rresearch Experience _____ 17. Field(s) of Specialization _____ 18. Employment Details (in Chronological Order) :

Sr. No.	Name of Institution	Designation	From	To
(i)				
(ii)				
(iii)				
(iv)				

19. Guidance/Supervision of Ph.D. Thesis :
(a) Number of Candidates registered at present _____ (b) Number of Candidates who have completed Ph.D. _____

20. Language(s) known Read Write Speak
_____
_____
_____

_____ _____
_____

21. Present Basic Pay _____AGP _____ in the Pay Band of Rs.
_____ Total Emoluments _____

 22.
Publications :

Publications	Total (Attach the list with details)	During the period under considerationas per requirement for promotion (Attach(Attach ten copies ten copies of the listof the publications) with details)	Major Publications
Books			
Papers in Journals			
Chapters in Books			
Papers in the			

Proceedings of the
Conferences
Patents
Additional
Information, if any

23. List of Enclosures (Give supportive documents of the claims made in the application) :

1._____ 3._____ 5._____
2._____ 4._____ 6._____

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

Date : _____ Permanent Address :
Signature of the candidate
Correspondence Address (in Capital Letters)

_____
_____ _____
Pin _____ _____ Pin _____

Forwarded by
Head / Dean

Email : _____ Mobile No. _____

Chapter - 8

ORDINANCE

1[THE MAHARSHI DAYANAND UNIVERSITY SERVICE & CONDUCT RULES FOR NON-TEACHING EMPLOYEES]

PART - I

1.1 These rules may be called the Maharshi Dayanand University Non-Teaching Employees (Terms and conditions of service) Rules, 1980.

1.2 Provision for Existing employees

Every person holding a post under the University at the commencement of these Rules shall, on such commencement, be deemed to have been appointed under the provisions of these rules and shall be entitled to such pay as drawn by him immediately before such commencement.

2. Definitions and Interpretations :

In these Rules, the following terms and expressions shall have the meaning hereby assigned to them :

i) The "Act" means the Maharshi Dayanand University Act, 1975 (Haryana Act No. 25) as amended from time to time.

ii) 'Active Service' means the time spent :

a) on duty;

b) on subsidiary leave;

c) on recognized vacation or earned leave or medical leave.

iii) 'Appointing Authority' means the authority competent to make appointment to a post which an employee for the time being holds.

iv) 'Average Monthly Salary' means the salary which an employee has earned during active service of one year immediately

1. Approved by the E.C. vide Reso No. 14 of 10.07.2010 and effective from 17.09.2010.

preceding the day on which he proceeds on leave, divided by 12 months on which the calculation is made.

v) 'Cadre' means establishment strength of a service or a part of a service sanctioned as a separate Unit.

For the purpose of

forming cadres, the entire University shall constitute a single unit.

vi) 'Compensatory Allowance' means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes T.A. and Dearness Allowance, but does not include a sumptuary allowance nor the grant of a free passage by sea, road and air to or from any place in India.

vii) 'Day' means a calendar day, beginning and ending at midnight. However, absence from headquarters, which does not exceed twenty four hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

viii)'Duty' means and includes -

a) Service as a probationer or apprentice, provided that service as a probationer is followed by confirmation without a break. However, in the case of an apprentice, on confirmation, either in the post for which he was undergoing apprenticeship or in any other post, the period of apprenticeship shall not be counted for purpose of leave as service rendered substantively in a permanent post.

b) Joining time.

c) Casual time.

ix) 'Employee' means -

a) Any person in the service of the University, which includes any such person whose services are temporarily placed by the University at the disposal of another University, College or any other authority; and b) Also any person in the service of a State Govt. or Central Govt. or a local or other authority, or any other autonomous

body whose services are temporarily placed at the disposal of the University.

x) 'Family' means a University employee's wife or husband, as the case may be, residing with and dependent upon the employee and legitimate children and step children residing with and wholly dependent upon the employee. In the case of Traveling Allowance Rules, it includes, in addition, parents, sisters, and minor brothers, if residing with and wholly dependent upon the employee.

NOTE :

1. The term 'legitimate children' in this rule does not include adopted children except those adopted under the Hindu Law/Personal Law of the employee.

2. The term 'dependent child' or 'dependent children' used in this rule includes major sons and married daughters so long as they are residing with and are wholly dependent on the parent (the employee) and subject to fulfillment of this condition, it includes widowed daughter also.

3. Nor more than one wife is included in the term 'family'.

4. An adopted child shall be considered to be a legitimate child if under the personal law of the employee, adoption is legally recognized as conferring on it the status of a natural child.

xi) 'Fee' means recurring or non-recurring payment to an employee from a source other than the funds of the University, whether made directly to an employee or through the intermediary of the University.

xii) 'Foreign Service' means service in which an employee receives his pay with the sanction of the University from a source other than the funds of the University.

xiii) 'Honorarium' means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.

xiv) 'Joining Time' means the time allowed to an employee to join a new post or to travel to or from one station to another to join a post.

xv) 'Leave Salary' means the monthly amount paid by the University to an employee who is on leave.

xvi) 'Lien' means the title of an employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post, including, a tenure post, to which he had been appointed substantively.

xvii) 'Month' means a calendar month. In calculation, a period expressed in terms of months and days, complete calendar month irrespective of the number of days on each, should first be calculated and the odd number of days calculated subsequently.

xviii) 'Officiating' means an employee may officiate in a post when he performs the duty of a post on which another person holds lien. An employee may also officiate in vacant post on which no other employee holds a lien.

xix) 'Pay' means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes dearness pay, special pay or a personal pay, if any, but no allowance.

xx) 'Permanent employee' means a person confirmed in permanent post.

xxi) 'Permanent Post' means a post carrying definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.

xxii) 'Personal Pay' means additional pay granted to an employee either:

a) to save him from a loss of substantive pay in respect of a permanent post due to revision of pay or to any other reduction of such substantive pay otherwise than as a disciplinary measure.

OR

b) in exceptional circumstances on other personal considerations.

xxiii) 'Prescribed Authority', Save as otherwise provided,

"Prescribed Authority" means the Vice-Chancellor/Registrar, as the case may be, or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any specific rule.

xxiv) 'Presumptive Pay' means the pay to which an employee would be entitled had he held the post substantively while performing its duties; but it does not include special pay if the employee performs or discharge that very work of responsibility on consideration of which the special pay was sanctioned.

xxv) 'Probation' : A person on probation on a post is one appointed (by selection) to a post for determining his fitness for eventual substantive appointment to that post.

xxvi) 'Salary' means the amount of the monthly pay and allowances granted by the University to an employee.

xxvii) 'Service' means the whole period of continuous service including period spent on leave.

xxviii) 'Special Pay' means an addition in the nature of pay to the emoluments of post granted in consideration of (a) special duties or (b) of a specific addition to the work or responsibility.

xxix) 'Subsistence Allowance' means monthly allowance paid to an employee who is not in receipt of pay or leave salary.

xxx) 'Substantive Pay' means the pay other than the special pay or personal pay to which an employee is entitled to on account of holding a post to which he has been appointed substantively.

xxxi) 'Temporary Post' means a post carrying a definite rate of pay sanctioned for limited time.

xxxii) 'Time Scale Pay' means pay which rises by periodical increments from minimum to a maximum.

xxxiii) 'Qualifications' means the qualification prescribed for a post. The appointing authority shall be the competent authority to prescribe the qualifications.

xxxiv) 'Traveling Allowance' means an allowance granted to an employee to cover the expenses granted to him/her which he/she incurs while traveling on official duty of the University.

xxxv) 'The term experience' means the service rendered in the department after regular appointment on the post.

xxxvi) 'University' means the Maharshi Dayanand University, Rohtak.

PART - II

3. Power to Interpret and Implement Rules

In case of ambiguity as to the meaning and import of any provision, the Vice-Chancellor shall have the power to interpret these rules and issue such administrative instructions as may be necessary to give effect to them.

4. Extent of Application

These rules shall apply to all non-teaching employees of the University except those falling in the following categories : a) Persons on deputation from Govt. of India/any State Government or any Statutory Board or Corporation who will be governed by the terms and conditions of the deputation. b) persons appointed on part time basis.

c) persons appointed on contract who will be governed by the terms of contract;

d) work charge employees;

e) Casual Labour.

f) 'persons appointed under the Self Financing Scheme, who shall be governed exclusively by the rules framed under the Scheme'.

g) Any class of employees or any individual employee serving in connection with the affairs of the University who may be specifically exempted from the operation of these rules.

The appointment and conditions of service in the case of the above categories of employees shall be determined by Executive Council.

5. Classification of Categories

i) Class A - The post of Deputy Registrar, equivalent and above.

ii) Class-B : Persons from Superintendent and equivalent and up to the level of Assistant Registrar but not included in category A above.

iii) Class -C : Persons from Clerk and upto the level of Deputy Superintendent and equivalent but not included in categories A and B above.

iv) Class-D : Persons including all other Class-IV employees of the University.

6.1 1Appointing / Punishing Authority

The appointing authority for various categories of University employees shall be as under :

i) Executive Council - For Class 'A' and 'B' posts carrying Grade Pay of more than Rs. 4800/-.

ii) Vice-Chancellor - For Class 'B' posts carrying Grade Pay upto Rs. 4800/- and Class 'C' Posts.

iii) Registrar - for 'D' class posts of the administrative offices including Chowkidars/Security Staff in the corresponding scale of pay of the Teaching Departments with the explicit approval of the Vice-Chancellor.

6.2 The authority competent to suspend, charge-sheet and issue-show cause notice against a University employee shall be as under :

a) **Vice-Chancellor -** All Class 'A' and 'B' Officers except asdefined under Section-8 of the Act but the matter shall be reported to the Executive Council.

b) **Registrar -** All Class 'C' and 'D' officials with the approval ofthe Vice-Chancellor, unless otherwise provided under the Act and Statutes of the University.

6.3 The appointing authority shall be the punishing authority, unless otherwise provided under the Act and Statutes of the University.

6.4 All non-teaching employees shall be under the administrative control of the Head of Institution or the Office to which they are

1 Amended by the Executive Council vide Reso. No. 21 dated 1.2.2013

attached. The Head of institution or of the Office shall be under the administrative control of the Vice-Chancellor.

Qualifications, and Age Limit for Appointment

7.1 The age, educational and other qualifications for appointment to a post and methods of recruitment thereto shall be as prescribed by the Competent authority from time to time.

7.2 Notwithstanding the provision contained in Clause 7.1 above, no one shall be appointed to any post unless he has attained the age of 18 years and more than 50 years as on closing date prescribed for receipt of applications for the post.

7.3 Relaxation in Age Limit

i) Upper age is relaxable -

a) to the extent of five years for Scheduled Caste/Scheduled Tribe/Backward Class candidates or as may be decided/ notified by the Govt. from time to time of Haryana domicile ;

b) for Ex-Servicemen - as per instructions of the Haryana Government, as amended from time to time;

c) for those already employed in the University on temporary / adhoc basis - to the extent of period for which the post has been held by him on adhoc / temporary basis;

d) if for certain posts, the upper age limit already prescribed is higher than 50 years on account of any specific ground/ qualifications/experience, such provisions shall continue to remain in force.

ii) Upper age limit shall not be applicable in the following cases, provided that the candidate has at least five years service to reach the age of superannuation prescribed for the post;

a) in-service employees of the University holding posts lower than those of Clerks/Steno-typists or equivalent thereto;

b) Widows of University employees who die in harness;

c) Widows of defence personnel, including BSF/CRPF, who die in harness.

Character Verifications

8.1 No person shall be appointed to any post in the University, unless he satisfies the appointing authority that he possesses good character and does not bear any antecedents which render him unsuitable for appointment thereto. Further provided that; i) the appointing authority shall also get the antecedents of the employee verified from appropriate authority as per procedure followed by the Govt., as soon after appointment as possible, but before his confirmation becomes due; ii) in case, subsequent to the appointment, any adverse facts come to the notice of the University regarding his/her character and antecedents, his/her services shall be liable to be terminated forthwith.

Medical Fitness

9.1 Every person appointed on probation shall get himself examined by the University Medical Officer or by any other Medical Officer designated by the University for the purposes, and furnish a Certificate from him in the proforma specified.

9.2 In case there is any reasonable doubt with regard to the fitness of a candidate, the Registrar may refer such a case(s) to the panel of doctors specifically constituted for the purpose, whose decision shall be treated as final.

9.3 In the case of women candidates who are found pregnant of 12 weeks or above at the time of medical examination before appointment to posts which do not require any physical training, they shall be deemed to be medically fit and may be appointed to the post straightway.

10. Temporary & Permanent Service

i) The service of an employee shall remain temporary until he is confirmed on a permanent post under the University.

ii) An employee confirmed on any permanent post under the University shall be permanent employee of the University.

11. Classification of Ministerial Cadre

Ministerial posts will have two cadres : (i) the secretarial cadre which will include, namely, Steno-typists, Junior Scale Stenographers, Senior Scale Stenographers, Personal Assistants

and Private Secretaries; and (ii) the Ministerial cadre which will include Clerks / Typists, Store Keepers, Receptionists, Accountants, Senior Clerks, Assistants, etc., Eligible employees will be promoted within their own cadres subject to Rule 13.2. The Steno-typists will have their relative seniority in both the cadres.

The existing employees originally appointed in the secretarial cadre and subsequently transferred/promoted on clerical cadres shall have the option to revert to their parent cadre within two months from the date of sub transfer/promotion. The option once exercised shall be final. On such reversion, they shall be entitled to their original seniority in the secretarial cadre.

12. Mode of Recruitment

Recruitment to a post may be made :

i) by direct recruitment

ii) by promotion; and

iii) by deputation from Govt. departments and other Institutions.

13.1 Procedure of recruitment

i) Direct appointment shall be made by inviting application through advertisement on the recommendations of the Establishment Committee or any other Committee specifically constituted for the purpose by the Vice-Chancellor/Executive Council as the case may be.

ii) The appointment by promotion shall be on seniority cum-merit basis. Seniority alone shall be no criterion for promotion. Suitability and efficiency will also be equally important determining factors in the matter of promotion.

iii) If no suitable candidates are available from within the University for a particular post(s), such are available, the post shall be filled through open competition by inviting application through advertisement where internal candidates may also complete with others.

iv) In the case of internal candidates, minimum qualifications as prescribed by the University in respect of various posts may be relaxable. This fact should be mentioned in the advertisement.

13.2 The posts of Registrar, Controller of Examinations and Finance Officer being selection posts shall be filled up only by direct

recruitment after inviting applications as per procedure specified under Clause 13.1 (i) ibid. The Vice-Chancellor shall constitute the Selection Committee for considering applications received in response to advertisement and for making recommendation to the Executive Council. The minimum qualifications for these posts shall be such as may be prescribed by the competent authority from time to time.

13.3 The post of Assistant Registrar / Deputy Registrar shall be filled up as under :

a) i)By promotion :75%

ii)By direct recruitment :25%

13.4 a) All posts upto the level of Superintendents (other than Clerks/ Steno-typists) shall be filled by promotion on the basis of seniority-cum-merit.

b) Clerks

i)By direct recruitment : 80%

ii)By promotion from amongst confirmed employees of the cadres of Peons and Daftries: 20%

c) In the secretarial cadre, the post of Steno-typists shall be filled by direct recruitment only.

d) The posts of Senior and Junior Scale Stenographers shall be filled by promotion on the basis of seniority-cum-merit from amongst Junior scale Stenographers and Steno-typists in the University respectively subject to their qualifying the test in shorthand and computer typing at the rate of 8000 depressions per hour.

e) [2]The posts of Personal Assistant may be filled from amongst the senior Stenographers on seniority-cum-merit.

f) The posts of P.S. and Secretary to Vice-Chancellor shall be filled by promotion from amongst the P.A. and P.S., as the case may be, on seniority-cum-merit basis. The Vice- Chancellor shall have the option to have his P.A./P.S./ Secretary of his choice from amongst the University staff.

13.5 i)[1]The following categories of Class-IV employees shall beconsidered for promotion to the post of Daftries and that options from Peons be also sought for promotion to the post of Daftries with the stipulation that they will be considered for further promotion to the post of Clerk strictly according to the date of joining on the post of Daftris.

1. Lady Attendant
2. Groundman
3. Groundman-cum-Gardner
4. Waterman/Water Woman
5. Animal Attendant
6. Telephone Attendant

ii) 20% quota of the total posts of Lab Attendants shall be filled up through promotion from amongst Class-IV employees excluding Peons and other Class-IV employees of the Library, University Press, Hospitality Wing and the staff of the Engineering Wing, who are Matriculate with Science and have 7 years regular service.

1. Added by the E.C. vide Reso No. 39 of dt. 04.03.2015.
2. Amended by the E.C. vide Reso No. 28 of dt. 29.06.2016.

Adhoc Appointments

14.1 Notwithstanding anything contained in the above rule, the Executive Council, may, by a general or special order, and subject to such conditions as it may specify in such order, delegate to any authority in the University the power to make adhoc appointments for a period not exceeding six months to meet the exigencies of service.

14.2 In case it becomes necessary to extent the period of such adhoc appointment beyond the period of six months, the matter shall be placed before the Executive Council, along with the reasons

therefore, for approval. However, in no case, such an adhoc appointment shall continue beyond a period of one year.

Transfer

15.1 a) The power to transfer of a University employee upto the rank of Assistant shall rest with the Registrar, provided that transfers within the branch may be made by the Head of the Branch; and

b) The power to transfer an employee of the rank of Deputy Superintendent and above shall rest with the Vice-Chancellor.

c) A University employee cannot be transferred substantively to a post carrying a scale of pay lower than that of the permanent post on which he holds a lien, except at his own written request or on account of proven inefficiency and/or misbehaviour.

NOTE :

1. Provided that a University employees of the rank of Superintendent and below should ordinarily be transferred at least once in three years.

2. Further provided that nothing contained in Sub Clause (c) above shall prevent re-transfer of an employee to the post on which he holds a lien.

Joining Time

15.2 Joining time will be admissible to an employee on transfer to enable him to join a post at another station.

Calculation of Joining Time

15.3 On transfer, joining time shall be calculated as follows :

a)From one post to another in the same office establishment	NIL
b)From one post to another not involving any change of station	*One day including gazetted holiday*
c)From one station to another :	
i)For preparation	*Six days*
ii)For Journey	*One day for each 500 Kilo meters by rail or 150 km. by road by Motor Vehicle.*

NOTE :

1. Travel by road not exceeding 8 K.M. to or from railway station at the beginning or end of the journey does not count for joining time.

2. If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over

charge of his old post, shall be included in his leave. On expiry of leave, the employee may be allowed normal joining time.

3. When holidays follow joining time, the normal joining time may be deemed to have been extended to cover such holidays.

4. Sundays are not included in the calculation of joining time.

5. In the case of privilege leave, joining time is admissible even if the orders of transfers are received while on leave.

Payment during Joining time

15.4 An employee on joining time shall be regarded as on duty and shall be entitled to pay as follows :

a) On transfer to a new post while on duty in the old post : pay which he would have drawn on the old post or pay which he will draw on taking charge of the new post, whichever is less. b) During joining time on return from leave; pay equal to leave salary admissible if he had been on privilege leave for the portion of joining time.

Overstay of Joining Time

15.5 An employee who does not join his post within the stipulated joining time, shall not be entitled to pay or leave salary after the expiry of joining time. Not joining duty after the expiry of joining time shall be construed as misconduct and willful absence from duty.

Seniority

16.1 The seniority of an employee within the cadre shall be reckoned from the date of his/her substantive appointment to the post in his/ her respective cadre. A Confirmed employee shall be senior to those who are on probation and those who may be appointed in that cadre in an officiating capacity.

i) Provided that persons appointed in a substantive or officiating capacity to any category of post prior to the date these rules came into force shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing formula applicable to their cases.

ii) Provided further that in no case the inter-re-seniority of an employee which has already been determined in accordance

with the rules prevailing prior to the date of commencement of these (amended) rules, shall be re-opened.

16.2 i) The inter-se-seniority of persons appointed by direct recruitment shall be determined by the order of merit in which they are selected for appointment by the Establishment/ Selection Committee irrespective of their dates of joining duty, provided they join within the time limit specified in the letter of appointment. After expiry of such limit, the seniority shall be reckoned from the actual date of joining if extended by the Vice-Chancellor.

ii) A person appointed as a result of an earlier selection shall rank senior to those appointed as a result of a subsequent

selection against any subsequent/fresh advertisement.

16.3 If more than one persons are appointed to a particular category of posts by promotion under a single order, their inter-re-seniority shall remain the same as in the lower category of posts from which they have been so promoted.

16.4 A person promoted shall be junior to a person appointed by direct recruitment if the date of selection/promotion happens to be the same.

NOTE :

Separate live roster of vacancies in a cadre which are direct to be filled by recruitment and by promotion according to the respective quotas shall be maintained.

16.5 When an employee is reduced to a lower scale of pay, he shall be placed at the lowest stage of such scale unless the prescribed authority, for reasons to be recorded in writing specifically directs otherwise.

Probation and Confirmation

17.1 Every person appointed permanently to a post under the University after the commencement of these rules, whether by promotion or by direct recruitment, shall be on probation in such post for a period of one year, after the satisfactory completion of which the

appointing authority may, by an order in writing confirm his probation, provided that the total period of probation including extension shall not exceed two years.

Provided further that the appointing authority may allow continuous period spent on duty, if any, on the same post on adhoc basis or on temporary/leave vacancy/deputation when followed by regular appointment to count towards period of probation for the purpose of confirmation.

17.2 If it appears to the appointing authority that at any time during or at the end of the period of probation a probationer has not made sufficient use of the opportunities or his work and conduct have not been found satisfactory and the appointing authority feels that the probationer is not suitable for holding that post or has not completed the period of probation satisfactorily, the appointing authority may :

i) In case of a person appointed by promotion : revert him to the post held by him immediately prior to such promotion or extends the period of his probation to the extent as specified under these rules.

ii) In case of a person appointed by direct recruitment terminate his service or extend the period of his probation to the extent as specified in Clause 17.1 of these rules.

17.3 A probationer reverted or removed from service during or at the end of the period of probation shall not be entitled to any additional compensation whatsoever other than usual emoluments payable under rules.

Date of Commencement of Probation of persons first appointed Temporarily

18. If a person having been appointed temporarily to a post is subsequently appointed on probation against a permanent post in the same cadre, he shall commence his probation from the date of his subsequent appointment or from such earlier date as the appointing authority may determine.

Crossing of Efficiency Bar

19. Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be granted to a University employee without the specific sanction of the authority empowered to withhold increments.

Notice required for termination / discontinuation / resignation from service:

20.1 A permanent employee can leave or discontinue his services in the University by giving a three months prior notice to the Registrar/ Vice-Chancellor, as the case may be, of his intention to leave or discontinue service. Provided that the period of such notice may be waived in part or in full by the appointing authority for good and sufficient reasons to be recorded in writing by passing he order.

Provided further that the employee, in lieu of such notice, shall be liable to pay to the University, a sum equal to his pay and allowances for the duration falling short of the prescribed period.

The University shall have the authority to deduct/adjust any amount due to him from the University on this account, if any.

20.2 The services of a temporary/contractual employee may be terminated with such notice as may be specified in terms of his appointment or on payment of pay and allowances in lieu of such notice by either side. The period of notice may, however, be waived by the appointing authority for good and sufficient reasons.

Provided that no notice of resignation shall be necessary in the case of :

i) Work charged staff;

ii) Appointment of temporary nature without any specific period or till further orders.

20.3 The appointing authority may terminate the services of an employee appointed on probation at any time during the period of his probation without assigning any reason, on giving one

month's notice or one month's salary in lieu thereof.

Handing over charge :

21. An employee before leaving the University service or on transfer shall hand over the charge of his post to a duly authorised employee and shall return to the University all books, apparatus, furniture, etc. issued to him. He shall also pay all charges due

from him for occupation of residential quarter, water, conservancy and electricity charges, etc. If he fails to do so, University may recover the amount due from him on account of these and any other such charge from his last salary or from the University contribution to his Provident Fund.

Increments :

22. i) An increment shall be drawn as a matter of course but the appointing authority shall be competent to withhold an increment on account of misconduct or unsatisfactory work and before doing so, shall give an opportunity to the employee to make any representation that he may desire to make and shall take such representation into consideration as laid down in Part- III of the rules. In ordering the withholding of an increment, the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing any future increments.

ii) Increment shall accrue on the Ist of the month they become due.

Service counting for increment

23. The following service shall count for increment in a time scale:

i) a) All duty in a post on a time scale counts for increment in that time scale;

b) If a University employee holding one post is appointed to officiate on a higher post, his officiating or temporary service in the higher post, shall, if he is reappointed to the lower post, count for increment in the time scale applicable to such lower post.

c) Service rendered on a post carrying lower time scale will not count for increment;

ii) Period spent on foreign service or deputation shall count for increment and released at the time of his rejoining on his substantive post.

iii) Service rendered in a temporary post shall count for increment provided the appointment to the post has been made in a prescribed time scale.

for increment in the time scale of the post in which the employee has been confirmed. It should also count for increment in the time scale applicable to the post held on regular or officiating capacity provided the employee would have continued to officiate but for his proceeding on leave.

NOTE :

increment under the orders of the competent authority under the circumstances as detailed in leave rules.

2. Service rendered on a post in a time scale during the period of probation shall count as service towards increment.

3. A period of overstay of leave does not count for increment unless the period is allowed by the competent authority to be pay) on consideration of gravity of circumstances.

Higher start/Advance Increment(s) :

24. The appointing authority may sanction a higher start than the minimum of the grade pay on the first appointment if it deems fit and proper. Such higher start shall be specified as being equal to a specific number of grade increments in the time scale of the post.

NOTE :

1. *In cases where higher start has been given to an employee, he shall be entitled to increment in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of a specific order to the*

contrary, he should be placed in exactly the same position as regards future increments as an employee who has so reached;

2. i) The grant of special increment(s) to a University employee on obtaining higher qualifications shall not affect the date of his annual increment.

ii) Such increment(s) may be given strictly as per Haryana Government Rules/Policy.

Fixation of Pay

25.1 Unless the appointing authority grants in an individual case a higher starting salary than the minimum of the pay scale, a person who has been appointed to a post, shall on assuming duties, draw the minimum of the pay scale as his initial pay.

25.2 The initial pay of an employee, who is appointed to another higher post, shall be regulated as under : If he holds a lien on a permanent post, at the stage next above his substantive pay in respect of the old post but if the minimum of the new post is higher than his substantive pay in the old permanent post, he will draw the minimum as initial pay.

NOTE :

1. *If the pay of an employee in his substantive post is increased by the grant of an annual increment in that post, his pay shall be accordingly re-fixed from that date in the higher post in which he is officiating.*

2. *In the case of an employee whose officiating pay on re-fixation under Note* (1) *above, carries his pay above the efficiency bar stage in the time scale of the officiating post; the employee concerned should be deemed to have automatically crossed the efficiency bar at the time of re-fixation of officiating pay.*

25.3 The holder of a post, the pay of which is changed shall be treated as if he was transferred to a new post in the new pay, subject to such restriction as the competent authority may in each case lay

down. Normally, it shall be fixed in new scale at the stage next above the pay drawn in the old scale, provided that a University employee may at his option retain his old post until the date of his next increment in the old scale.

Fixation of Pay on Reduction to a Lower Post

26. On transfer to a lower grade or post, as a penalty, an employee may be allowed by the authority ordering the transfer any pay not exceeding the maximum of such lower grade or of the pay scale of such lower post. If he is reduced to a lower grade or post or to a lower stage in his own time scale, the authority ordering the reduction shall also state in the same order the period for which it shall be effective and whether it shall operate to postpone future increment and if so to what extent.

Special pay, Personal pay, Honorarium and Fee

27. a) The Executive Council/Vice-Chancellor may sanction to an employee in any special circumstances such special pay, personal pay, honorarium or fee on such conditions as it may deem fit and satisfactory discharging of certain responsibilities of general of some special nature during or outside in addition to his own normal duties.

b) Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by an amount by which the recipient pay may be increased and such pay shall cease by an amount equal to his personal pay.

Date of reckoning of pay and allowances

28. An employee shall commence to draw the pay and allowances of a post from the date he assumes the charge of that post, if the charge is assumed in the forenoon, otherwise from the following date and shall cease to draw the same from the date he ceases to hold that charge on whatever account.

Pay & Allowances for holding additional charge of a post :

29. The competent authority may appoint an employee to hold

temporarily one or two independent posts at one time and allow

dual charge allowance only if the period of additional charge

exceeds 30 days. The employee holding charge of

additional post(s) exceeding 30 days shall be entitled to :

i) If the pay of the additional post is higher than that of his own post, the difference between the initial stages his own pay

scale and the pay scale of the higher posts on which he officiates;

ii) If the additional post is lower than his own post; or, is of the same nature and borne on the same cadre, no additional pay;

iii) If the current duty charge of another post of equivalent status is held, no additional pay. However, if current duties are of strenuous nature and justify the grant of an honorarium, he may be allowed honorarium at the rate of 10 per cent of the minimum basic pay of his substantive pay; OR

iv) 5 percent of the minimum basic pay of the post on which he officiates if he has no substantive pay subject to the condition that the amount of honorarium shall not, in any case, exceed the amount which would otherwise be admissible for holding full charge of the additional post.

NOTE :
This rule does not apply to Superintendents and other subordinate administrative staff.

Payment during suspension :

30.1 During the period of suspension, an employee shall receive only subsistence allowance at the rate half of his pay and allowances admissible on the amount which he was drawing immediately preceding his suspension.

30.2 A suspended person shall not be entitled to any leave for the period of suspension.

30.3 Where the period of suspension exceeds six months, the suspending authority may vary the amount of subsistence amount for any period subsequent to the period of first six months as follows :

i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the next six months if the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee.

ii) In case the prolongation is directly attributable to the employee, the subsistence allowance may be reduced by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of six months.

30.4 The competent authority suspending an employee should serve a charge sheet upon such employee within three months of the issue of suspension orders.

30.5 On receipt of the reply of the charge-sheet from the suspended employee, the competent authority should appoint an Enquiry Officer within one month of the receipt of the reply.

30.6 No payment under rule 30.1 & 30.3 shall be made to an employee under suspension unless he furnishes a certificate that he is not

engaged in any other employment, business, profession or vocation.

Provided that in case of an employee who is dismissed or removed from service, but is deemed to have been placed or continued to have been under suspension from the date of such dismissal or removal and who fails to produce such a certificate for any period or periods during which he is so deemed to have been placed or continued to have remained under suspension, he shall not be entitled to the subsistence and other allowances equal to the amount by which his earnings fall short of subsistence and other allowances that would otherwise be admissible to him.

Provided further that where the subsistence and other allowances admissible to him are equal to or less than the amount earned by him, nothing in the aforementioned proviso shall apply to him.

Payment on reinstatement

31. An employee on reinstatement after **dismissal, removal or** suspension may be allowed the following payment by the authority competent to order reinstatement:

a) If he is honourably acquitted of the charge(s) : Full pay and,

by an order to be separately recorded, any allowances drawn immediately before removal, dismissal or suspension.

The whole period of absence to be treated on duty.

b) **If not honourably acquitted**

Such proportion of pay and allowances as the reinstating authority may order provided that such proportion shall not be less than the subsistence allowance admissible during suspension. The period of absence will not be treated as duty unless the re-instating authority for reasons to be recorded so directs.

NOTE :

1. *The grant of pay and allowances under this rule does not cancel any acting arrangement that may have been made during the period of an employee's suspension, removal, dismissal or reduction.*

2. *The reinstating authority may, on good and sufficient reasons to be recorded, allow conversion of the period of suspension into one of leave of the kind due and admissible to him in a case falling under (b) if the employee makes a written submission in this regard.*

Cessation of Pay & allowances :

32. Pay and allowances of an employee, who is dismissed or removed from service, shall cease from the date of such dismissal or removal.

Office liable to be declared vacant :

33. If an employee absents himself from duty for seven days consecutively without express permission of the competent authority, the office held

by him shall be declared vacant, after following due process, and the employee shall forfeit salary for the period of such absence.

Abolition of post :

34. A three months' notice shall be given to a permanent University employee before his services are dispensed with on the abolition of his post as a result of retrenchment or otherwise. In case the

University fails to give the three months' notice and the employee has not been provided with other employment, his emoluments for the period for which the notice actually falls short of stipulated three months, shall be paid to him in addition to the retirement benefits to which he may be entitled under the University rules.

Resignation :

35.1 A University employee resigns his job, by serving a three months' notice or by giving such notice as may be required under the terms of appointment held by him with the approval of the appointing authority.

35.2 Resignation from a service or a post, unless it is allowed to be withdrawn in public interest by the appointing authority, shall entail forfeiture of past service.

35.3 The appointing authority may in public interest to be stated in writing permit a person to withdraw his resignation on the following conditions:

i) that the resignation was tendered by the employee for some compelling reasons which did not reflect on his integrity, efficiency or conduct and the request has been made due to change in those circumstances;

ii) that the conduct of the employee during the intervening period was in no way improper or unbecoming of a University employee;

iii) that the period of absence from duty between the date of resignation on which it became effective and the date on which the employee is allowed to resume duty as a consequence of acceptance of such withdrawal is not more than 90 days;

iv) that the post which was vacated by the employee on the acceptance of resignation or any other comparable post is available; and

v) that the period of interruption shall not count as qualifying service for any purpose.

Retirement :

36. All whole time employees shall retire on completing the age of 60,

provided that the Executive Council may, on the recommendation of the Vice-Chancellor extend the service of any member for a period not exceeding three years, if it is satisfied that such extension is in the interest of the University and provided further that no such employee shall be granted extension beyond the age of 63 years.

Premature / Voluntary retirement :

37.1 A University employee is eligible to seek premature retirement even before completing 20 years qualifying service on medical grounds if the incumbent is certified to be suffering from some incurable disease or permanent disability which renders him unfit to continue in service.

In case any enquiry involving charges of corruption or disciplinary proceedings of serious nature is/are pending against him, the request for premature retirement on medical grounds may be considered only after he is cleared of the charges.

37.2 A University employee who has put in not less than 20 years' qualifying service may, by giving three months' notice, in writing, to the appropriate authority, retire from the service voluntarily. A notice of less than three months may be accepted by the appropriate authority in exceptional circumstances.

37.3 A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appropriate authority provided the request for such withdrawal is made before the expiry of the period of notice.

37.4 A notice of voluntary retirement, given before completion of 20 years' qualifying service shall require acceptance by the appropriate authority if the date of retirement, or the date of expiry of notice, would be earlier than the date on which the employee concerned could have retired voluntarily under the provisions of these rules. Such acceptance shall generally be given in all cases, except those (a) in which disciplinary proceedings are pending or contemplated against the employee for imposition of a major penalty of removal, dismissal or reduction in rank would be warranted in the case; or (b) in which prosecution is contemplated or may have been launched in a court of law.

Notwithstanding the generality of provision stated above, the Executive Council may, for reasons to be recorded in each such case, accept the notice of voluntary retirement.

Provided further that even where notice of voluntary retirement given by an employee requires acceptance by the appropriate authority, the employee concerned may presume acceptance and the retirement shall be effective in terms of notice, unless the Vice Chancellor / appropriate authority issues an order to the contrary before the expiry of period of notice.

37.5 An employee who retires voluntarily, shall be entitled to retiral benefits such as gratuity, pension, encashment of earned leave as in the case of those who retire on superannuation, as may be admissible under the rules / statutes of the University.

Compulsory retirement :

38.1 The appointing authority shall, if on examination and material placed before him is satisfied that it would be in the public interest to do so, have the absolute right to order compulsorily retirement from service of a University

employee by giving him notice of not less than three months' in writing or three months' pay and allowances in lieu of such notice :

i) If he is a class 'A' employee : after he has attained the age of 50 years;

ii) If he is a Class 'B' or 'C' employee : after he has attained the age of 55 years.

38.2 The University employee would stand retired immediately on payment of three months' pay and allowances in lieu of notice and shall not be in service thereafter.

Service Benefits :

39. Employees of the University (other than those specified in Rule 4) shall be entitled to the benefits of the contributory provident fund and gratuity of the University in accordance with the provisions in the Statutes and to pension and insurance scheme as may be instituted by the University for benefits of the employees, from time to time.

Termination of service :

40. The service of an employee shall be liable to be terminated on any of the following ground :

a) Gross negligence in the discharge of duty:

b) Mis-conduct;

c) Insubordination or any breach of discipline;

d) Absence from duty without leave;

e) Physical or mental unfitness for the discharage of duty;

f) Any act prejudicial to the interest of the University or its property.

Provided that in the case of a permanent employee, an order passed under this Clause except under Sub-clause (e) shall be treated as a major penalty and the procedure laid down in Part-III of these rules shall be followed.

Provided further that where an employee is removed from service for a reason other than specified in Sub-Clause(s) he shall be given three months' notice in writing or be paid three months' salary in lieu of notice period.

Service Book :

41.1 A record of service in respect of every University employee shall be maintained in his service book. The service book shall be maintained by and kept in the custody of the Registrar.

The service book shall not be given to any employee who is proceeding on leave or who quits University service. A certified copy of the service book, may, however, be supplied on request of the employee on retirement, discharge or resignation on payment of a copying fee of Rs. 100/-.

41.2 Every step in an employee's official life including the temporary or officiating promotions of all kinds, increments and leave etc. shall be recorded in his service book and each entry attested under the dated signature of the Head of the Branch or the Registrar as the case may be.

NOTE :

1. *Special precaution should be taken at the time of filling up page 1 of the Service Book specially in respect of the date of birth, as it is to determine the final date of retirement of an employee. The officer authorized to maintain service books shall perform this important function himself personally and attest the date of birth entry in token of his having done so on the basis of physical verification of original record. It shall be based on Matriculation/Higher Secondary Certificate or an equivalent certificate where the date of birth is indicated, and in the case of D (Class IV) employees or holder of other posts, where the minimum academic qualifications is not laid down and the employee have not passed Matric/ Higher Secondary Examination, the certificate issued by the University Medical Officer or a Medical Officer designated by the University as in Clause-9 shall be accepted a proof of age.*
2. *In case where only the year of birth of an employee is entered, the Ist of July of that year shall be taken to be the date of birth. If the month is also given, but not the date, 16th of the month shall taken to be the date.*
3. *Date of birth cannot be altered unless the exployee concerned applies for correction of his age as recorded, within two years from the date of his entered into University service. University authorities, however, reserve the right to make a correction in the recorded age at any time against the University employee's interest when it is satisfied that the age recorded has been incorrectly entered with the object that the employee may derive some unfair advantage there from. The Registrar will, however, have the discretion to refuse to grant such application and no alteration shall be allowed unless it is proved to his satisfaction that the date of birth as originally given by the applicant was a bonafide mistake and that he has derived no unfair advantage therefrom.*

41.3 a) The period of suspension and other interruptions in service with full details, warning or other punishment shall be noted in the service book in red ink.

b) Personal certificates and character certificates shall not, however, be entered in the Service Book.

41.4 It is the duty of every employee to see that his service book is properly maintained. He shall also be required to put his signature in Col. 8 as and when there is any change in his emoluments, as a proof of his having verified his entries. The Officer-in-charge of service books may permit the employee concerned to examine his service book should be desired to do so at any time.

Personal Files :

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

a) All orders imposing any of the penalties as mentioned in Part-III of this chapter.

b) All communications conveying adverse remarks.

c) Letters of appreciation for outstanding work performance of an overall assessment of his work and conduct during the year.

Confidential Reports

43. The Heads of the Departments and the Registrar, as the case may be, shall report confidentially on the work and conduct of the employees, in accordance with rules made by the Executive Council separately in this behalf.

Withholding of payment of emoluments of University

Employees suspected of having committed embezzlement :

44. When an Officer is suspected of being concerned directly or indirectly in the embezzlement of University money, stores etc., and is placed under suspension, the authority competent to order his removal may direct that, unless he furnishes security for the reimbursement of the said money, value of stores etc., to the satisfaction of the Registrar, the payment of any sum due to him by the University on the date of suspension shall be deferred until such time as the said authority passes final orders on the charges framed against him.

Provided that such an employee shall be entitled to the payment of a subsistence allowance in respect of the period for which, the admissible emoluments, if any, are withheld.

Residuary conditions of service

45. Any case which does not fall within the purview of these rules, may be decided in accordance with the rules framed by the Haryana Government for its own employees or in such manner as the Vice-Chancellor/Executive Council, as the case may be, deem fit and proper in each case.

PART - III

(PUNISHMENT & APPEAL RULES)

Short Title :

1. These rules may be called the Maharshi Dayand University Non-Teaching Employees (Punishment & Appeal) Rules.

Definitions :

2. In these rules, unless the context otherwise requires : a) **"Appointing authority"** in relation to University employeemeans-

i) the authority empowered to make appointments to the

service of which the University employee is for the time being a member; or, to the category of the service in which the University is for the time being included; or

ii) the authority empowered to make appointments to the post which the University employee for the time being holds; or

iii) the authority which appointed the University employee to such service, category or post, as the case may be.

b) **"Chancellor"** means the Chancellor of Maharshi DayanandUniversity, Rohtak.

c) **"Punishing Authority"** means the authority competent underthese rules to impose on a University employee any of the penalties specified in rule 5.

d) **"Service"** means a service under the University.

e) **"University"** means Maharshi Dayanand University Rohtak.

f) **"University employee"** means any person appointed to ateaching, non-teaching or any other post, in connection with the affairs of the University.

Explanation : A University employee whose services are placed at the disposal of another University, Government, Corporation or a local authority, shall, for the purposes of these rules, be deemed to be a University employee serving under the University, notwithstanding that his salary is drawn from sources other than the Funds of the University.

g) **"Vice-Chancellor"** means the Vice-Chancellor of MaharshiDayanand University, Rohtak.

Application

3.1 These rules shall apply to every University employee, but shall not apply to -

a) any member of Government service;

b) any person in casual employment;

c) any person subject to discharge from service on less than one month's notice;

d) any person for whom special provision is made in respect of matters covered by these rules or under any law for the time being in force or by or under any agreement entered into by or with the previous approval of the University, in regard to matters covered under those special provisions.

3.2 Notwithstanding anything contained in sub-rule 3.1, these rules shall apply to every University employee temporarily transferred to a service or post coming within sub clause (d) of sub-rule (1) of rule 3 to whom, but for such transfer, these rules would apply.

3.3 In case any doubt arises whether these rules or any provision(s) of them apply to any person or not, the matter shall be referred to the Vice-Chancellor, who shall decide the same.

Suspension :

4.1 The appointing authority or any other authority to which such appointing authority is subordinate or the punishing authority or any other authority empowered in that behalf by the Executive Council by a general or special resolution, may place a University employee under suspension -

a) where a disciplinary proceeding against him is contemplated or is pending; or

b) where a case against him in respect of any criminal offence is under investigation, enquiry or trial.

Provided that where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

4.2 A University employee shall be deemed to have been placed under suspension by an order of appointing authority -

i) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

ii) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation : The period of forty-eight hours referred to in clause (ii) of this sub-rule shall be computed from the commencement of the imprisonment after conviction and, for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

4.3 Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further enquiry or action or with any other direction, the order of suspension shall be deemed to have

continued to be in force, on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force, till further orders.

4.4 Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the punishing authority,

on a consideration of the circumstances of the case, decides to hold a further enquiry against him on the allegation on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of original order of dismissal, removal or compulsory retirement, as the case may be, and shall continue to remain under suspension until further orders.

4.5 An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

4.6 Where a University employee is suspended or is deemed to have been suspended whether in connection with any disciplinary proceedings or otherwise, and any other disciplinary proceedings or otherwise, and any other disciplinary proceeding is instituted against him during the continuage of that suspension, the authority competent to place him under suspension may, for reasons to be recorded in writing, direct that the University employee shall continue to be under suspension until the termination of all or any of such proceedings.

4.7 An order of suspension made or deemed to have been made under this rule may, at any time, be modified or revoked by the authority which made or deemed to have made the order or by any other authority to which that authority is subordinate.

Penalties :

5. The following penalties may, for good and sufficient reasons, and as hereinafter provided be imposed on a University employee.

Minor Penalties

i) Warning with a copy on ACR file;

ii) Censure;

iii) Withholding of grade increment, without cumulative effect;

iv) Withholding of promotion;

v) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.

Major Penalties

vi) Withholding of grade increment(s) with cumulative effect;

vii) Reduction to a lower stage in the time scale of pay with further directions that as to whether or not the University employee will earn grade increment beyond that lower stage after such reduction.

viii) Reduction to lower time-scale, grade, post of service shall be a demotion which shall essentially carry with it a bar for future promotion of the University employee to the time-scale of pay, grade, post or service from which he has been so reduced, with or without mention of any specified conditions in the order imposing this penalty.

ix) Compulsory retirement

x) Removal from service which shall not be a disqualification for future employment under the University.

xi) Dismissal from service, which shall ordinarily be a disqualification for future employment under any public interest.

Explanation : The following shall not amount to a penalty withinthe meaning of this rule :

i) Withholding grade increment(s) of an employee for failure to pass departmental examination or non-fulfillment of any such condition in accordance with the rules of orders governing the service or post or the terms of his appointment;

ii) Stoppage of an employee at the efficiency bar in the time scale on grounds of his unfitness to cross the bar.

iii) non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case to a service, grade or post for promotion to which he may be otherwise eligible;

iv) reversion to a lower service, grade or post of an employee officiating in a higher service, grade or post on the ground that he is considered after trial to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with this conduct.

v) reversion to his permanent service, grade or post of an employee appointed on probation to another grade or post during or at the end of the period of probation in accordance with the term of his appointment or the rules and orders governing probation;

vi) suspension pending enquiry;

vii) termination of the service;

a) of an employee appointed on probation, during or at the end of the period of probation, in accordance with the term of his appointment or the rules and orders governing probation;

b) of a person engaged under a contract : in accordance with terms of the contract;

c) of a temporary employee appointed otherwise than under a contract: on the expiration of the period of appointment or on abolition of the post before the due time in accordance with the term of appointment.

d) of a temporary employee engaged on a tenure posts or offered term appointment : at the expiration of the tenure or term of appointment as specified in the order of appointment or earlier if the arrangement under which

such appointment has been made is abolished.

viii)Compulsory retirement of a University employee in accordance with the provisions relating to superannuation or retirement.

Punishing Authority :

6.1 Except, where otherwise laid down in the statutes and the ordinances of the University, the authority competent to appoint shall also be competent to impose any of the penalties specified in Rule 5 upon the persons to whom these rules apply.

6.2 Notwithstanding generality of provision contained in sub- rule (1) above, the Vice-Chancellor shall be competent to impose any of the minor penalties specified in clauses (i) to (v) of Rule 5, except the officers of the University as defined under Section 8 of the Act.

AUTHORITY TO INSTITUTE PROCEEDINGS :

7.1 Except where otherwise provided under these rules, the Executive Council or any other authority empowered by it, by a general or special order. may-

a) institute disciplinary proceedings against any University employee;

b) direct a punishing authority to institute disciplinary proceedings against any University employee on whom that punishing authority is competent to impose under these rules any of the penalties specified in Rule 5.

7.2 A punishing authority competent under these rules to impose any of the penalties specified in clause (i) to (v) of Rule 5 may institute disciplinary proceedings against a University employee for the imposition of any of the penalties specified in clauses (vi) to (xi) of Rule 5 notwithstanding the fact that such punishing authority is not competent under these rules to impose any of the latter penalties.

PART - IV

PROCEDURE FOR IMPOSING MAJOR PENALTY :

8.1 No order imposing any of the major penalties specified in clauses (vi) to (xi) of Rule 5 shall be made against a person to whom these rules are applicable unless he has been given a full and reasonable opportunity of being heard, showing cause and of defending himself against the action proposed to be taken against him.

8.2 Whenever the punishing authority is of the opinion that there are grounds for inquiring into truth of any imputation of misconduct or misbehaviour against a University employee, it may itself inquire into or appoint an authority to inquire into the truth thereof to its satisfaction.

8.3 Where it is proposed to hold an enquiry against a University employee under these rules, the punishing authority may draw up or cause to be drawn up -

i) grounds on which it is proposed to take such action shall be reduced in writing into definite and distinct articles of charges;

ii) a statement of allegations on which each charge is based

and of any other circumstances which it is proposed to take up into consideration before passing orders in the case;

iii) a statement of all relevant facts including any admission or confession having been made by the University employee;

iv) a list of documents on the basis of which and a list of witnesses by whom, the articles of charge are proposed to be sustained.

8.4 The punishing authority shall deliver or cause to be delivered to the employee, a copy of the articles of charge, the statement of allegations and list of documents and witnesses in support of each article of charge and require him to submit, within a reasonable time, ordinarily not exceeding two weeks, to state in writing, whether he admits the truth of all or any of the allegations, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.

8.5 If on receipt of written statement of defence, the punishing authority is of the opinion that imposition of one of the minor penalties specified in clauses (i) to (v) of Rule 5 on the University employee would suffice and for that reason the punishing authority does not consider it fit and necessary to inquire into articles of charges any further for imposing one of the major penalties specified in clauses (vi) to (xi) of Rule 5, it shall make an order imposing any of the minor penalties specified in clauses (i) to (v) of Rule 5.

8.6 a) If the punishing authority is not satisfied with the explanation

given by the person charged or if the employee desires to be heard in person, an Enquiry Officer shall be appointed to hold a regular enquiry :

b) The competent authority may appoint a University employee or a legal practitioner to be known as the 'Presenting Officer' to present on his behalf the case and lead evidence before the Enquiry Officer in support of statement of allegations / articles of charge (s) ; c) The employee against whom a charge is being enquired into, shall be allowed to obtain the assistance of an in-service or retired University employee, if he so desires in order to lead his defence before the Enquiry Officer.

d) In case a counsel is engaged by the competent authority to present his case before the Enquiry Officer, the charged employee shall also be entitled to engage the services of a counsel to represent his case in defence.

e) The charged employee shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the Enquiry officer may, for reasons to be recorded in writing, refuse to call any such particular witness.

8.7 If any question arises whether it is reasonably practicable to give to any person an opportunity to defend himself under rule 8.3, the decision thereon of the punishing authority shall be final.

8.8 All notices from the Enquiry Officer shall, unless personally served, be deemed to have been served when sent by registered post to the employee at his last known address.

8.9 If the charged employee to whom a copy of article of charges has been delivered does not submit his written statement of defence on or before the date specified for the purpose or does not appear in person before the Enquiry Officer or

otherwise fails or refuses to comply with the provisions of this rule, the Enquiry Officer shall proceed to hold the enquiry ex-parte.

8.10 The charged employee shall appear in peson before the Enquiry

Officer on such date and time and at such venue as the Enquiry Officer may, by a notice in writing, specify in this behalf.

8.11 On the date fixed for the purpose, oral and documentary evidence on the basis of which charges are proposed to be proved shall be produced by or on behalf of the competent authority before the Enquiry Officer. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross examined by or on behalf of the charged employee. The Presenting Officer shall be entitled to re-examine the witnesses on any point on which they have been cross examined, but not on any new matter, without the leave of the Enquiry Officer. The Enquiry Officer may also put such questions to the witnesses as he thinks fit and proper for a fair investigation.

8.12 Before the close of the case, on behalf of the competent authority, the Enquiry Officer, may in his discretion allow the Presenting Officer to produce evidence not included in the list given to the charged employee or may himself call for new evidence or recall or re-examine any witnesses and in such case the charged employee shall be entitled to seek, if he so demands, an adjournment for three clear days before the production of such new evidence. The Enquiry Officer shall give to the charged employee an opportunity of inspecting such additional documents submitted/called in evidence before they are taken on the record.

8.13 When the charged employee has not admitted in his written statement any of the charges or has not submitted any written statement in his defence, the Enquiry Officer shall ask him to state as to whether he pleads guilty or has any defence to make. If the charged employee pleads guilty to all or any of the charges, the Enquiry Officer shall record his plea, sign the record and obtain the signature of the employee thereon.

8.14 The enquiring authority shall return a finding of guilt in respect of those of articles of charges to which the University employee pleads guilty.

8.15 The Enquiry Officer, shall if the employee fails to appear before him within the specified time, or having reported refuses or omits to plead, require the Presenting Officer to produce the evidence

on the basis of which he proposes to prove the charges and shall adjourn the case and afford to the charged employee another but final opportunity :

i) To inspect the documents filed with the statement of allegations.

ii) To submit a list of witnesses to be examined and to obtain/see a list of documents which are in the custody of the University, indicating relevancy of the documents required by him.

iii) apply orally or in writing for the supply of copies of the statements, if any, recorded of witnesses mentioned in the list referred to above, in which case the enquiring authority shall furnish to him such copies as early as possible but, in any case, before the commencement of examination of the witnesses on behalf of the punishing authority.

8.16 The Enquiry Officer shall, on receipt of the notice from the charged employee for the discovery or production of documents forward the same to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the Enquiry Officer may for reasons to be recorded in writing, refuse to requisition such of the documents as are in his opinion are not relevant to the case.

8.17 On receipt of the requisition referred to in Rule 8.15 (ii & iii), the authority having the custody of possession or the requisitioned documents shall produce the same before the Enquiry Officer, unless the Enquiry Officer is satisfied on written requisition by the authority having the custody of possession of the requisitioned documents that such documents are of a confidential nature and should not be produced.

8.18 When the case for the competent authority is closed, the charged employee shall be required to submit evidence in his defence orally, or in writing as he may prefer. If the defence is made orally, it shall be recorded by the Enquiry Officer and charged employee shall be required to sign the record.

8.19 The evidence/witness on behalf of the charged employee shall than be produced. The employee may examine such evidence/

witness himself behalf he so prefers. The witnesses produced by the employee shall than be examined

and shall be liable to cross-examination, re-examination and examination by the Enquiry Officer.

The Enquiry Officer, may for the reasons to be recorded in writing, refuse to call any witnesses cited by the employee.

8.20 The Enquiry Officer, may, after the charged employee closes his case and if the employee has not examined the evidence/witness himself, shall generally question him on the circumstances, appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

8.21 The Enquiry Officer may after the completion of the production of evidence, hear the Presenting Officer, if any, appointed and the employee, or permit them to file written briefs of their respective cases, if they so desire.

8.22 When the statement of allegation against the charged employee shows that his general behaviour has been such as to be unbecoming of his position, or that he has failed to reach or to maintain a reasonable standard of efficiency, he may be charged accordingly, and a finding on such a charge may be a valid ground for the infliction of any of the punishments prescribed under Rule 5 which may be considered suitable in the circumstances of the case.

8.23 It shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged during the course of his deposition in defence.

8.24 These provisions shall not apply where a person is removed or reduced in rank on the grounds of conduct which had led to his conviction on a criminal charges, or where an authority empowered to remove him or reduce him in rank is satisfied that, for some reason, to be recorded in writing it is not reasonably practicable to give him an opportunity of showing cause against action proposed to be taken against him or if it is considered expedient not to give that person an opportunity.

8.25 Whenever an Enquiry Officer, after having heard and recorded the whole or any part of the evidence, is unable to proceed with the enquiry for any reason whatsoever, and is succeeded by another Enquiry Officer, the Enquiry Officer so succeeding, may act on the evidence already recorded by his predecessor. If the predecessor Enquiry Officer has partly recorded and partly recorded by himself, the evidence on any charge, the successor Enquiry Officer may accept and act on the same and proceed further with the process from that stage onward.

Provided that if the succeeding Enquiry Officer is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, he may recall, examine, cross-examine and re-examine any such witness as hereinbefore provided.

8.26 After conclusion of the enquiry, a report shall be prepared by the Enquiry Officer which shall contain -

a) the articles of charges and the statement of the imputations of misconduct or misbehaviour;

b) the defence of the charged employee in respect of each article of charges;

c) an assessment of the evidence adduced and examined in respect of each article of charges;

d) the findings on each article of charges and detailed reasons therefor.

8.27 If, in the opinion of the Enquiry Officer, the proceedings of the Enquiry establish any article of charges is different from the original articles of the charges, he may record his findings on such particular article of charges.

Provided that findings on such article of charges shall not be recorded unless the charged employee has either admitted the facts on which such article of charges is based or has had been afforded a reasonable opportunity of defending himself against the same.

8.28 The Enquiry Officer, where he is not himself the punishing authority,

shall forward to the punishing authority the records of enquiry which shall include -

5. the enquiry report;

6. the written statement of defence, if any, submitted by the charged employee;

7. the oral and documentary evidence produced during the course of the enquiry;

8. written briefs, if any, filed by the Presenting Officer and/or

the charged employee during the course of enquiry;

9. the orders, if any, made by the punishing authority with regard to the enquiry.

ACTION ON THE ENQUIRY REPORT:

9.1 The punishing authority, if it is not itself the enquiring authority may, for reasons to be recorded, in writing, remit the case to the enquiring authority for further enquiry and report and the enquiring authority shall there upon proceed to hold further enquiry according to the provisions contained in rule 8, as far as may be.

9.2 After enquiry against a University employee has been completed, and after the punishing authority has arrived at a tentative conclusion in regard to the penalty to be imposed, the employee shall, if the penalty to be imposed is a major penalty provided in sub- clauses (vi) to (xi) of Rule 5, be supplied with a copy of the report of the Enquiry Officer and be called upon to show cause, within reasonable time, not ordinarily exceeding one month asking him to show cause as to why the enquiry report be not accepted against the particular penalty proposed to be inflicted upon him. Any representation submitted by him in this behalf shall be taken into consideration before further orders are passed.

9.3 If the punishing authority disagrees with any part or whole of the findings of the Enquiry Officer, the point or points of such disagreement, together with a copy of the report of the Enquiry Officer and brief statement of the grounds of such disagreement shall also be supplied to the employee calling upon him to show cause, within a reasonable time, not ordinarily exceeding one

month, irrespective of whether the report is in favour or against the University employee, as to why a particular penalty proposed be not inflicted upon him.

9.4 The disciplinary authority shall consider the representation, if any, submitted by the University employee in this behalf before proceeding further in the manner specified in sub-rules (5) & (6) of this rule.

9.5 If disciplinary authority having regard to its findings of the enquiry on all or any of the articles of charges is of the opinion that any of the penalties specified in clauses (i) to (v) of Rule 5 should be imposed on the University employee, it shall not withstanding anything contained in Rule 10, make an order imposing such penalty.

9.6 If the punishing authority having regard to the findings of the enquiry on all or any of the articles of charges and on the basis of the evidence adduced during the enquiry, is of opinion that any of the penalties specified in clauses (vi) to (xi) of Rule 5 should be imposed on the employee, it shall make an order imposing such penalty and it shall not be necessary to give the employee any opportunity of making representation on the penalty proposed to be imposed.

PROCEDURE FOR IMPOSING MINOR PENALTIES :

10.1 Subject to rule 8.4 and 9.2, no order imposing on an employee any of the penalties specified in clauses (i) to (v) of Rule 5 shall be made except after-

(a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to take against the proposal;

(b) holding an enquiry as in rule 8.1 to 8.27 in every case in which

the authority is of the opinion that such an enquiry is necessary;

(c) taking the representation, if any, submitted by the employee under clause (a) and the record of enquiry, if any, held under clause (b) into consideration;

(d) recording a finding on each imputation of misconduct or misbehaviour.

10.2 Notwithstanding the procedure specified in Rule 10.1, if the punishing authority after giving reasonable opportunity to the employee to show cause against the imputations of misconduct or misbehaviour leveled against him, is of the opinion that minor penalties as specified in clauses (i) to (v) of rule 5 contained in this part should be imposed on the employee, without holding an enquiry in the manner laid down in rule 8.1 to 8.27, he shall record the reasons therefor, in writing, and shall pass a speaking order accordingly.

COMMUNICATION OF ORDER :

11. A copy of the order made by the punishing authority along with a copy of the enquiry report, a statement of findings of the punishing authority together with brief reasons for its disagreement with the findings of the Enquiry Officer, if any (unless already supplied) shall be delivered to the employee either by hand or by registered post.

COMMON PROCEEDINGS :

12.1 Where two or more University employees are implicated in any case, the authority competent to impose the penalty of dismissal or removal from service on all such employees, may make an order directing that disciplinary action against all of them may be taken, in a common proceedings.

12.2 If the authorities competent to impose the penalty of dismissal or removal from service on such employees are different, an order for taking disciplinary action in a common proceedings shall be made by the highest of such authorities.

12.3 An order made under rule 12.1 shall specify the authority competent to function as the punishing authority for the purpose of such common proceedings.

PART - V

APPEALS :

RIGHT TO APPEAL

13. Subject to provision contained in Rule 14, every employee to whom these rules apply, shall be entitled to appeal, against any of

the orders not being an order of Chancellor, to such superior authority, as may be prescribed in the University Act/Statues. An appeal against an order/decision of the Executive Council shall lie with the Chancellor as provided in the Act and Statues.

ORDERS AGAINST WHICH NO APPEAL LIES :

14. Notwithstanding anything contained in this part of the rules, no appeal shall lie against-

i) Any order made by the Chancellor;

ii) Any order of interlocutory nature or the nature of step-in-aid of efficient disposal of disciplinary proceedings other than order of suspension;

iii) Any order passed by an Enquiry Officer during the course of an enquiry under Rule 8.

ORDERS AGAINST WHICH APPEAL LIES :

15. Subject the provisions of Rule 14, a University employee may prefer an appeal with the next higher authority against any disciplinary action as provided in Section-9 (14) of the University Act and decision of such Appellate Authority shall be final.

PERIOD OF LIMITATION :

16. An appeal under this part shall be entertained only if such appeal is

preferred within a period of thirty days from the date on which a copy

of the order appealed against is delivered to the appellant.

Provided that the Appellate Authority in a rare and exceptional case may entertain an appeal after the expiry of the said period, with reasons to be recorded in writing, if it is satisfied that the appellant has shown some bonafide and sufficient reason as a proof of his inability to prefer the same within the prescribed time limit.

CONSIDERATION OF APPEAL :

17.1 In case of appeal against an order of suspension, the Appellate Authority shall consider whether in the light of the provisions of Rule 4 and having regard to the circumstances of the case, the

order of suspension is justified or not and confirm or revoke the order accordingly.

17.2 In the case of an appeal against an order imposing any of the penalties specified in Rule 5 or enhancing any penalty imposed under the said rules, the Appellate Authority shall consider - a) whether the procedure laid down in these rules has been complied with and if not, whether such non-compliance has resulted in the violation of any provision of the Constitution of India or in the failure of justice;

b) whether the findings of the punishing authority are vitiated by the evidence on the record; and

c) whether the penalty or the enhanced penalty imposed is adequate, inadequate or too severe; and pass orders - i) either confirming,

enhancing, reducing or setting aside the penalty with sufficient reasons to be recorded in writing; or

ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such directions as it may deem fit in the circumstances of the case.

Provided that no order imposing an enhanced penalty shall be made unless the appellant has been given a reasonable opportunity to show cause why such a penalty should not be increased.

17.3 Every employee aggrieved by the order of punishing authority, preferring an appeal shall do so separately in his own name and not collectively.

REVIEW :

18. Notwithstanding anything contained in these rules :

i) the appellate authority, within 45 days of the date of the order proposed to be reviewed; or

ii) any other authority, in this behalf, by the Executive Council by a general or special order, and within such time as may be prescribed in such order, may at any time, either on its own

motion or otherwise call for the records of any enquiry and review any order made under these rules from which an appeal is allowed, but from which no appeal has been preferred, and may -

a) confirm, modify or set aside the order; or

b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed; or

c) remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider proper in the circumstances of the case.

Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the proposed/enhanced penalty and holding an enquiry in the manner laid down under the rules.

MANNER OF PRESENTATION OF APPEAL OR REVIEW

19. Every appeal or application for review preferred under these rules, shall contain matterial statements and arguments relied upon by the appellant or applicant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal or application for review shall be submitted through the Head of Office

to which the appellant or applicant belongs/belonged.

WITHHOLDING OF APPEALS OR APPLICATION FOR REVIEW :

20. An appeal or application for review may be withheld by the Head of the Office, if -

a) it is an appeal or application for review in a case in which no appeal or review lies under these rules;

b) it is filed after expiry of the prescribed period of limitation and no sufficient and reasonable cause is shown for the delay;

c) it is a repetition of a previous appeal or application for review

which has already been decided by the appellate or reviewing authority and no new facts or grounds strictly relevant to the case are adduced which may warrant reconsideration of the case.

Provided that in every case the appeal or application for review is withheld, the appellant/applicant shall be informed of the fact and the reasons therefor under intimation to the appellate/reviewing authority.

ORDER OF REINSTATEMENT

21. When an employee who has been dismissed or suspended is reinstated, the authority reinstating him shall make an order specifying therein :

i) Whether the employee may draw, for the period of his absence from duty, any pay and allowances in addition to his pay and allowance admissible under Rules.

ii) Whether such period may be treated as duty for all any particular purpose.

REVISION :

22. After an appeal or second appeal provided in Rule 13 has been rejected, an employee to whom these rules apply, may apply for revision to such superior authority as may be prescribed by the Executive Council, on grounds of any material irregularity in the proceedings/conduct of the Enquiry Officer/appellate authority or on the discovery of new and important facts/evidence which could not, with due diligence, be produced by him when the orders against him were passed or on account of some mistake or error on the face of record, but such new and important facts/evidence are strictly relevant to the case.

POWER OF SUPERIOR AUTHORITY TO REVISE ORDERS OF AN SUB-ORDINATE AUTHORITY :

23. The Vice-Chancellor, on grounds of sufficient reasons to be recorded in writing, may call for and examine the records of any case in which a subordinate authority has passed any order under

Rule 10 or has inflicted any of the penalties specified in Rule 5 or

in which no order has been passed or penalty inflicted and after making further investigation, if any, may confirm, remit, reduce, increase or impose any of the penalties specified in Rule 5.

SAVINGS & POWER TO RELAX RULES

24.1 Nothing in these rules shall apply insofar as it is inconsistent with the provisions of the Act, Statutes and Ordinances of the University as amended from time to time.

24.2 Any matter relating to the conditions of service of an employee for which no provision is made under these rules, shall be determined according to the Haryana State Government Rules on the subject.

PART - VI (CONDUCT RULES)

1. Short title, commencement and application. (1) These rules may be called the University Employees (Conduct) Rules. 2. These shall come into force at once.

3. These shall apply to all persons appointed in the University.

Provided that nothing in these rules shall apply.

a) members of the All India Services who are subject to the All India Services (Conduct) Rules, 1954; and

b) holders of any post in respect of which the University may, by general or special order, declare that these rules do not apply.

2. Definition

In these rules, unless the contest otherwise requires;

a) 'the University' means the M.D. University, Rohtak.

b) 'University employee' means any person appointed to any service or post in connection with the affairs of the University.

Explanation :

A University employee whose services are placed at the disposal of a company, corporation, organization or a local authority by the University, shall for the purposes of these rules be deemed to

be a University employee serving under the University notwithstanding that his salary is drawn from sources other than from the Consolidated Fund of the University.

c) 'members of family' in relation to a University employee includes :

i) the wife or the husband, as the case may be, of the University employee, whether residing with the University employees or not but does not include a wife or husband, as the case may be, separate from the University employees, by a decree or order of a competent court;

ii) Son or daughter or step-son or step-daughter of the University employee and wholly dependent on him, but does not include a child or step child who is no longer in any way

dependent on University employee or of whose custody the University employee has been deprived by or under any law;

iii) Any other person related, whether by blood or marriage, to the University employee or to the University employee's wife or husband and wholly dependent on the University employee.

3. General

1. Every University employee shall at all times;

i) maintain absolute integrity;

ii) maintain devotion to duty; and

iii) do nothing which is unbecoming of a University employee or which is prejudicial to the interests and reputation of the University as a public institution.

2. i) Every University employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all University employees under his control and authority.

ii) No University employee shall, in the performance of his official duties, or in the exercise of powers conferred on him act otherwise than in his best judgment, except when he is acting under the direction of his official superior.

iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinate shall be avoided, as far as possible. When the issuance of oral direction becomes unavoidable in certain circumstances, the official shall confirm it in writing immediately thereafter.

iv) A University employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be duty of the official superior to confirm the direction in writing.

Explanation :

Nothing in Clause (ii) of Sub-rule (2) shall be construed as empowering a University employee to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

4. Employment of near relatives of University employees in companies or firms enjoying University patronage/ Privileges.

1) i) No University employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.

2) i) No Class-I officer shall, except with the previous sanction of the University permit his son, daughter or other dependent to accept employment it any company or firm with which he has official dealings or in any other company or firm having official dealings with the University.

Provided that where the acceptance of the employment cannot await prior permission of the University or is otherwise considered urgent,

the matter shall be reported to the University at the earliest but not later than three

months and the employment may be accepted provisionally subject to the permission of the University. ii) A University employee shall, as soon as he becomes aware of the acceptance by member of his family of an employment in any company or firm intimate such acceptance to the prescribed authority and shall also intimate whether he has or had any official dealings with that company or firm.

Provided that no such intimation shall be necessary in the case

of Class II Officer, if he has already obtained the sanction of, or

sent a report to the University under Clause (i)

3) No University employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any undertaking or any person, if any member of his family is Director/CEO/Owner in that undertaking or under that person or if he or any member of his family is directly interested as a partner in such matter of contract in any other manner and the University employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

5. Taking part in Politics and Elections

i) No University employee shall be a member of or be otherwise associated with, any political party or any organization which takes part in politics and nor shall he take part in, subscribe in aid of, or assist in any other manner; any political movement or activity.

ii) It shall be the duty of every University employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner, any movement or activity which is or tends directly or indirectly to be, subversive of the University as by law established and where a University employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assiting in any other manner, any such movement or activity, he shall make a report to that effect to the University.

iii) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity fall within the scope of sub-rule (2), the decision of the University, thereon shall be final.

iv) No University employee shall canvass or otherwise, interfere

with, or use his influence in connection with or take part in,

an election to any legislature or local authority;

Provided that :

a) a University employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has

voted; b) a University employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation :

The display by a University employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. Joining of Associations by University employees

No University employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

7. Demonstration and Strikes

No University employees shall :

i) engage himself or participate in any demonstration which is prejudicial to the interests of sovereignty and integrity of India, the security of the State, friendly relations with foreign state, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence, or

ii) resort to or in way abet any form of strike in connection with any matter pertaining to his service or that of any other University employee.

8. Connection with Press or Radio

i) No University employee shall, except with the previous sanction of the University, wholly or in part, conduct or participate in the editing or management of, any newspaper or other periodical publication.

ii) No University employee shall except with the previous sanction of the University or the prescribed authority or except in the bonafide discharge of his duties ;

a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles; or

b) participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical;

c) either in his own name or anonymously or pseudonymously or in the name of the any other person;

Provided that no such sanction shall be required :

i) if such publication is through a publisher and is of a purely literary, artistic or scientific character; or

ii) if such contribution; broadcast or writing is of a purely literary, artistic or scientific character.

Provided further that the University may withdraw at any time the sanction so granted if there are reasons to believe that the sanction is being misutilised after affording reasonable opportunity of being heard.

9. Criticism of University

No University employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion ;

i) which has the effect of any adverse criticism of any

current, recent policy or action of the University;

ii) which is capable of embarrassing the relations between the University and the Govt.;

Provided that nothing in this rule shall apply to any statements

made or views expressed by a University employee in his official

capacity or in the due performance of the duties assigned to him.

10. Evidence before committee or any other Authority i) Save as provided in Sub-rule (3), no University employee shall except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority.

ii) Where any sanction has been accorded under Sub-rule (1), no University employee while giving such evidence shall criticize any policy or any action of the University.

iii) Nothing in this rule shall apply to :

a) evidence given at enquiry before an authority appointed by the University, Parliament or a State Legislature; or b) evidence given in any Judicial enquiry; or

c) evidence given at any departmental enquiry ordered by the University or authorities subordinate to the University.

1 11. Unauthorized Communication of the Information Communication of official information: Every University employee shall, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act, 2005

(nothing stated above shall be construed as permitting communication of classified information in an unauthorized manner or, for improper gains to an University employee or others).

Explanation

Quotation by a University employee (in his representation to the Head Office or Head of Department or Governor) of or from any letter, circular or office memorandum, or from the notes on any file, to which he is not authorized to have accurs or which he is not authorized to keep in his personal custody or for personal purposes, shall amount to unauthorized communication of information with the meaning of this rule.

12. Subscriptions

No University employee shall except with the previous sanction of the University or of the prescribed authority, ask for or accept contributions to or otherwise associate himself with the raising of 1. Amended by the E.C. vide Reso. No. 20 dated 10-02-2014

any funds or other collections in cash or in kind in pursuance of any object whatsoever.

13. Gifts

1. Save as otherwise provided in these rules, no University employee shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation

The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any other person other than a near relative or personal friend having no official dealings with the University employee.

NOTE :

i) *A casual meal, gift or other social hospitality shall not be deemed to be a gift.*

ii) A University employee shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firms, organizations etc. having official dealings with the University.

2. On occasions such as weddings, anniversaries, social or religious functions, when the making of a gift is in conformity with prevailing religious or social practice, a University employee may accept gifts from his near relatives and friends but he shall make a report to the University if the value of any such gift exceeds Rs. 500/-.

3. In any other case, a University employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the University, if the value thereof exceeds.

a) Rs. 10,000/- in the case of a University employee holding any class I or class II post; and

b) Rs. 5,000/- in the case of a University employee holding any class III or class IV post.

13 (A) Prohibition of Dowry

No University employee shall ;

i) give or take or abet the giving or taking of dowry; or

ii) demand, directly or indirectly, from the parents or quardian of a bride or bridegroom, as the case may be, any dowry.

Explanation

For the purpose of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961), as amended, in its application to the State of Haryana.

14. Public Demonstration in honour of University employees

No University employee shall, except with the previous sanction of the University, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other University employee;

Provided that nothing in this rule shall apply to :

a) a farewell entertainment of a substantially private and informal character held in honour of a University employee or any other University employee on the occasion of his retirement or transfer of any person who has recently quit the service of University; or

b) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

NOTE :

Exercise of pressure or influence of any sort on any University employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Class III or Class IV employees under any circumstances for the entertainment of any University employee not belonging to Class III or Class IV, is forbidden.

15. Private trade or Employment

1. No University employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or negotiate for, or undertake, any other employment;

Provided that a University employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of artistic or scientific character subject to the condition that : i) he shall, within a period of one month of his undertaking any such work, report to the University giving full details.

ii) his official duties do not thereby suffer;

iii) he shall discontinue any such work if so directed by the University ;

Provided further that, if the undertaking of any such work involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the University.

Explanation - Canvassing by a University employee

i) in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other

member of his family; or ii) for a candidate for an elective office referred to in the second proviso, shall be deemed to be a breach to this sub-rule.

2. Every University employee shall report within one month to the University if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

3. No University employee shall, without the previous sanction of the University, except in due discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (Act 1 of 1956), or any other law for the time being in force or any cooperative society for commercial purposes :

Provided that a University employee may take part in the registration, promotion or management of a cooperative society substantially for the benefit of University employees or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any

corresponding law for the time being in force, subject to the conditions that :

i) he shall, within a period of one month of his taking part in such activity report to the University giving full details;

ii) his official duties do not thereby suffer;

iii) he shall discontinue taking part in any such activity if so directed by the University.

Provided further that, if taking part in any such activity involves of an elective office, he shall not seek election to any such office without the previous sanction of the University.

Explanation - I :

A "Co-operative Society" means a society registered or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other relating to Co-operative Societies for the time being in force in any State.

Explanation - II :

Canvassing for a candidate for an elective office referred to in the second proviso shall be deemed to be breach of this sub-rule.

4. No University employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

16. Investment lending and borrowing

1) No University employee shall indulge in speculative business in any stocks, shares or other investments.

Explanation :

Frequent purchase or sale or both of shares securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

2) No University employee shall make, or permit any member of his family or any person acting on his behalf to make investment which is likely to embarrass or influence him in the discharge of his official duties.

3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the University thereon shall be final.

4) i) No University employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf;

a) lend or borrow money as principal or agent, to or from any person within local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or

b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid;

Provided that a University employee may give to or accept from a relative or a personal friend purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee but such amount shall not exceed twelve month's emoluments for the construction of house or purchase of built up house and six months' emoluments for the purchase of conveyance and other purposes.

Provided further that a University employee may, with the previous sanction of the University enter into any transaction referred to in sub-clause (a) or sub-Clause (b).

ii) when a University employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provision of sub rule (2) or sub rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

17. Insolvency and Habitual Indebtedness

A University employee shall so manage his private affairs as to avoid habitual indebtedness, or insolvency. A University employee

against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the University.

NOTE :

The burden of proving that insolvency indebtedness was the result of circumstances which with the exercise of ordinary diligence, the University employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the University employee.

18. Movable, immovable and valuable property

1) Every University employee shall on his appointment to any service or post and thereafter at such intervals as may be specified by the University submit a return of his assess and liabilities, in such form as may be prescribed by the University, giving the full particulars regardings ;

a) the immovable property inherited, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person;

b) shares, debentures and cash including bank deposits inherited or similarly owned, acquired or held by him or his spouse or any other member of his family.

c) other movable property inherited or similarly owned, acquired or held by him or his spouse or any other member of his family, and

d) Debts and other liabilities incurred directly or indirectly by him or his spouse or any other member of his family.

NOTE : I

Sub-rule (1) shall not ordinarily apply to Class-IV employees, but the University may direct that it shall apply to any such University employee or class of employees.

NOTE : II

In all returns, the value of item of movable property worth less than Rs. 1,000 may be added and shown as a lump sum.

The value of articles of daily use such as clothes, utensils, crockery, books, etc., need not be included in such return.

NOTE : III

1. Every University employee who is in service on the date of the commencement of these rules shall submit a return

under this sub rule on or before such date as may be specified by the University after the date of such commencement.

2. No University employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase sale, gift or otherwise either in his own name or in the name of any member of his family.

Provided that the previous sanction of the prescribed authority shall be obtained by the University employee if any such transaction is :

i) with a person having official dealings with the University employee, or

ii) otherwise than through a regular or reputed dealer

3. Where a University employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds Rs. 10,000.

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is :

i) with a person having official dealings with the University employee; or

ii) otherwise than through a registered or reputed dealer.

4. The University or the prescribed authority may at any time, by general or special order, require a University employee to furnish, within a period specified in the order, a full and

complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the University or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

5. The University may exempt any category of University employee belonging to Class III or Class IV from any of the provisions of this rule except Sub rule (4). No such exemption shall, however, be made without the concurrence of the competent authority of the University.

Explanation : For the purpose of this Rule :

1) The expression "movable property" includes:

i) Jewellery, insurance policies, the annual premium of which exceed Rs. 10,000 or one-sixth of the total

annual emoluments received from University whichever is less, shares, securities and debentures;

ii) Loans and advances by such University employee whether secured or not; and

iii) Motor Cars, motor cycles, horses, or any other means or conveyance; and

iv) Refrigerators, radios, radiograms and other electronic goods.

2) "Prescribed Authority" means :

a) i) the Executive Council in the case of University employee holding any Class I and II post except where any lower authority is specified by the University for any purpose.

ii) Vice-Chancellor in the case of a University employee holding any Class III post;

iii) Registrar in the case of a University employee holding any Class IV post;

b) in respect of a University employee on foreign service or on deputation to any other Department or any other

University, the Parent Department on the cadre of which such University employee is borne to the Department to which he is administratively subordinate as member of that cadre.

19. Vindication of Acts and Character of University Employee

1) No University employee shall, except with the previous sanction of the University, have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or on attack of a defamatory character.

2) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.

20. Canvassing

No University employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of a matter pertaining to his service under the University.

21. Bigamous Marriages

1) No University employee shall enter into or contract, a marriage with a person having a spouse living; and 2) No University employee, having a spouse living shall enter into, or contract a marriage with any person; Provided that the University may permit a University employee to enter into, on contract any such marriage as is referred to in sub-rule (1) or sub-rule (2).

3) If it is satisfied that :

a) such marriage is permissible under the customary and/or personal law applicable to such Government employee and the other party to the marriage; and b) there are other grounds for so doing.

22. Consumption of Intoxicating Drinks and Drugs

A University employee shall ;

a) strictly abide by any law relating to intoxicating drink or drugs in force in any area in which he may happen to be for the time being;

b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks or drugs;

c) not consume intoxicating drinks or drugs in public;

d) not appear in a state of intoxication in a public place;

e) not be present on duty in a state of intoxication; and

f) not habitually use any intoxicating drinks or drugs to excess.

23. Interpretation

If any question arises relating to the interpretation of these rules, it shall be referred to the Vice-Chancellor for a clarification whose decision thereon shall be final.

24. Delegation of Power

The University may, by a general or special order, direct that any power exercisable by it or any Head of Department under the rules (except the powers under rule 23 and this rule) shall subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

25. Repeal and Saving

Any rules corresponding to the rules in force immediately before the commencement of these rules and applicable to the University employee to whom these rules apply are hereby repealed.

Provided that any other made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Chapter - 9

1[ORDINANCE : RULES AGAINST SEXUAL HARASSMENT]

1. Short Title, Extent and objectives

These rules are based on the Policy against Sexual Harassment of women at work-place by University in accordance with Hon'ble Supreme Court's guidelines with Vishakha vs. State of Rajasthan case. The Supreme Court had held that sexual harassment of women at work-place is against the dignity of women and

violates Articles 14, 15 (1), 19 (1) (g) and 21 of the Constitution of India. The rules seek to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the University and its affiliated colleges. Theses rules will also apply to outsiders and residents, on the University/ College campus, to the extent specified herein.

2. Definitions

i) "University" means Maharshi Dayanand University, Rohtak

ii) "College" means Govt. and private college.

iii) "Committee" means the committee to check the menance of sexual harassment & violence against women at their work-place.

iv) "Students" include regular students as well as ex-students of University / College.

v) "Teaching staff" includes any person on the staff of the University or any colleges affiliated to or maintained by it, who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall also include employees employed on a casual or project basis.

vi) "Non-Teaching staff" includes any person on the staff of the University or any college maintained or affiliated to it, who is

1. Approved by the Executive Council vide Reso. No. 33 dt. 05.07.2008

not included in teaching staff. It includes employees who are full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall also include employees employed on a casual or project basis.

vii) "Member of the University" includes all those included in categories (iii) - (v) above.

viii) "Resident" includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University or by any of its affiliated/maintained colleges.

ix) "Outsider" includes any person who is not a member or resident of the University/College. It also includes, but is not limited to, any private person offering residential, food and other facilities to students, teaching staff or non-teaching staff of the University or any college or affiliated to or maintained by the University.

x) "Campus" includes all places of work and residence in the University or any college affiliated to or maintained by the University. It includes all places of instruction, research and administration, as well as hostel, health centres, sports grounds, staff quarters and public places (including shopping centres, eating places, parks, streets and lanes) on the University campus or the campus of any college affiliated to or maintained by the University.

xi) "Sexual harassment" includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours,

sexually-coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Explanation : "Sexual Harassment" shall include, but will not beconfined to the following :

a) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for

any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at the University / Colleges.

b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or email, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating and intimidating, hostile, or offensive environment.

c) When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.

d) When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University/College is used to denigrade/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

3. Scope : These rules shall be applicable to all complaints of sexualharassment made :

i) by a member of the University / College against any other member of the University / College irrespective of whether the harassment is alleged to have taken place within or outside the campus.

ii) by a resident against a member of the University/College or by a member against a resident irrespective of whether the harassment is alleged to have taken place within or outside the campus.

iii) by an outsider against a member of the University/College or by a member of the University/College or by a member of the University/College against an outsider if the sexual harassment is alleged to have taken place within the campus.

iv) by a member of the University/College against an outsider if the sexual harassment is alleged to have taken place outside the campus.

4. Establishment of Committee

At University level : The Vice-Chancellor shall constitute

aCommittee to check the menace of sexual harassment & violence against women at their work place.

The qualifications, tenure, terms and conditions of the Chairperson and members of the committee shall be determined by the Vice-Chancellor. The chairperson of the committee shall be a woman appointed by the Vice-Chancellor from the Senior Professors of the University.

At College level : The Principal shall constitute a Committee tocheck the menace of sexual harassment & violence against Women at their work place.

Composition of the Committee

At University level : The composition of the committee shall beas under:

i) Chairperson

ii) Two teachers members (out of them one shall be a woman).

iii) The topper student of concerned faculty.

iv) The female representative of Non-Teaching Association of M.D.U., Rohtak

v) Head of the Department to which the case relates. In case involving the non-teaching employees, the Registrar or his nominee shall be the member.

At College level :

i) Chairperson / Principal

ii) One Teacher Incharge Women Cell.

iii) One female student who is topper of B.A. (II). In case of P.G. Colleges the topper of M.A. (Previous) may be taken.

iv) The Chairperson can co-opt a non-teaching female employee, if the complaint concerns with non-teaching section.

At least half of the number of members of Committee shall be the Quorum for holding a meeting of committee.

6. Jurisdiction

The committee at University and college shall have the jurisdiction to entertain the complaints of Sexual Harassment on the campus.

7. Limitation

The complaints may be entertained by the committee within a period of ten days from the day of alleged event of Sexual Harassment.

8. Manner in which complaints shall be made

The complaint may be made by any member against any other member in writing before the committee. The complaint shall contain the facts and specific allegations supported by evidence. At college level, the complaint is made to the Principal/Chairperson of the Committee. A copy of the complaint is also to be submitted with Chairperson of this Committee at University level.

9. Procedure

After receiving the complaint the meeting of the committee shall be convened by the Chairperson at the earliest at college/University level. The complaint shall be placed before the committee. After considering the complaint the committee shall follow the procedure as considered just and appropriate to meet the ends of justice. The burden of proving the allegation shall lie on the complainant(s). No decision shall be taken by the committee against any one without giving the opportunity of hearing. In case of the colleges, if the matter is not resolved in the College Complaint Committee, the complaint may be referred to Complaint Committee at University level.

10. Findings

The committee shall decide the complaints at the earliest and recommend the punishment / action to the Vice-Chancellor for

approval / decision/ consideration. The punishment / action shall be commensurate with the nature or gravity of incidents. A. In case of University / college employees : disciplinary action may be in the form of :

i) Warning
ii) Written apology
iii) Bond of good behaviour
iv) Adverse remarks in the Confidential Report
v) Debarring from supervisory duties
vi) Denial of membership of statutory bodies
vii) Denial of re-employment
viii)Stopping of increments / promotion
ix) Reverting, demotion
x) Suspension
xi) Dismissal
xii) Any other punishment as may be warranted by the case.

B. In case of students : disciplinary action may be in the form of :

i) Warning
ii) Written apology
iii) Bond of good behaviour
iv) Debarring entry into a hostel / campus v)

Suspension for a specified period of time vi)
Withholding results
vii) Debarring from exams.
viii)Debarring from holding posts
ix) Expulsion
x) Denial of admission

xi) Declaring the harasser as "person non gratia" for a stipulated period of time.

xii) Any other punishment as may be warranted by the case.

C. In case of third party harassment, the University / college authorities shall initiate action by making a complaint with the appropriate authority as per law.

The recommendation of the committee on punishment / action shall be forwarded to the Vice-Chancellor, whose decision shall be final. Orders of the Vice-Chancellor shall be executed by the respective Head of the Department/Principal of College.

11. Appeal

Any person / member, dissatisfied / aggrieved by the decision of the committee (University / College) may make an appeal to the Vice-Chancellor within 15 days from the date of notification or communication of decision to him. The Vice-Chancellor may give opportunity to the concerned persons/ members and decide the matter accordingly. The decision of Vice-Chancellor shall be final.

12. Enforcement of orders

The enforcement of orders / decisions passed above shall be the responsibility of concerned Head of the Department / Principal of College. In case of non-teaching employees the orders shall be implemented / enforced by the Registrar.

13. Administrative control

The Vice-Chancellor shall have the supervisory and administrative control over the committee.

14. Removal of difficulties

If any difficulty arises in giving effect to the provision of these rules the chairperson may remove the difficulties.

15. Savings

No officer / member shall be liable for any legal proceedings for anything done in good faith in discharge of duties under these rules.

Chapter - 10

1[Ordinance : Departmental Committees and Duties and Functions of Heads of Departments/Directors]

A. Departmental Committee:

1. All the teachers of a Department shall be members of the Departmental Committee. Only confirmed teachers will have voting right. Head of the Department shall be the Chairperson of the Departmental Committee.

2. (a) The Chairperson shall call meetings of the Departmental Committee at least once in 3 months. A meeting of the Departmental Committee may be requisitioned by 1/3rd (but not less than 2 members) of the number of confirmed teachers (not counting those on long leave). To attend a meeting of the Departmental Committee will be part of duty of a teacher.

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

3. The quorum for the meeting of the Departmental Committee shall be 50% of the total strength of the confirmed teachers as per Clause 2(a) above. For want of quorum, a meeting shall be adjourned. There will be no quorum for an adjourned meeting.

4. The duties/powers of the Departmental Committee shall include the following:

i) To consider ways and means of ensuring adequate opportunities and facilities for research for as many teachers as possible within limitations of the Departmental Budget.

ii) To decide on allocation of funds provided by or through the University excluding personal research schemes for research and other academic activities of the Department and for purchase of equipment, chemicals and other requirements.

iii) To consider and propose the Annual and Supplementary budget of the Department.

iv) To make recommendations for changes in syllabi and courses of studies.

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1. Approved by the E.C. vide Reso. No. 32 dt. 5.7.2008

v) To make recommendations for creation and up gradation of staff positions.

vi) To make recommendations for the requirement of non-teaching supporting staff.

vii) To prepare and implement detailed duty charts for non-teaching staff.

viii) To make recommendations regarding specialization of teaching posts keeping in view the overall growth of the Department.

ix) To consider and decide on any other department specific academic or administrative matter brought to its notice by any member.

x) Assignment of duties within the Department to various teachers, distribution of teaching work, time table etc.

xi) Introduction of new courses and syllabi.

xii) To recommend names of eminent teachers for inclusion in the panel of outside subject experts, as also for nomination of external members on various other bodies of the University in keeping with the spirit of statutory provisions as may be existing elsewhere. The Head of the Department shall prepare a list of such names after discussion with other members in a meeting of the Departmental Committee. Area of specialization of each nominee will also be mentioned before the list is forwarded to the Vice-Chancellor. In case of dissension, each dissenting teachers will be allowed to send names of two teachers in case of University Bodies and eight names alongwith their specialization, in case of Selection Committee.

xiii) Requisition for purchase of books in the Library.

xiv) Proposal for purchase of equipment, etc. for laboratories and other teaching aids.

xv) To devise a grievances redressal mechanism in case a student is not satisfied and represents to the Head of the Department regarding his assessment/evaluation in the examinations.

xvi) Any other matter relating to the Department.

Note : Decisions of the Departmental Committee shall be taken by simple majority; voting by ballot (secret or otherwise).

10. If any member(s) of the Departmental Committee has/have a grievance about any decision of the Departmental Committee/ Head of the Department, the concerned teacher(s) may represent the matter to the Head of the Department in the first instance, who will be obliged to convey his decision on the representation to the person(s) concerned within 3 days of the receipt thereof in the office of the Head of the Department. If the teacher(s) concerned is/are still not satisfied, he/they will be free to represent to the Vice-Chancellor direct, with a copy to the Chairperson.

11. The Departmental Committee shall elect at the start of every academic year, a Secretary to the Departmental Committee who would be responsible to convene the meetings, in consultation with the Head of the Department and prepare and circulate the necessary agenda for the same.

12. The main points discussed and decisions taken in a meeting of the Departmental Committee should be recorded by the Secretary of the Departmental Committee in a register maintained for the purpose and all the members should sign the register on the spot. The detailed minutes should be circulated by the Secretary within a week after getting the same approved from the Head of the Department. A copy of the minutes shall be sent to the Academic Branch.

B Duties and Functions of the Heads of the Departments/Directors

The duties and functions of the Head of a University Teaching

Department/Director of an Institute shall be as under :

1. Hold meetings of the Departmental Committee at regular intervals, give effect to its decisions, and maintain record thereof.
2. Dispose of promptly and expeditiously, all proposals/requests put up by the faculty in the manner required and/or prescribed.
3. Draw time-table for teaching and practical work well in time and allot teaching work-load to the teachers according to approved norms of the University and as decided by the Departmental Committee.
4. Exercise due and effective control over teaching schedule and ensure regular class teaching, without any unauthorized absence and indifference.
5. Convene meetings of Board(s) of Studies and Departmental Research Committee as and when required, get their business transacted well in time, and maintain record thereof.
6. Provide necessary support for timely conduct of examinations and prompt and proper evaluation work in respect of the courses offered.
7. Facilitate quick processing and submission of research proposals by the faculty and hassle-free subsequent execution of research projects on approval.
8. Propose actions and plans for achieving academic excellence and enhance faculty interaction at wider-level.
9. Promote and maintain healthy work culture in the Department, and conduct oneself in a just and fair manner, in the interest of overall academic growth.
10. Maintain effective liaison with the students in order to acquaint himself about their grievances, redress them and effectively draw them into the teaching-learning activities of the Department.
11. Suggest and organize Seminar/Workshops/Conferences on the topics of contemporary importance.
12. Monitor and update the University Website in respect of one's Department/Institute on continual basis.
13. Assign/distribute work to Non-Teaching staff and exercise effective control over the office for efficient functioning of the office.
14. Perform all such functions as are laid down in the Statutes, Ordinance, and Rules of the University, or those laid down by the University Authorities.
15. Discharge such other duties as may be assigned by the Vice-Chancellor from time to time.

Chapter - 11

CONDUCT OF MEETINGS OF THE 'COURT'

1. The annual meeting of the Court shall, unless otherwise directed by the Vice-Chancellor, be held in the month of March each year at which the Budget Estimates for the ensuing year shall be submitted : Provided that ordinary meetings of the Court may be

convened, at any time, by the Registrar, under the direction of the Vice-Chancellor, for the due disposal of business.

2. **A special meeting of the Court may be convened at any time by the Vice-Chancellor himself or on a written request of twenty five members.** The Registrar shall circulate the noticeof such date, together with the business which is intended to be discussed at the meeting to the members of the Court, at least seven days before the date fixed for such meeting.

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

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

5. i) At all meetings of the Court, twenty five Members shall form a quorum.

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

6. The Chancellor or in his absence the Vice-Chancellor shall preside over all meetings of the Court. In the absence of both the Chancellor and the Vice-Chancellor, the Pro Vice- Chancellor shall preside over the meeting of the Court.

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

8. All proceedings of meetings shall be recorded in writing and signed by the Registrar and confirmed by the Chairman.

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

Chapter - 12

CONDUCT OF MEETINGS OF THE EXECUTIVE COUNCIL

1. [1][Meetings of the Executive Council will ordinarily, be held every month, except during the summer vacation, on a date and time to be fixed by the Vice Chancellor. However, the duration between two meetings should not exceed three months in any case.]

2. The Vice-Chancellor shall be the Chairman of the Executive Council and shall preside at its meeting. In his absence, the Pro Vice-Chancellor shall be the Chairman of the Executive Council and shall preside at its meeting.

3. The Registrar shall, not less than 10 days before each meeting of the Executive Council, issue to each member, a notice convening the meeting and a copy of the agenda with the related papers. Provided that in the case of emergent meetings, the Vice-Chancellor may suspend or modify the operation of this rule.

4. Seven members shall form a quorum.

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

6. Notice of motion or resolution to be included in the agenda of the meeting of the Executive Council must reach the Registrar not less than five clear days before the meeting. It will be included in the agenda at the discretion of the Vice-Chancellor.

7. The minutes of meeting shall be recorded in writing and signed by the Registrar and countersigned by the Chairman.

8. The minutes of meetings shall be circulated to the Chancellor, members of the Executive Council, ordinarily within 15 days of the meeting.

9. [2]Any dissent by a member will be formally recorded in the resolution and it will be not included as an Annexure.

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1. Amended by the Executive Council vide Reso. No. 1 dt. 21.03.2000 Added
2. by the Executive Council vide Reso. No. 1 dt. 28.12.2012.

Chapter - 13

CONDUCT OF MEETINGS OF THE ACADEMIC COUNCIL

1. The Registrar shall, ordinarily, at least ten days before each meeting of the Academic Council issue to each member thereof, a notice convening the meeting along with the agenda and the related papers. Provided that in the case of emergent meetings, the Vice-Chancellor may suspend or modify the operation of this rule.

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

3. The Vice-Chancellor shall preside at the meetings of the Academic Council. In his absence, the Pro Vice-Chancellor shall preside at its meeting.

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

5. At the meeting of the Academic Council, the Chairman shall have a vote and a casting vote.

6. Notice of a motion or resolution to be included in the agenda of meeting of the Academic Council must reach the Registrar not less than five clear days before the meeting. It will be included in the agenda at the discretion of the Vice-Chancellor.

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

8. The minutes of the meeting shall be recorded in writing and signed by the Registrar and countersigned by the Chairman.

9. The minutes of the meetings of the Academic Council having been duly confirmed, shall be circulated to the Chancellor and the members of the Academic Council, ordinarily within 15 days of the meeting.

Chapter - 14

CONDUCT OF MEETINGS OF THE FINANCE COMMITTEE

1. The Vice-Chancellor shall preside over the meetings of the Finance Committee. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over the meeting.

2. **Four members** shall form a quorum, out of which atleast oneshall be the Finance Secretary or the Education Secretary, Haryana.

3. **The Finance Officer,** the Secretary of the Committee shall issuea notice of the meeting alongwith the agenda, not less than 7 days previous to each meeting of the Finance Committee stating the date, time and place of meeting.

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

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

6. All proceeding of the meetings shall be recorded in writing, and signed by the Finance Officer and confirmed by the Chairman.

7. The proceedings of the meetings of the Finance Committee, having been confirmed, shall be circulated to the members within 15 days of the meeting.

Chapter - 15

CONDUCT OF MEETINGS OF THE FACULTIES

1. The Dean shall preside at the meetings of the Faculty. In the absence of the Dean, the senior most Professor in the Faculty shall act as Chairman.

2. Meetings of the Faculties shall be convened by the Dean and shall be held at least once a year.

3. 1[The Dean shall, not less than 10 days previous to each meeting of the Faculty, issue to each member a notice stating the date, time and place of the meeting alongwith the agenda and the related papers. However, in the case of emergent meeting, the Dean, with the prior approval of the Vice-Chancellor, may suspend or modify the operation of this rule, provided 2/5th of the members of the Faculty send a written request to the Dean.]

4. Notice of motion of resolution to be included in the supplementary agenda, of a meeting of the Faculty must reach

the Dean, not less than 7 days before the date of meeting.

5. Amendment to motion on the agenda and new proposals also can be moved at the meeting with the permission of the Chairman.

6. Two fifths of the members shall form a quorum.

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

8. The minutes of the meeting of the Faculties shall be circulated to the members of the Faculties ordinarily within 15 days of the meeting.

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1. Added by the Executive Council vide Reso. No. 54 dt. 18.07.91

Chapter - 16

CONDUCT OF MEETINGS OF THE BOARDS OF STUDIES

1. **The Head of the Department or the Dean of the concerned Faculty, (in case there is no Post-Graduate teaching at the University level)** shall act as Chairman at the meeting of theBoard.

2. In the absence of the Head of the Department or the **Dean, asthe case may be,** members present shall elect a Chairman fromamongst themselves.

3. If two or more Boards meet jointly, the senior most Professor and Head of the Department shall act as Chairman at the joint session.

4. Two fifths of the members will form a quorum.

2 5. The Head of the Department shall, not less than seven days prior to a meeting of the Board of Studies, issue notice to each member stating the time, date and place of meeting.
A meeting of the Board of Studies can also be convened:

i) If the Vice-Chancellor so desires

or

ii) If 2/5th of the members of any Board of Studies requisition in writing.

6. A Board may dispose of its business by meetings or by circulation or by both.

7. The meeting of the Board shall be convened by the Chairman and shall be held at least once a year.

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

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

1. Approved by the Executive Council vide Reso. No. 54 dt. 18.07.91
2. Amended vide E. C. Reso. No. 08 dt. 26.04.2013

Chapter - 17

ELECTION RULES AND COUNTING PROCEDURE

PART-1

Election of Teachers (other than Professors) to the Court and the Executive Council :

1. [1]There shall be election of teachers (other than Professors) of the University Teaching Departments in terms of *sub-clause (iii) of Clause 1 (b) of Statute 9 and **sub-clause (vi) of Clause 1 (b) of Statute 11 of the M.D. University Act to the Court and the Executive Council, respectively and these members shall hold the office for a term of three years in the case of the Court and two years in the case of Executive Council.

   In the year in which the election is to be held, the Returning officer shall obtain a list of regular teachers (other than Professors) working in the University Teaching Departments (except those employed under the self Financing Scheme) and I.G. P.G. Regional Centre, Mirpur (Rewari) from the University Office.

2. The Registrar shall be the Returning Officer.

*Extract/copy of Statute - 9 (1) (b) (iii)

9 (1)The Court shall consist of the following members, namely -

(a) xx xx xx xx

(b) Other members

i) (ii) xx xx xx

iii) five teachers to be elected from amongst the Associate Professors and Assistant Professors of the University of whom at least two shall be Associate Professors; out of the afore mentioned five elected teachers, atleast one should be woman.

**Extract/copy of Stature - 11 (I) (b) (vi)

11 1)The Executive Council shall consist of the following persons, namely --

a) xx xx xx xx

b) Other members

i) (v) xx xx xx

vi) two teachers of the University Teaching Departments (other than Professors) to be elected from amongst themselves, out of which at least one shall be Associate Professor for a period of two years.

1. Amended vide Executive Council Reso. No. 33 dt. 09.05.2009

3. After applying necessary scrutiny, the Returning Officer shall notify the list of voters. The lists shall be supplied to various teaching departments of the University 20 days before the date of election.
4. The Returning Officer shall notify the teachers, on the list prepared under rule 3 above, the number of vacancies, the date and time by which the nomination form should reach the Returning Officer.

5. The schedule for various processes connected with the election shall be as under -

a) Letters inviting nomination form shall be issued by the Returning Officer --upto 15 days before the date of election.

b) Nomination on the prescribed form shall be received by the Returning Officer-upto 10 days before the date of election.

c) List of proposed candidates shall be supplied to all the Teaching Departments - 8 days before the election.

d) Withdrawal of proposal -- 6 days before the date of election.

e) Final list of candidates will be notified --- 5 days before the date of election.

The election of members shall be by the method proportional representation.

6. The Vice-Chancellor may appoint one or more persons to assist the Returning Officer for supervision / conduct of election.

7. [1]The proposal of every candidate shall be by a teacher of the University Teaching Department supported by another teacher of the University Teaching Department on the prescribed form (

Form I). The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration (Form- I). All eligible voter shall be entitled to propose as many persons for election as the number of vacancies.

8. A nomination form shall be declared invalid if :

a) a proposer and/or seconder is not a teacher in the University Teaching Dept.

---

1. Amended vide Executive Council Reso. No. 33 dt. 09.05.2009

b) a proposer or a seconder has signed proposal papers of more candidates than the number of vacancies; c) the nomination

form is not signed by the candidate or by the proposer or by the seconder;

d) the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified.

e) the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he is seeking election;

A candidate or a representative of the candidate appointed by him in writing may be present at the time of scrutiny of nomination forms.

Form-II) who will return the same after exercising their votes and deposit the same in the ballot box available with the Presiding Officer appointed by the Returning Officer at the polling booth.

10. On the date and on the expiry of the time notified under rule 5 above the Returning Officer and persons appointed under rule 6 shall open the ballot box, scrutinize the voting papers, rejecting those which are not in accordance with the rules and shall count the votes recorded.

11. After the scrutiny is completed and the votes have been counted, the names of the persons elected shall be forthwith notified by the Returning Officer.

12. If any question arises as to whether any person has been duly elected as, or is entitled to be, a member of the Court/Executive Council, the matter shall be referred to the Vice-Chancellor whose decision thereon shall be final.

13. The Registrar shall retain the used and unused election material viz. voter list, ballot papers etc., until the expiry of the six months from the date of election, in a cover to be sealed in the presence of Returning Officer, the candidates or their representatives (if present) and shall then with the approval of the Vice-Chancellor, cause them to be destroyed.

FORM - I

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Nomination Paper

Election of teachers (other than Professor) to the Court/Executive Council under Statute 9/11 of the M.D. University Act.

Name of Candidate (as in the Final Electoral Roll) Present Address & Serial No.

Name .....

Name and Address of the

Present Official Address

....

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

Name and Address of the

Proposer Seconder

Name ..... Address ....

Name ..... Address ....

Sr. No. in the final Sr. No. in the final

Electoral Roll ....

Signature of the proposer
Station ..... Date .....
Electoral Roll ....

Signature of the Seconder
Station ..... Date .....

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Court/ Executive Council of the Maharshi Dayanand University, Rohtak in terms of Statute *9/11. I further certify that I continue to serve in the capacity in which my name has been entered in the Final Electoral Roll at Sr. No.....

Place .....

Date .....

* Strike out which is not applicable

Signature of the Candidate
Name of the Department .....

FORM - II

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Serial No. .....

I hereby acknowledge receipt of Ballot paper for election of Member (s) of the Court/Executive Council.

.....

Signature of Voter
Address .....

.....

Date .....

.....

(Signature of Presiding Officer in token of issue of the Boolot Papers)

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

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Ballot Paper

Election of Member (s) of Court/Executive Council

Sr.	**Name of CandidateDesignation & AddressOrder of Preference No.**		
(1)	**(2)**	**(3)**	**(4)**
1.			
2.			
3.			
4.			
5.			

.....
(Signature of Presiding Officer)

Reverse of the Bollot Paper Instructions

1. Put figure 1 in the space opposite the name of your first choice. You may also express second, third and other choices by putting figure 2 opposite the name of your second choice, figure 3 opposite the name of your third choice and so on. You may express any number of choices, without regard to the number being elected.

2. Your ballot will be counted for your first choice if it can help elect him. If it can not help elect him, it will be transferred to the highest of your other choices whom it can help.

3. You will improve the chances of any candidate you prefer by not exercising lower preference for others.

   The more choices you exercise the surer you are to make your ballot count for one of them. But you may not exercise more choices than you really want to.

4. Please do not put the same figure opposite more than one name.

5. If you spoil this paper, please return it to the Presiding Officer/ Returning Officer and get another.

PART-II

Election of teachers (other than Principals) to the Court and the Academic Council.

1. There shall be election of regular teachers (other than Principals) from affiliated/maintained colleges in terms of *Sub-Clause (x) of clause (1) (b) of Statute -9 & **Sub-clause (v) of clause (1) (b)

*** Extract/copy of Statute - 9 (I) (b) (x)**

9 (I) The Court shall consist of the following members,
namely - a) xx xx xx
b) Other members -
(i) to (ix) xx xx
(x) 10 regular teachers (other than the Principals) from affiliated or

maintained colleges by election as under :-

a) Omitted.

b) Omitted

c) Omitted

d) Two teachers of Colleges of Education

e) Two teachers of Arts/Science/Commerce College from each of the following four zones.

Zone -1 : Colleges situated in Rohtak and Jhajjar Districts.

Zone-2 : Colleges situated in Bhiwani and Sonepat Districts.

Zone-3 : Colleges situated in Faridabad, Palwal Districts and Gurgaon Town. Zone-4 : Colleges situated in Mohindergarh, Rewari, Mewat and Gurgaon Districts excluding Gurgaon Town.

Provided that out of eight teachers from Arts/Science/Commerce College, atleast four shall be women, one from each zone.

**** Extract/copy of Statute 13 (1) (b) (v)**

13. 1) The Academic Council shall consist of the following persons namely.

a) xx xx xx

b) Other members

i) to (iv) xx xx

v) 15 regular teachers (other than Principals) from affiliated / maintained colleges by election as under :

a) Omitted

b) Omitted

c) One teacher (other than Professor) of Engineering Colleges.

d) Two teachers of Education Colleges.

e) Three teachers of Arts/Science/Commer Colleges, from each of the following zones.

Zones-1 Colleges situated in Rohtak & Jhajjar Districts.

Zones-2 Colleges situated in Sonepat & Bhiwani Districts

Zones-3 Colleges situated in Faridabad, Palwal Districts and Gurgaon Town

Zone-4 Colleges situated in Mohindergarh, Rewari, Mewat and Gurgaon Districts excluding Gurgaon Town.

of Statute-13 of the M.D. University Act to the Court and the Academic Council, respectively and these members shall hold the office for a term of three years in the case of the Court and two years in the case of the Academc Council. In the year in which the election is to be held, the Returning Officer shall call upon the Principals of the affiliated/maintained colleges to forward the names of eligible teachers and whose appointment as regular teachers have been approved by the University.

2. The Registrar shall be the Returning Officer.

3. 1[After applying necessary scrutiny, the Returning Officer shall notify the list of voters. The list shall be despatched to the Principals of the affiliated/maintained colleges 32 days before the date of election.]

4. The Returning Officer shall notify the teachers on the list prepared under rule 3 above, the number of vacancies and the date and time by which the nomination form should reach the Returning Officer.

5. The schedule for various processes connected with the election shall be as under :-

a)2[Letters inviting nomination forms shall be issued by the Returning Officer atleast 30 days before the date of election].

b) Nomination on the prescribed form (

Form 1) shall be received by the Returning Officer upto 25 days before the date of election.

c) List of proposed candidates shall be despatched to the Principals of the affiliated/maintained colleges 20 days before the date of election.

d) Withdrawal of proposal 15 days before the date of election.

e) Final list of candidates will be notified 12 days before the date of election.

1. Amended by the Executive Council vide Reso. No. 36 dt. 15.06.92
2. Amended by the Executive Council vide Reso. No. 36 dt. 15.06.92

f) Issue of ballot papers 8 days before the date of election.]

The ballot papers (

Form-II) shall be accompanied by a covering letter (Form-III)

The election of members shall be by simple majority voting of ballot.

6. The Vice-Chancellor may appoint one or more persons to assist the Returning Officer for supervision/conduct of election.

7. The proposal of every candidate shall be by a regular teacher of the college supported by another regular teacher of the college on the prescribed form (

form in token of his consent to stand for elections and also a declaration (Form-I). An eligible voter shall be entitled to propose as many persons for election as the number of vacancies.

8. A nomination form shall be declared invalid if :-

a) a proposer and/or seconder is not a regular teacher of the affiliated/maintained College.

b) a proposer and/or seconder has signed proposal papers of more candidates than the number of vacancies.

form is not signed by the candidate or by the proposer or by the seconder.

d) the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified.

e) the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he is seeking election.

A candidate or a representative of the candidate appointed by him in writing may be present at the scrutiny of nomination forms.

9. An elector shall fill in and sign his covering letter in the presence of the Principal of his college who shall authenticate the covering letter with his signature and his office seal. He shall forward the covering letter and the voting papers in a registered cover duly

sealed addressed to the Returning Officer by name or deliver it personally to the Returning Officer.

All voting papers accompanied by covering letter must reach the Returning Officer not later than the day and hour notified for the closing of the ballot. The Returning Officer shall as soon as possible after the receipt of such covering letters and the voting papers, deposit them in the ballot box.

10. On the date and on the expiry of the time notified under rule above, the Returning Officer and persons appointed under rule-6 shall open the ballot box, scrutinize the voting papers rejecting those which are not in accordance with the rules and shall count the votes recorded.

11. After the scrutiny is completed and the votes have been counted the names of the persons elected shall be forthwith notified by the Returning Officer.

12. If any question arises as to whether any person has been duly elected as, or is entitled to be a member of the Court/Academic Council, the matter shall be referred to the Vice-Chancellor whose decision thereon shall be final.

13. The Registrar shall retain the used and unused election material viz. voter list, ballot papers etc. until the expiry of six months from the date of election, in a cover to be sealed in the presence of the Returning Officer, the candidates or their representatives (if present) and shall then, with the approval of the Vice-Chancellor, cause them to be destroyed.

FORM - I

MAHARSHI DAYANAND UNIVERSITY ROHTAK

NOMINATION PAPER (FOR COURT)

Election of teachers (other than Principals) to the Court, under Statute 9 (1) (b) (x) of the M.D. University Act.

Name of Candidate
(as in the Electoral Roll)
....

Name .....

Name and Address of the

Present Official Address
....

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

Name and Address of the

Proposer Seconder

Name ..... Address ....

Name ..... Address .....
.....

Sr. No. in the Sr. No. in the

Electoral Roll ....

Signature of the proposer
Station ..... Date .....
Electoral Roll ....

Signature of the Seconder
Station ..... Date .....

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Court of the Maharshi Dayanand University, Rohtak in terms of Statute - 9 (1) (b) (x). I further certify that I continue to serve in the capacity in which my name has been entered in the Electoral Roll at Sr. No.....

Place .....
Date .....

Signature of the Candidate
Name of the College ..... Contact No. .....

FORM - I

MAHARSHI DAYANAND UNIVERSITY ROHTAK

NOMINATION PAPER (FOR ACADEMIC COUNCIL)

Election of teachers (other than Principals) to the Academic Council under Statute 13 (I) (b) (v) of the M.D. University Act.

Name of Candidate
(as in the Electoral Roll)
....

Name .....

Name and Address of the

Present Official Address
....

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

Name and Address of the

Proposer Seconder

Name ..... Address ....

Name ..... Address .....
.....

Sr. No. in the Sr. No. in the

Electoral Roll ....

Signature of the proposer
Station ..... Date .....
Electoral Roll ....

Signature of the Seconder
Station ..... Date .....

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Academic Council of the Maharshi Dayanand University, Rohtak in terms of Statute 13 (1) (b) (v). I further certify that I continue to serve in the capacity in which my name has been entered in the Electoral Roll at Sr.

No.....

Place .....
Date .....

Signature of the Candidate
Name of the College ..... Contact No. .....

FORM - II
MAHARSHI DAYANAND UNIVERSITY ROHTAK

Serial No. .....

I hereby acknowledge receipt of Ballot paper for election of Member (s) of the Court.

.....

Signature of Voter

Address .....

.....

Date .....

.....

(Signature of Principal of the college

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

in token of issue of the Boolot Papers)

Sr. No. .....

MAHARSHI DAYANAND UNIVERSITY ROHTAK
BALLOT PAPER (FOR COURT)
Election of Member (s) of Court

Sr. No.	Name of CandidateDesignation & Address	Mark ( ) the choice of your candidate
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			

.....

(Signature of Returning Officer)

FORM - II
MAHARSHI DAYANAND UNIVERSITY ROHTAK

Serial No. .....

I hereby acknowledge receipt of Ballot paper for election of Member (s) of the Academic Council.

.....

Signature of Voter

Address .....

.....

Date .....

.....

(Signature of Principal of the college

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

in token of issue of the Boolot Papers)

Sr. No. .....

MAHARSHI DAYANAND UNIVERSITY ROHTAK
BALLOT PAPER (FOR ACADEMIC COUNCIL)
Election of Member (s) of Academic Council

Sr. No.	Name of Candidate	Designation & Address	Mark ( ) the choice of your candidate
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			

.....
(Signature of Returning Officer)

FORM - III

COVERING LETTER (FOR COURT)

I enclose herewith a sealed envelope containing my Ballot Paper for the election of teachers (other than Principals) from

affiliated/maintained colleges to the Court and have signed this covering letter in the presence of the Principal of my college.

Signature of the teacher .....

Serial Number of Electoral Roll .....

..... College Dated .....

Certified that Shri ..... is regular teacher of my College listed against serial number ..... of the Electoral Roll and has signed this covering letter in my presence. (Seal)

.....

Principal .....

College .....

Dated .....

FORM - III

COVERING LETTER (FOR ACADEMIC COUNCIL)

I enclose herewith a sealed envelope containing my Ballot Paper for the election of teachers (other than Principals) from affiliated/maintained colleges to the Academic Council and have signed this covering letter in the presence of the Principal of my college.

Signature of the teacher .....

Serial Number of Electoral Roll .....

..... College Dated .....

Certified that Shri ..... is regular teacher of my College listed against serial number ..... of the Electoral Roll and has signed this covering letter in my presence. (Seal)

.....

Principal .....

College .....

Dated .....

PART-III

Procedure for counting of votes and tabulation of results relating to the election of teachers (other than Professors) from University Teaching Departments in terms of sub-clause (iii) of clause (1) (b) of Statute 9 and sub-clause (vi) of clause (I) (b) of Statute 11 of Maharshi Dayanand University Act, to the Court and the Executive Council, respectively.

1. **Definitions :**

i) "Elector" means any person entitled to vote at the election;

ii) "Continuing candidate" means any candidate not elected and not excluded from the poll at any given time;

iii) "Count" means -

a) all the operations involved in the counting of the

first preferences recorded for candidates; or

b) all the operations involved in the transfer of the surplus of an elected candidate; or

c) all the operations involved in the transfer of the total value of votes of an excluded candidate.

iv) "Exhausted paper" means a ballot on which no further preference is recorded for a continuing candidate, provided that paper shall also be deemed to have become exhausted whenever -

a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference; or

b) the name of the candidate next in order of preference, whether continuing or not, is marked by a figure not following consecutively after some other figure on the ballot paper or by two or more figures; or

c) for any reason it can not be determined for which of the continuing candidates the next available preference of the elector is recorded;

v) "First preference" shall mean the figure I set opposite the name of any candidate, "Second preference" similarly shall mean the figure 2, "third preference" the figure 3 and so on;

vi) "Original Vote" in regard to any candidate shall mean the vote derived from Ballot Paper on which first preference is recorded for such candidate;

vii) "Surplus" shall mean the number by which the votes of any candidate, original and transferred, exceed the quota;

viii) "Transferred votes" in regard to any candidate shall mean votes credited to such candidates which are derived from Ballot Papers on which a second or subsequent preference is recorded for such candidate;

ix) "Unexhausted papers" shall mean Ballot Papers on which a further preference is recorded for a continuing candidate.

2. Before the date of the poll, the Returning Officer shall notify the place where the counting of votes will be done, and the date and time at which the counting will commence. Provided that if for any reason the Returning Officer finds it necessary, he may alter the date, time and place so fixed, or any of them, and notify the same in such manner as he may deem fit.

3. The Registrar shall act as Returning Officer at the time of counting of votes. He may also appoint such other person(s) to

assist him as he deems necessary. Votes will be counted by, or under the supervision or direction of the Returning Officer.

4. The candidate or his agent duly authorised by him in writing in this behalf shall be entitled to be present at the time of counting. The agent so authorised must be an elector in the election.

5. In carrying out the operations approved in the procedure hereinafter contained --

i) all fractions shall be disregarded; and

ii) all preferences recorded for candidates already elected or excluded from the poll shall be ignored.

6. **Arrangement of valid ballot papers in parcels :**

After rejecting the ballot papers which are invalid, the Returning Officer shall :-

a) arrange the remaining ballot papers in parcels according to the first preference recorded for each candidate;

b) count and record the number of papers in each parcel and the total number; and

c) credit to each candidate the value of the papers in his parcel.

7. **Ascertainment of quota :**

At any election where more than one seat is to be filled, every valid ballot paper shall be deemed to be of the value of 100, and the quota sufficient to secure the return of a candidate at the election shall be determined as follows :

a) add the values created to all the candidates under Clause (c) of Rule (6);

b) divided the total by a number which exceeds by 1 the number of vacancies to be filled; and

c) add 1 to the quotient ignoring the remainder, if any, and the resulting number is the quota.

8. **Candidates with quota elected :**

If at the end of any count or at the end of the transfer of any parcel or sub-parcel of an excluded candidate the value of ballot papers credited to a candidate is equal to or greater than the quota, that candidate shall be declared elected.

9. **Transfer of surplus :**

1. If at the end of any count the value of the ballot papers credited to a candidate is greater than the quota, the surplus shall be transferred, in accordance with the provisions of this Rule to the continuing candidates indicated on the ballot papers of that candidate shall be declared elected.

2. If more than one candidate have a surplus, the largest surplus

shall be dealt with first and the others in order of magnitude.

Provided that every surplus arising on the first count shall be dealt with before those arising on the second count and so on.

3. Where there are more surpluses than one to distribute and two or more surpluses are equal, regard shall be had to the original votes of each candidate and the candidate for whom most original votes are recorded shall have his surplus first distributed; and if the values of their original votes are equal, the Returning Officer shall decide by lot which candidate shall have his surplus first distributed.

4. a) If the surplus of any candidate to be transferred arises from original votes only, the Returning Officer shall examine all the papers in the parcel belonging to that candidate, divide the unexhausted papers into sub-parcel according to the next preference recorded thereon and make a separate sub-parcel of the exhausted papers.

b) He shall ascertain the value of the papers in each sub-parcel and of all the unexhausted papers.

c) If the value of the unexhausted papers is equal to or less than surplus, he shall transfer all the unexhausted papers at the value at which they were received by the candidate whose surplus is being transferred.

d) If the value of the unexhausted papers is greater than the surplus, he shall transfer the sub-parcels of unexhausted papers and the value at which each paper shall be transferred shall be ascertained by dividing the surplus by the total number of unexhausted papers.

5. If the surplus of any candidate to be transferred arises from transferred as well as original votes, the Returning Officer shall re-examine all the papers in sub-parcel last transferred to the candidate divide the unexhausted papers into sub-parcels in the same manner as is provided in the case of sub-parcels referred to in sub-rule (4).

6. The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate.

7. All papers in the parcel or sub-parcel of an elected candidate not transferred under this Rule shall be set apart as finally dealt with.

10. Exclusion of candidate lowest on the poll

1. If after all surpluses have been transferred as herein before provided, the number of candidates elected is less than the required number the Returning Officer shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing

candidates according to the next preferences recorded thereon; and any exhausted papers shall be set apart as finally dealt with.

Provided that in case the number of continuing candidates of a reserved category i.e. women and Associate Professors, as the case may be, is equal to the candidates to be elected against that category, such candidate(s) shall not be excluded from the poll even though he/she/they is/are lowest on the poll.

2. The papers containing original votes of an excluded candidate shall first be transferred, the transfer value of each paper being one hundred.

3. The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfers in which, and at the value at which, he obtained them.

4. Each of such transfers shall be deemed to be a separate transfer but not a separate count.

5. If, as a result of the transfer of papers, the value of votes obtained by a candidate is equal or greater than the quota the count then proceeding shall be completed but no further papers shall be transferred to him.

6. The process directed by this Rule shall be repeated on the successive exclusions one after another of the candidates lowest on the poll until such vacancy is filled either by the election of a candidate with the quota or as herein after provided.

7. If at any time it becomes necessary to exclude a candidate and two or more candidates have the same value of votes and are lowest on the poll, regard shall be had to the original votes of each candidate and the candidate for whom lowest original votes are recorded shall be excluded; and if the value of their original votes are equal the candidate with the smallest value at the earliest count at which these candidates had unequal values shall be excluded.

8. If two or more candidates are lowest on the poll and each has the same value of votes at all count the Returning Officer shall decide by lot which candidates shall be excluded.

11. Filling the last vacancies :

1. When at the end of any count the number of counting candidates is reduced to the number of vacancies remaining unfilled, the continuing candidate shall be declared elected. 2. When at the end of any count only one vacancy remains unfilled and the value of the papers of some one candidate exceeds the total value of the papers of all the other continuing candidates together with any surplus not transferred, that candidate shall be declared elected.

3. When at the end of any count only one vacancy remains unfilled and there are only two continuing candidates and each of them has the same value of votes and no surplus remains capable of transfer, the Returning Officer shall decide by lot which of them shall be excluded; and after excluding him in the manner aforesaid, declare the other candidate to be elected.

12. Provisions for recounts :

1. Any candidate or, in his absence, his agent may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise), request the Returning Officer to re-examine and re-count the papers of all or any candidates (not being papers set aside at any previous transfer as finally dealt with) and the Returning Officer shall forthwith re-examine and re-count the same accordingly.

2. The Returning Officer may in his discretion re-count the votes either once or more than once in any case in which he is not satisfied as to the accuracy of any previous count.

Provided that nothing in this sub-rule shall make it obligatory on the Returning Officer to re-count the same votes more than once.

PART-IV

1 [Election of one teacher (other than a Principal) of a College to be elected by the member of the Court from amongst themselves to the Executive Council.

1. One College teacher, (other than a Principal) who is the member of the Court shall be elected to the Executive Council by the members of the Court in terms of Sub-Clause - (vii) of Clause -1 (b) of Statute - 11.

2. The elected person shall hold the office for a term of one year.

3. The Registrar shall be the Returning Officer.

4. After conducting necessary scrutiny, the Returning Officer shall notify the list of voters. The list shall be supplied to the concerned colleges at least 30 days before the date of election.

5. The Returning Officer shall also notify the list of the teachers who are eligible to contest the election at least 30 days before the date of election.

6. The following schedule for various processes connected with the election shall be observed :

a) Letters inviting nomination forms shall be issued by the Returning Officer at least 22 days before the date of election. b) Nomination on prescribed form shall be received by the Returning Officer at least 15 days before the date of election. c) List of proposed candidates shall be supplied to all the Principals of the concerned colleges at least 13 days before the date of election.

d) Withdrawal of Nomination shall be at least 10 days before the date of election.

e) Final list of the candidates will be notified 9 days before the date of election.

f) The election if necessary will be held through secret ballot in the annual meeting of the Court.

1. Added by the Executive Council vide Reso. No. 20 dt. 18.02.1995

g) 1 The candidate obtaining maximum votes will be declared elected. In the event of two or more candidates securing the same number of votes and that number being more than the

number of votes secured by any candidate other than the two or more securing the same number of votes, the determination as between such candidates shall be by a draw of lots.

7. The Vice-Chancellor may appoint one or more persons to assist the Returning Officer for supervision/conduct of elction.

8. The name of the candidate for election shall be proposed by a member of the Court and seconded by another member of the Court, on the prescribed form (

Form-I) 9. A nomination form shall be declared invalid if :

a) a proposer and/or seconder is not a member of the Court.

b) a proposer or a seconder has signed proposal papers of more candidates than the number of vacancy.

form is not signed by the candidate or by the proposer or by the seconder.

d) the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified.

e) the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he is seeking election.

10. A candidate or a representative of the candidate appointed by him in writing may be present at the time of scrutiny of nomination forms.

Form-II). After exercising his vote he will deposit the same in the Ballot Box available with the Presiding Officer, appointed by the Returning Officer, at the polling booth.

12. After the time of election as notified by the Returning Officer is over, the Returning Officer along with the persons appointed under

1. Amended vide E.C. Reso. No. 14 of 23.06.2006

Rule-7 shall open the Ballot Box. They will scrutinize the voting papers, rejecting those which are not in accordance with the rules, and count the votes recorded.

13. After the counting of votes, the name of the person elected shall be forthwith notified by the Returning Officer.

14. In case of any dispute arising out of counting of votes and notification of result, the matter shall be referred to the Vice-Chancellor whose decision thereon shall be final.

15. The Registrar shall retain the used and unused election material viz. voter lists, ballot papers etc., in a sealed cover for six months from the date of election and shall thereafter with the approval of the Vice-Chancellor, cause them to be destroyed.

FORM - I

MAHARSHI DAYANAND UNIVERSITY ROHTAK

NOMINATION PAPER

Election of one teachers (other than Principals) of a college who is the member of the Court to the Executive Council under Clause 1 (b) (vii) of Statute - 11 of the M.D. University Act.

Name of Candidate
(as in the Electoral Roll)

....

Name .....

Name and Address of the

Present Official Address

....

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

Name and Address of the

Proposer Seconder

Name ..... Address ....

Name ..... Address .....
.....

Sr. No. in the Sr. No. in the

Electoral Roll .....

Signature of the proposer
Station ..... Date .....

Electoral Roll .....
Signature of the Seconder
Station ..... Date .....

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Executive Council of the Maharshi Dayanand University, Rohtak in terms of Statute 11 (I) (b) (vii). I further certify that I continue to serve in the capacity in which my name has been entered in the Final Electoral Roll at Sr. No.....

Place .....
Date .....

Signature of the Candidate
Name of the College ..... Contact No. .....

FORM - II

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Serial No. .....

I hereby acknowledge receipt of Ballot paper for election of Member (s) of the Executive Council.

.....

(Signature of Voter)

Sr. No. in Voter list

.....

MAHARSHI DAYANAND UNIVERSITY ROHTAK

BALLOT PAPER

Election of Member (s) of Executive Council under Clause - 1 (b) (vii) of Statute-11

Sr. No.	Name of Candidate Sarv. Sh./Smt./Dr.	Designation & Address	Mark ( ) the choice of your candidate
(1)	(2)	(3)	(4)
1.			
2.			
3.			

.....

(Signature of Returning Officer)

Chapter - 18

WRITING OF ANNUAL CONFIDENTIAL REPORTS OF THE NON-TEACHING EMPLOYEES

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

15. Clerks
16. Assistants
17. Steno-typists (working for Superintendents)
18. Class IV Employees

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

Annual confidential Reports on the work and conduct of similar officials working in the Teaching Departments/Colleges/Institutes/ other Offices, shall be written by the Head of Teaching Departments/College/Institutes/other offices. A duplicate copy of the

report, so written, shall be sent by them confidentially to the Registrar by name, for record in his office.

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

Annual Confidential Reports on the work and conduct of Branch Superintendents shall be written by the Branch Officers concerned.

The Registrar shall be the final accepting authority in their cases.

In the case of Branch Officers, the Annual Confidential Reports shall be initially written by the Deputy Registrar/Finance Officer.

Thereafter, the Registrar shall record his impression. However, in the absence of the Deputy Registrar or the Finance Officer, the Registrar shall write their reports. Final accepting authority in their cases shall be the Vice-Chancellor.

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

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

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

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

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

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

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

If an Officer wishes to record his remarks either on account of his

own transfer or because of the transfer of the subordinate in the middle of the year there is no objection to his doing so and he may be supplied with blank forms (Appendix) for the purpose if he asks for them.

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

An official may, within fourteen days of the receipt of the communication conveying the adverse remarks, ask for material on which these remarks were based. This material shall be supplied to him from the Registrar's Office. Therefore, he may, within a period of 14 days from the receipt of the material by him, make a representation to the Vice-Chancellor against the adverse remarks. If no application is received for the supply of the materials or if no representation is made, within the prescribed period, after the material have been supplied to him, it will be assumed that the official accepts the remarks.

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

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

19. All orders, imposing any of the penalties, prescribed, under the M.D. University Punishment and Appeal Rules.
20. All communications conveying adverse remarks.
21. Letters of application which deal with the outstanding nature of performance of an employee on an over all assessment of his work and conduct during the year.

A Reporting Officer when related to the official, to be reported

upon shall always record the fact of his relationship on the report.

The personal files of all University employees shall remain in the custody of the Registrar except that the personal file of the Registrar shall be maintained by the Vice-Chancellor. The Registrar shall receive Annual Confidential Report and convey adverse remarks, contained therein, in respect of the University employees whose personal files are maintained by him.

NOTE : Over all grading of each report shall be as under :

Outstanding/Excellent	Very good	Good	Average
A+	A	B+	B

Below Average

C

NOTE :

'Average' and 'Below Average' will be treated as 'Adverse' and

this will be conveyed to the official concerned as 'Adverse Remarks'.

Appendix - 1

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

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

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

20. Name .....

21. Designation .....

22. Scale of Pay .....

23. Actual pay .....

24. Industry .....

25. Handwriting and neatness .....

26. Punctuality and regularity .....

27. Reputation for Honesty .....

28. Capacity for Work and Intelligence .....

29. Acquaintance with Rules and orders .....

30. Knowledge and Skill in dealing with Accounts Matters .....

31. Quickness in disposal of business .....

112 (a) Whether the officer/official delivers the services or disposes of the case in a given time frame? (Reply in 'Yes' or 'No') .....

13. Proficiency in Typewriting and Shorthand .....

14. Capacity for working with others .....

15. 2[Power of Management and Control] .....

16. Defects, if any, pointed out :

i) orally .....

ii) in writing .....

---

1. 2. Inserted vide Executive Council Reso. No. 6 dt. 13.01.2012 Only to be filled in, in the case of class 'A' Officers.

2. Whether the office/official remains at his Headquarter after office hours and during holidays or not. .....

3. Finess for promotion .....

4. General remarks, if any, of the Reporting Authority .....

5. *Overall assessment / grading .....

6. Signature and date of Reporting Officer with designation .....

7. Signature and date of Second Reporting Officer with designation .....

8. Signature and date of third Reporting Officer, if any, with designation...

3. Grading :

Outstanding/Excellent	Very good	Good	Average
A+	A	B+	B

Below Average

C

NOTE :

'Average' and 'Below Average' will be treated as 'Adverse' and this will be conveyed to the official concerned as 'Adverse Remarks'.

Appendix - II

MAHARSHI DAYANAND UNIVERSITY

Proforma for Annual Confidential Report on the Work & Conduct of Class IV Employees

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

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

1. Name .....
2. Designation .....
3. Scale of pay .....
4. Capicity for work .....
5. Responsibility towards duties .....
6. Amenability to discipline .....
7. Reputation for honesty .....
8. Punctuality & Regularity .....

*8(a) Whether the officer/official delivers the services or disposes of the case in a given time frame? (Reply in 'Yes' or 'No') .....

9. Capacity for working with others .....
10. Defect if any pointed out .....
    i) Orally .....
    ii) In Writing .....
11. Fitness for promotion .....
12. General remarks, if any, of the .....
    Reporting Officer .....
    .....
13. Overall assessment/grading .....
    (Excellent, very Good, Good Average/Below Average.....
14. Signature and date of Reporting
    Officer with designation .....

Countersigned

Signature .....

Name & Designation .....

NOTE : 'Average' and 'Below Average' will be treated as 'Adverse' and this will beconveyed to the official concerned as 'Adverse Remarks'.

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* Inserted vide Executive Council Reso. No. 6 dt. 13.01.2012

Appendix - III

MAHARSHI DAYANAND UNIVERSITY

Personal File No. .....

1[Yearly Personnel Evaluation Proforma for staff working with the Horticulture Division of Engineering Cell].

Period of Evaluation .....to.....

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

INSTRUCTIONS TO THE REPORTING OFFICER

Withstanding that you are an experienced Officer and Reporting on the performance of personnels working with you. Realizing that evaluation and reporting is a very serious effort having repercussions to superior-subordinate relationship and general work environment. In order to enhance objectivity, a 5 point rating scale* is being introduced for various traits, qualities and characteristics. Please tick mark ( ) on a point which you deem fit or typical of the personnel under evaluation. In order to avoid set the order of ratings has been issued at specific time and context. Verbal (oral) advice or suggestions should not be kept in mind.

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

---

1. WRITING OF ACR OF THE NON-TEACHING EMPLOYEES — Inserted vide Executive Council vide Reso. No. 211 dt. 211

A. Conduct and General Behaviour / Abilities

1.Strength of character	1	2	3	45
2.Insight	5	4	3	21
3.Social Skill (to get along others)	1	2	3	45
4.Control or influence in interaction with subordinates	1	2	3	45
5.Initiation for responsibility	5	4	3	21
6.Leadership	1	2	3	45
7.Motivation of Excellence	5	4	3	21

xxxv) Performance Criteria

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

No. of items checked : Sum of ratings (page total)

C. General health 5 :4 :3 :2 : 1

(Fitness for work)

xxxvii) Attendance Criteria

(Please rate on the basis of office records taking into consideration leaves availed causation of leaves, over stay, off job bouts, stay at headquarter etc.) 5 : 4 : 3 : 2 : 1

5. Critical Incident

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

***F**	Whether the officer/official delivers the services or disposes of the case in a given time frame? (Reply in 'Yes' or 'No')	-10	0 +10

* Inserted vide Executive Council Reso. No. 06 dt. 13-01-2012

Global Proficiency Score : (Overall assessment)

Obtained Sum of ratings x 100 =

Maximum Possible

(No. of ratings checked x 5)

Grade : Below Average Average Good Very Good Outstanding

0

10 20 25 30 40 50 60 70 80 85 90 100

Signature of Reporting Officer **Remarks of the Reviewing Authority**

a) Endorsed ..... Yes / No

b) Agreement with observations

(Use separate sheet, if required)

c) Do not agree with remarks (Use

separate sheet, if required)

Signature

Accepting Authority

Remarks

Contersignature

Final Scale / Grade out of 100 -

0 - 25	:Below Average	76- 85	:Very Good
26 - 50	:Average	86- 100	:Outstanding
51 - 75	:Good		

APPENDIX - IV

MAHARSHI DAYANAND UNIVERSITY

Personal File No.

.....

[Yearly Personnel Evaluation Proforma for staff working with the Engineering Branch].

Period of Evaluation ..... to .....

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

INSTRUCTIONS TO THE REPORTING OFFICER

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

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

* 1 Very Poor 2 Poor 3 Average 4 Good 5 Very good

A. Conduct and General Behaviour / Abilities

1.Strength of character	1	2	3	45
2.Insight	5	4	3	21
3.Social Skill (to get along others)	1	2	3	45
4.Control or influence in interaction with subordinates	1	2	3	45
5.Initiation for responsibility	5	4	3	21
6.Leadership	1	2	3	45
7.Motivation of Excellence	5	4	3	21

Performance Criteria

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

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

No. of items checked : Sum of ratings (page total)

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

D. Attendance Criteria

(Please rate on the basis of office records taking into consideration leaves availed causation of leaves, over stay, off job bouts, stay at headquarter etc.) 5 4 3 2 1

7.4 Critical Incident

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

-10 0 +10

***F** Whether the officer/official delivers the services or disposes of the case in a given time frame? (Reply in 'Yes' or 'No')

Global Proficiency Score : (Overall assessment)

Obtained Sum of ratings x 100 =

Maximum Possible

(No. of ratings checked x 5)

Grade : Below AverageAverage Good Very GoodOutstanding

0102025304050607080859010 0

Signature of Reporting Officer

Remarks of the Reviewing Authority

a) Endorsed ..... Yes / No

b) Agreement with observations

(Use separate sheet, if required)

c) Do not agree with remarks (Use

separate sheet, if required)

Signature

Accepting Authority

Remarks

Contersignature

Final Scale / Grade out of 100 -

0 - 25	:Below Average	76 - 85	:Very Good
26 - 50	:Average	86 - 100	:Outstanding
51 - 75	:Good		

* Inserted vide Executive Council Reso. No. 06 dt. 13-01-2012

Chapter - 19

GRANT OF PERMISSION TO TEACHERS FOR APPEARING IN THE EXAMINATIONS

1. 1A whole time teacher of the University may be granted permission by the Vice-Chancellor to attend regular classes of the M.D. University, Rohtak for any examination, or to appear at any examination or for doing Ph.D. of the M.D. University, Rohtak or any other University / Institution as a private candidate, if otherwise eligible. Provided that such permission shall be allowed only if the Vice Chancellor, on the recommendations of the Head of the Department, is satisfied that it would not interfere with the efficient discharge of the duties of the teacher concerned.

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

3. Application for the grant of permission under these Regulations must reach the Registrar, atleast two months before the beginning of the session in which admission is sought.

4. Leave shall be granted only for examination days.

8.2 Amended by the Executive Council vide Reso. No. 12 dt. 24-12-2010

8.3 Amended by the Executive Council vide Reso. No. 31 dt. 30-07-1994

Chapter - 20

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

1. [1]A regular employee of the University shall be granted departmental permission by the Registrar to attend regular classes after his/her office hours in the M.D. University for any examination or to appear at an examination of the M.D. University or any other University as a private candidate, if otherwise eligible. Provided that such permission shall be allowed only if the Registrar is satisfied that it would not interfere with the efficient discharge of the duties of the person concerned.

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

2. Every year, the University non-teaching employees seeking departmental permission to appear in various examinations of this University or other University / Boards shall be required to send their applications, by a specific date, in the month of June.

Applications received late shall, ordinarily, not be entertained.

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

1. Amended by the Executive Council vide Reso. No. 30 dt. 27-09-2008 Added
2. by the Executive Council vide Reso. No. 41 dt. 18-09-1995

 4.

[1] An employee who requests for departmental permission to appear in an

examination the same be granted to all such employees to enable them to improve their academic qualifications.

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

6. [2] Permission for an integrated course, viz three year degree course of B.A./ B.Sc./ B.Com., two year degree course of M.A. / M.Sc. / M.Com., Diploma etc. shall be granted for the whole course.

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

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

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

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

9. [3] [Notwithstanding anything contained in these rules, the Vice-Chancellor may grant departmental permission to any non-teaching employee for pursuing any Diploma / Degree / P.G.

Degree in the subject of Distance Education from any open University, even simultaneously with other course which he/she might have been pursuing, on merits of each case].

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1. Amended vide Executive Council vide Reso. No. 5 dt. 13-01-2012
2. Amended by the Executive Council vide Reso. No. 18 dt. 01-02-2004 3. Added by Executive Council vide Reso. No. 13 dt. 06-05-1995

Chapter - 21

FORWARDING OF APPLICATIONS OF EMPLOYEES FOR OUTSIDE JOBS ETC.

13.3 A confirmed employee will be permitted to apply for an outside job/scholarship/ fellowship etc. but not more than three applications separately for outside job/scholarship / fellowship etc. will be forwarded during a calendar year.

13.4 Applications to be got forwarded through proper channel by the University must reach the Establishment Branch complete in all respects, atleast 10 days before the closing date. However, the employees may send an advance copy of the same to the quarters concerned and this fact must be mentioned in the application meant for "through proper channel" which must be submitted to the University simultaneously.

13.5 As far as possible, a copy of the relevant advertisement should invariably be attached with the application desired to be got forwarded through proper channel.

13.6 In the event of a confirmed employee whose application has been forwarded through proper channel by the University, being selected he will be granted such leave as may be decided by the University. But in the case of a person having been selected for an outside job, only extra-ordinary leave (Without pay) will be granted with permission to retain his lien for the period of such leave.

13.7 Employees put on probation will normally be refused permission for applying for outside job / fellowship/scholarship provided that the Vice-Chancellor may, in very special cases, grant permission to any employee belonging to this category also.

13.8 Person appointed on adhoc basis or on purely temporary basis may apply for an outside job/scholarship/fellowship direct to the quarter concerned. In case he wishes to get his application forwarded through proper channel, the University will normally forward his application with the stipulation that in the event of selection, the person concerned shall have to resign his post in the University. In such cases, the employee concerned shall have to give due notice, if any, prescribed or salary in lieu thereof.

13.9 Any violation of above rules will be viewed seriously and the person concerned shall be liable for such disciplinary action as the University may deem suitable.

Chapter - 22

REGISTRATION OF UNIVERSITY TEACHERS FOR FOREIGN ASSIGNMENTS

1. No teacher may be allowed to get himself / herself registered for foreign assignments unless he/she has completed five years' continuous service in the University / maintained college.

2. Ordinarily, no teacher will be allowed to accept the foreign assignment for more than two years. However, in exceptional circumstances the period can be extended for one year at a time, but in no case should the total period exceed five years in all.

3. Before accepting the assignment, a teacher will have to execute a bond with the University for serving the University on return from abroad for the period equivalent to the leave availed of by him on foreign assignment. In case, such a teacher fails to serve the required period in the University, he will have to pay Rs. 30,000/ - (Rs. Thirty Thousand) to the University.

Chapter - 23

LEAVE REGULATIONS

1. **Scope**

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

a) persons on deputation from any State Govt., the Govt. of India or Statutory Board or Corporation, who will be governed by term and conditions of deputation.

b) employees appointed on contract (They will be granted leave in accordance with the terms of contract).

c) part-time employees.

d) employees appointed on work-charge basis.

e) casual workers.

f) any class of employees or any individual employee in connection with the affairs of the University who may be specifically exempted from the application of these regulations.

2. Definitions :

a) A 'completed year of service' means continuous service of the specified duration under the University and includes period spent on duty as well as leave including extra-ordinary leave unless otherwise provided.

b) "Competent Authority" means the authority empowered by the Executive Council to grant leave. c) "Earned Leave" means leave earned on the basis of actual service rendered including vacations.

d) "Month" means a calendar month.

e) "Leave Salary" means the monthly amount paid by the University to an employee who is on leave.

f) "Family" means a University employee's wife or husband, as the case may be, legitimate children and step-children residing

with and wholly dependent upon him/her. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependant upon him/her. Not more than one wife is included in a family for the purpose of this rule.

NOTE :

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

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

h) "Competent Medical Authority" means the Medical Officer of the Maharshi Dayanand University, Rohtak or a Government doctor of a gazetted rank or such other authority as may be approved by the Vice-Chancellor on the merits of each case. Provided that in the case of employees belonging to rural areas, where there is no Government / Municipal Dispensary or MBBS doctor, certificate from a Registered Medical Practitioner shall be accepted.

i) "Vacation Department" is a department to which regular vacations are allowed during which the University employees serving in that department are permitted to be absent.

j) "Pay" means the monthly pay drawn on the day before the leave commences.

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

l) "Officer"means an Officer of the Maharshi Dayanand University, Rohtak. Officers of the University will be divided into the following Categories -

Class-A i) Professors, Principals, Associate Professor, Assistant Professors etc. and any other member of the teaching staff recognised as Officer of Class 'A' by the Executive Council.

ii The post of Deputy Registrar, equivalent and above.

Class - B Persons from Superintendent and equivalent andupto the level of Asstt. Registrar but not included in category 'A' above.

Class - C Person from Clerk and upto the level of DeputySuperintendent and equivalent but not included in categories 'A' and 'B' above.

Class - D Persons including all other Class-4 employees ofthe University.

3. Right of Leave :

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

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

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

4. Leave shall not be granted to an employee :

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

b) who is under suspension.

5. Commencement and termination of leave :

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

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

NOTE :

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

6. Return to duty on expiry of leave

a) Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

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

7. Absence from duty :

an employee who remains absent after expiry of his leave shall not be entitled to any leave salary unless otherwise such absence has been regularised by the competent authority.

ii) Willful absence from duty for more than a week may involve forfeiture of appointment. 1 [The employee may not be allowed to resume the duties while the case to declare his office as vacant is under process, without prior permission of the Vice-Chancellor].

iii) When an employee does not resume duty, after remaining on leave for a continuous period of five years, he shall be deemed

1. Amended vide the Executive Council Reso. No. 23 dt. 31-10-1994

to have resigned and shall accordingly cease to be in the University service.

15.5 Conversion of one kind of leave into another kind :

a) At the request of an employee, the sanctioning authority may convert any kind of leave including extra-ordinary leave retrospectively into a leave of different kind which was due and admissible to him at the time leave was granted, but he cannot claim such conversion as a matter of right.

b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be

recalculated and any amount paid to him in excess shall be recovered and any arrears due to him shall be paid.

15.6 Temporary service followed by confirmation :

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

15.7 Leave to persons appointed on probation :

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

15.8 Grant of increment during leave :

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

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

1. Casual Leave
2. Special Casual Leave
3. Earned Leave

 Half Pay Leave
Commuted Leave
Maternity Leave
Leave for anti-rabic treatment
Quarantine Leave
Hospital Leave
Leave not due
Extraordinary Leave
Academic Leave
Duty Leave
Study Leave
Sabbatical Leave
Child-care Leave

13.

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

1. Casual Leave
2. Special Casual Leave
3. Earned Leave
4. Half Pay Leave

5. Commuted Leave
6. Maternity Leave
7. Leave for anti-rabic treatment
8. Quarantine Leave
9. Hospital Leave
10. Leave not due
11. Extraordinary Leave

12. Duty Leave
13. Compensatory Leave
14. Child-care Leave

14. [1] Casual Leave

a) The amount of casual leave that may be granted to non-teaching and teaching staff in one Calendar year shall be as follows :

1. to employees with 10 years service or less (10 days in a calendar year)
2. to employees with more than 10 years service but less than 20 years service. (15 days in a calendar year)
3. to employees with more than 20 years service. (20 days in a calendar year)

[2][4] However in the case of Ex-servicemen, the period of Military service shall be counted towards civil service for grant of Casual Leave.

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

1.On joining during the first quarter or leaving during the fourth quarter.	Full
2.On Joining during the second quarter or leaving during the third quarter.	3/4th
3.On joining during the third quarter or leaving during the second quarter.	1/2 (half)
4.On joining during the fourth quarter or leaving during the first quarter.	(1/4th)

Provided further that all female employees in service may be granted 20 days casual leave every year irrespective of number of years of service put in by them.

b) Casual leave shall not be combined with any other kind of leave (except special casual leave and academic leave). It may be combined with holidays including Sundays but the total period of absence at one time shall not exceed 10 days. Sundays and holidays falling within the period of casual leave are not counted

20.4 Added by the Executive Council vide Reso. No. 30 dt. 05-12-2003

20.5 Added by the Executive Council vide Reso. No. 28 dt. 12-08-2014

towards the causal leave. But in reckoning the period of 10 days, one Sunday either at the beginning or at the end of the leave may be excluded but other holidays included.

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

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

15. Special Casual Leave

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

1[(a) to undergo to sterilization operation (Vasectomy or Salpingectomy) under Family Welfare Programme to such employees whose wives get sterlized and are getting basic pay upto Rs. 13,900 in the revised scale after having two alive children. Leave in this case will be restricted to six working days].

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

2 [c)Special Causal leave upto a maximum of 10 days in a calendar year may also be granted to the office bearers of the Non-teaching employees Association for participating in the executive meetings, conferences and other activities of their respective Associations subject to the condition that half of the leave enjoyed in this manner will be debited to the Casual leave, leave account of the official concerned and remaining half to his special Casual leave account for the aforesaid purpose. The maximum special casual leave allowed in this manner is to be 5 days].

d) Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or the vacation.

4. Earned Leave

3 [a) Earned leave admissible to a permanent non-vacational employee (including class 'D') is :

1. Amended by the Executive Council vide Reso. No. 38 dt. 1/6-06-2002 Added
2. by Executive Council Reso. No. 28 dt. 18-07-1991
3. Added by Executive Council Reso No. 139 dt. 11-12-2001

3. 1/24th of the period spent on duty, during the first 10 years of his service.

4. 1/18th of the period spent on duty, during the next 10 years of his service; and 1/12th of the period spent on duty, thereafter.

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

2However, in the case of Ex-Servicemen, the period of Military Service shall be counted towards civil service for grant of Earned Leave.

b)[1] [The maximum earned leave that may be sanctioned at a time shall not exceed 120 days].

c) The above rules also apply to a person not in permanent employment.

d) The University employees may be granted cash payment in lieu of un-utilized Earned Leave at their credit at the time of retirement on superannuation on the following conditions : i) The payment of each employee equivalent of leave salary shall be limited to a maximum of 300 days].

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

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

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

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

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1. Added by Executive Council Reso No. 139 dt. 11-12-2001
2. Added by Executive Council Reso No. 11 dt. 26-11-2016

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

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

[2]e) The Lab/Technical Staff working in the various University Teaching Departments may be allowed Earned Leave (without vacation) as applicable to other ministerial staff of the University and they be treated as non-vacational staff. The Lab/Technical Staff in University Teaching Departments will observe 5 days week. Provided that if any department needs the services of Lab/Technical staff on Saturdays, they will be allowed Compensatory Leave in lieu thereof.

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

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

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

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

18. Half Pay Leave

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

1. Amended by the Executive Council vide Reso. No. 18 dt. 21-03-2000
2. Amended by the Executive Council vide Reso No. 16 dt. 22-06-2012

to sanction leave has reason to believe that employee will return to duty on the expiry of leave.

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

19. Commuted Leave

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

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

b) When commuted leave is granted, twice the amount of such leave shall be debited to the half pay leave account. c) No Commuted leave may be granted under the provision unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry. d) Where an employee who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without rejoining the duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

20. Maternity leave

i) Maternity leave upto two living children may be granted by the competent authority to a woman employee on full pay for six months.

ii) No maternity leave will be allowed on the birth of third living children and in such cases, leave of kind due will be allowed.

1. Added by the Executive Council vide Reso. No. 21 dt. 09-01-1992

33. Female employee who has already two living children before her entry into University service is not entitled to the benefit of maternity leave. In such cases also, the leave of the kind due may be granted.

34. Maternity leave shall not be debited to the leave account.

[1][Note]

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

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

21. Leave for Anti Rabic Treatment

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

22. Quarantine Leave

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

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1. Amended by the Executive Council vide Reso. No. D-4 dt. 28-06-1993 Added
2. by Executive Council vide Reso. No. 30 dt. 30-07-1994

23. Hospital Leave :

i) Hospital leave may be granted to an employee, whether permanent or temporary for medical treatment for injury if such injury is directly due to risks incurred in the course of official duty. This leave will be available to such employees only whose duties expose them to such injury.

ii) Hospital leave may be granted on full pay or half pay as the Executive Council may consider necessary.

iii) The amount of hospital leave is limited to 3 months in any period of years,

iv) Hospital leave may be combined with any other leave subject to the limit of total period of 180 days. Hospital leave will not be debited to the leave account of the employee concerned.

24. Leave not due :

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

NOTE :

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

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

Provided further that the Executive Council may, in any other exceptional cases, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

25. Extra ordinary Leave :

i) An employee (whether permanent or temporary) may be

granted extra-ordinary leave by the competent authority :

a) when no other leave is admissible : or

b) when other leave is admissible, the employee applies in writing for the extra-ordinary leave for any special reason.

38.3 Extra-ordinary leave shall be without pay and allowances however, house rent allowance will be admissible for a period not exceeding first four months at the rate at which an employee was drawing before proceeding on such leave provided he has not been in employment elsewhere during that period. The leave shall not ordinarily exceed one year at a time.

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

i) The sanctioning authority is satisfied that such leave was taken by an employee on account of illness or for any other cause beyond his control provided that the employee has not other kind of leave to his credit;

ii) Leave is granted for the purpose of higher studies and research; and

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

for the purpose of higher studies and research anywhere in India or abroad.

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

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

iii)[1] Not more than one teacher of a department shall be on EOL at any point in time. This condition shall not apply to those employees who have proceeded on EOL for outside employment by retaining lien.

Not more than 5% of Non-teaching employees shall be granted EOL at any point in time. This condition shall not apply to those employees who have proceeded on EOL for outside employment by retaining lien.

40. Academic Leave :

Academic leave not exceeding 12 days in a calendar year may be granted to a teacher for the following purposes :- to conduct examinations of a University, Public Service Commission, Board of Examination or other similar Bodies/ Institutions.

to inspect academic Institution attached to a University or to a Statutory Board etc.

to attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or a Statutory Board; to attend meetings of the Selection Committees of the Public Service Commission/Universities/Boards/Affiliated Colleges.

to participate in a literary, scientific or educational conference, symposium or seminar or cultural or sports activities conducted by bodies recognised by the University; or

for any other purpose as may be approved by the Vice-Chancellor to be of academic nature.

The Vice-Chancellor may at his discretion grant academic leave in excess of twelve days on the merit of each case. Academic Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be combined with holidays or the vacations.

The academic leave admissible to a person joining/leaving the University service during a calendar year will be as under :

1. Added vide Executive Council Reso. No. 63 dt. 12.06.2014

i)On joining during the first quarter or leaving during the fourth quarter.	Full
ii)On joining during the second quarter or leaving during the third quarter.	3/4th
iii)On joining during the third quarter or leaving	Half

during the second quarter.

iv)On joining during the fourth quarter or leaving during the first quarter. 1/4th

[1]27. Duty Leave

i) Duty leave may be granted for the following :

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

b) Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor;

c) Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University;

d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister University or any other academic body;

e) Attending such short term courses as the Executive Council may approve as useful for the University; and

f) For performing any other duty for the University.

ii) Duty Leave may be granted for such period and subject to such terms and conditions as may be determined by the Vice Chancellor if the period in each case does not exceed 30 days and by the Executive Council beyond 30 days.

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

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

1. Substituted vide Executive Council Reso. No. 26 dt. 12.10.2012

[1] 28 STUDY LEAVE

i) Study leave may be granted for the entry level appointees as Assistant Professor / Assistant Librarian / Assistant Director of Physical Education and Sports / College DPE & S after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study

of the various aspects of University organization and methods of education.

ii) In respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or three years of probation specified in the University Statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in colleges and Universities, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.

iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Normally not more than two teachers from each faculty shall be allowed to proceed on study leave in any one year.

Provided that the Executive Council may, in the special circumstances of a case, waive the condition of two or three years service (as the case may be) being continuous.

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

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

b) there is no break in service; and

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

iv) Study leave shall be granted by the Executive Council on the recommendation of a Study Leave Committee consisting of :

a) Vice Chancellor

b) Dean of the Faculty concerned and

c) One member of the Executive Council nominated by the Vice-Chancellor

The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

2. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

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

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

1. Substituted vide Executive Council vide Reso. No. 26 dt. 12.10.2012

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

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

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

4. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

5. A teacher granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

[1]A teacher who is granted study leave for doing Ph.D. programme may be allowed to submit proof of submission of Ph.D. thesis with in six month on joining the university after availing study leave failing which the whole salary given to him/her during study leave shall be recovered and such teacher(s) will neither be entitled to annual increment nor any pensionary benefits accrued during this period.

xii) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the University on the expiry of his/her study leave.

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

xiv) [2]Not more than one teacher of a Department shall be granted study leave at one point of time.

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

i) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.

ii) After the leave has been sanctioned, the teacher shall, before

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3.4 Added vide Executive Council vide Reso. No. 17 dt. 12.06.2014 & amended vide Executive Council vide Reso. No. 33 dt. 19.10.2015.

3.5 Added vide Executive Council vide Reso. No. 63 dt. 12.06.2014

availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the

satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause

(xiv) above.

iii) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor and the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

1129. Sabbatical leave

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

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

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

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

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

1. Substituted vide Executive Council vide Reso. No. 26 dt. 12.10.2012

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

vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increments on the due date. The period of leave shall also count as service for purposes that the teacher rejoins the university on the expiry of his/her leave. vii) 1A teacher on sabbatical leave shall submit six monthly progress report about his/her work to the Vice-Chancellor through HOD. The teacher shall submit the proof of completion of work/project for which the Sabbatical Leave was sanctioned within a period of one month of joining his/her duties after availing Sabbatical Leave.

After joining his duty, the teacher concerned shall also present a seminar in the faculty on the work completed by the teacher during his/her Sabbatical Leave period.

Not more than one teacher of the department can be on Sabbatical Leave at any one point in time. This will not include the teacher(s) on Study Leave, if any. If there is more than one applicant for Sabbatical Leave then senior most teacher shall be given preference for grant of Sabbatical Leave.

NOTE :

For College teachers, existing rules or as per decisions/norms for duty leave, study leave and sabbatical leave taken from time to time shall apply.

30. Grant of Leave beyond the date of Retirement

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

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

b) The cash equivalent of leave as admissible will become payable on retirement and will be paid in one lump sum as a one time settlement. c) Cash payment under this order will, subject to (d) below be equal to leave salary at the rates in force on the date of retirement.

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

1. Added vide Executive Council vide Reso. No. 17 dt. 12.06.2014

d) The authority competent to grant leave shall issue order granting cash equivalent of earned leave at the credit of an employee on the date of his retirement. e) An University employee already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to this benefit on the date of retirement.

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

g) In case an employee who dies in harness, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum leave salary for 300 days, shall be paid to his family.

1h) This benefit will also be admissible to persons appointed after superannuation for fixed term or on temporary basis subject to the condition that the maximum benefit of leave encashment in all these cases (service rendered upto superannuation as also the tenure appointment) combined together should not exceed 300 days. **31. General**

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

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

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

must record on his application for leave, the address at which the letters will find him during leave, subsequent changes in address during leave, if any, should likewise be intimated to the competent authority.

1. Amended vide the Executive Council vide Reso. No. 18 of 21-03-2000.

iii) Physical Fitness for Efficient Discharge of Duties :

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

[1] 33. Child Care Leave (CCL)

Women employees will be entitled to grant of Child Care Leave (CCL) as under :

i) CCL may be granted for a maximum period of 2 years (i.e. 730 days) during the entire service to a woman University employee for taking care of her two eldest surviving children below the age of 18 years only. No CCL will be admissible for third or next child irrespective of his age.

ii)[2] CCL will not be debited against the leave account, of the concerned woman University employee.

iii) No CCL will be admissible during probation period,however, the same may be granted during extended year, if any, for a period not more than two months.

iv) The nature of CCL will be like the Earned Leave, therefore, Saturdays, Sundays, Gazetted holidays, etc. falling during the period of leave would also be counted for CCL, as in case of Earned Leave.

v) The leave salary as admissible while on Earned Leave will also be admissible during the period of CCL upto 730 days.

vi) CCL may also be allowed for the third year as 'Leave not due' (without production of medical certificate) or it may be combined with leave of the kind due and admissible provided no Earned Leave should be in her credit at that time and leave salary during the third year will be the same as admissible

1. Inserted vide Executive Council Reso. No. 13 dt. 01-05-2010 and amended vide Executive Council Reso No. 38 of 12.10.2012. 2. Amended vide Executive Council Reso. No. 30 dt. 29.06.2016.

while on 'leave not due' or leave of the kind due, as the case may be.

vii) CCL cannot be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior sanction of leave by the competent authority.

viii) The decision to allow CCL has been taken by University with the intention to facilitate the women University employees to take care of their children at the time of need but it does not

mean that CCL should disrupt the functioning of the offices/ institutions/Departments etc. Therefore, it will be the duty of sanctioning authority to keep this in view and to inform the next higher authority regarding position of work while recommending the case of grant of CCL of a woman University employee working under his control.

ix) CCL may be sanctioned by the authority already competent under the rules to grant Earned Leave to the concerned woman University employee for a period of 120 days within India and 240 days out of India. Cases of over and above this extent will be sent to the next higher authority and the same should be sent minimum 30 days before the date of commencement of CCL.

x) Any other kind of leave e.g. Maternity Adoption Leave/Half Pay Leave may be prefixed or affixed to CCL but Earned Leave cannot be affixed to CCL. Earned Leave may be availed in combination of CCL but the later cannot be affixed to Earned Leave.

xi) As per provision in Rule 8.121 of CSR Vol 1 part-1 the period of willful absence can only be converted into EOL only by the leave sanctioning authority, therefore, the period of willful absence or unauthorized absence cannot be converted into CCL.

xii) The period of Earned Leave or any other kind of leave already sanctioned or availed cannot be converted into CCL with retrospective.

xiii) A spell of CCL will not be less than 30 days and it may be availed in not more than twice in a year. There should be a gap of minimum 30 days between two spells of CCL. The

extension in CCL will be admissible only on acute medical grounds.

xiv)A woman employee already on leave (other than CCL) within India or out of India, who submits her application for grant of CCL, the same may be considered provided she submits application one month before the expiry of leave.

If CCL is not sanctioned by the competent authority before the expiry of leave, she will have to join her duty.

8.2 CCL is meant for the care of children, therefore, LTC is not admissible while on CCL.

xvi)The leave account of CCL shall be maintained in the proforma enclosed herewith and kept in the service Book of the concerned woman Government employee.

This policy is applicable to women University Employees working on regular basis, adhoc basis and also work-charged basis to take to their children at the time of need whether for rearing or to look after any of their needs like examination, sickness, etc.

[1]xvii) Not more than one teacher of the Department shall be granted child care leave at one point in time if there is more than one application received then senior most teacher among the applicants shall be given preference, in case of non-teaching not more than 10% of the female employees in a cadre shall be granted child care leave at one point of time.

Note:

In all cases case not more than 20% of the teachers of a department can be Sabbatical leave/Study Leave/Child Care Leave/EOL taken together at any point in time. Fraction of 0.5 and above will be considered as one calculation.

Part-time Employees

8.7 A part-time employee shall not be entitled to any kind of leave except casual leave upto 10 days if he is a teacher or 15 days if he is a member of the non-teaching staff in a year.

8.8 A part-time employee may, however, be granted leave without pay as a special case, if he has exhausted his casual leave or the balance left to his credit is not adequate.

Compensatory Leave

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

1. Added vide the Executive Council vide Reso. No. 63 of 12-06-2014.
2. Amended vide the Executive Council vide Reso. No. 19 of 08-12-2001.

Appendix - I

AUTHORITIES COMPETENT TO GRANT CASUAL LEAVE

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

APPENDIX - II
DELEGATION OF POWERS TO GRANT LEAVE OF VARIOUS KIND UNDER THE LEAVE RULES

Sr. No.	Kind of Leave	Competent Authority	Extent
1.	Study Leave : Study leave (With pay) Study leave (without pay) Sabbatical leave	Executive Council	Full
2.	Leave of any other kind to the Heads of the Department / Offices / Registrar/ Teachers in the Departments / Principal of the University College. i) Extra ordinary leave (without pay) ii)Half pay leave/ commuted Leave/ Maternity Leave/ Quarantine Leave/ Leave for Anti-Rabic treatment / leave not due / Academic leave/ Earned leave.	a)Vice-Chancellor b)*Executive Council Vice-Chancellor	Upto 30 days Full Full
3.	Earned leave to the Heads of offices such as Librarian, Sports Officer, Executive Engineer, Director Youth Welfare etc.	Registrar	Upto 30 days
4.	Leave of any other kind to the Class 'A' & 'B' officers viz. Superintendent and equivalent and upto the level of Deputy Registrar. i) Extra ordinary leave (without pay) ii)Half pay leave / Commuted leave/ Maternity leave / Quarantine leave / leave for Anti-Rabic treatment / leave not due. iii)Earned leave upto 30 days	a)Vice-Chancellor b)*Executive CouncilFull Registrar Heads of Depts./ Offices/Branch Officers	Upto 10 days Full Full powers in case of Asstt. Registrar and above and equivalent posts. Full

1.Added by Executive Council Reso No. 21 dt. 30-05-1994

* Powers delegated to the Vice-Chancellor vide Executive Council Reso No. 23 dt. 12-01-1996

Chapter - 24

FIXATION OF SENIORITY OF TEACHERS APPOINTED IN THE UNIVERSITY TEACHING DEPARTMENTS

8.16 If a teacher is transferred from a maintained college to a department of the University, his seniority in the University will count from the date of confirmation in the department, irrespective of his length of service in the maintained college. For the purpose of confirmation, he will be treated as a

fresh recruit and will have to undergo the probationary period like any other teacher of the University Teaching Department.

8.17 Seniority of the teachers in the University Teaching Departments shall be determined by the date of appointment of the teachers in the University Teaching Departments. Provided that if two or more teachers are selected through the same Selection Committee their inter-se-seniority shall be determined by the order of merit indicated by the Selection Committee, irrespective of their dates of joining. Provided further that when the Selection Committee does not indicate the order of merit, the inter-se-seniority shall be determined by the date of confirmation and when two such persons are confirmed on the same date, the older person will be senior.

Chapter - 25

PARTICIPATION IN SEMINARS / CONFERENCES / WORKSHOPS ETC. BY TEACHERS OF UNIVERSITY TEACHING DEPARTMENT / MAINTAINED COLLEGES

2 The confirmed teachers of University maintained colleges and University Teaching Departments may be allowed to attend seminars / conferences / workshops etc. and be paid T.A. and delegation fee according to entitlement if the same has not been allowed by the hosting Institution / Organisation.

[1]However, travel by own car / taxi may be allowed by the Vice-Chancellor upto maximum of 250 Kms. one way. [2]Only

2. those teachers of the University whose papers have been accepted for presentation (reading) or who are invited to be the keynote Speakers or to Chair a session at a national or international conference or who are the office bearers of the Organisation / Society / Association which organises Conference/ Seminar / Workshop may be allowed.

3. Such permissions for attending the conferences / seminars / workshops may be granted subject to the availability of funds.

4. Every application for attending the conference must reach the office fifteen days before the date of journey duly recommended by the Head / Principal of the Dept. / College.

5. University employees when allowed T.A. / D.A. to attend the conferences etc. may be treated on duty leave.

6. [3]Foreign tours for this purpose may be allowed by the Executive Council in exceptional cases.

The applications for attending conferences abroad shall first be processed by a Committee comprising Dean Academic Affaris, Dean of the Faculty concerned and Head of the concerned department. The Committee shall assess the quality of the conference and make recommendations accordingly.

Provided that if any of the above is an applicant, the Vice-Chancellor or his nominee shall be the Chairman/member of the Committee.

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1. Added vide Executive Council Reso. No. 17 dt. 12-06-2014 Added
2. by Executive Council Reso. No. 31 dt 17-03-2008 Added by
3. Executive Council Reso. No. 17 dt 12-06-2014

PARTICIPATION IN SEMINARS 251

7. A teacher who has availed of this facility may be considered for the same only after the expiry of 3 years in case of foreign seminars and conferences.

8. 2[The payment for attending seminar / conferences may be made as per following criteria -

i) For attending International Seminars and Conferences Abroad. The teachers participating in the International Seminars/Conferences be allowed 100% financial assistance once in three years for the total admissible expenses, including payment of travel expenses, such as registration fee, per diem allowance, airport taxes and visa fee.

The payment of daily allowance will be made at Govt. of Haryana rates and D.A. will be paid for the duration of the conferences plus four days i.e. two days before and two days after the conference which will include the travel period. If the journey period is less than two days before and two days after then actual DA will be given for the actual journey days, which shall be maximum two days.

Persons selected for participation should travel by excursion tickets in sectors by the cheapest air ticket by any air line (in any case not exceeding Air India Fare). Actual fare not exceeding A.C. Class-II Fare will be admissible for travel from University/College Head Quarter to the nearest Airport and back.

However, taxi fare for travel upto the airport from the Head Quarter may be allowed by the Vice-Chancellor on the basis of entitlement.

Normally one teacher of a Department shall be allowed to attend the same International conference abroad. The Vice-Chancellor may allow more than one teacher in exceptional cases.

ii) For Attending Seminars / Conferences in India

Travel grant upto 100% by entitled class and delegation fee and D.A. be given to a teacher once in every year. If a teacher is eligible to travel by air he may be allowed to travel by air in economy class and his travel expenses may be reimbursed on the basis of actual expenses incurred or Rs. 10,000/- whichever is lower.

Not more than 25% of the teachers or three teachers whichever is lower of the deptt. may be allowed to attend same National Conferences except if the Conferences is being organized by the concerned subject association.

9. 1[The Daily Allowance may be paid for attending the seminar / conferences subject to availability of funds.

9.7 The funds allotted for this purpose will be apportioned on 50 : 50 basis to attend National and International Seminars / Conferences]

10.2 Added by the Executive Council vide Reso. No. 26 dt. 30-05-1994 10.3 Amended vide Executive Council Reso. No. 17 dt. 12-06-2014

Chapter - 26

SENIORITY OF PRINCIPALS / ASSOCIATE PROFESSORS / ASSTT. PROFESSORS WORKING IN THE GOVT. AND NON-GOVT. AFFILIATED COLLEGES

1. **Determination of Seniority of Principals -**

a) The seniority of a Principal will be determined by the date of his/her joining as a regular Principal in a College affiliated to an Indian University subject to his/her approval from the same date.

b) In case of Govt. College the length of service of a Principal will also include service rendered by him / her in equivalent rank in the Education Dept.

c) The service of a Principal of a non-Govt. College in an equivalent/ higher post in a University will also be counted towards the total length of his / her service as Principal.

d) The service rendered by a Principal on deputation will also be counted towards his total length of service as regular Principal.

e) Previous experience of retired Principals will not be counted towards their seniority.

2. **Determination of Seniority of Asstt. Professors / Associate Professors :**

a) The seniority of Assistant Professors / Associate Professors will be determined by the date of his/her joining in a College affiliated to an Indian University subject to his approval from the same date; provided that his/her existing seniority in a particular College (Govt. / Non-Govt.) will not be adversely affected.

b) In case of a Govt. College the length of service of a Assistant Professors/ Associate Professors will also include service rendered by him/her in an equivalent post in Education Department.

c) In case of retired Assistant Professors / Associate Professors his / her previous service will not be counted towards seniority.

3. **General**

Break of three months in service in case of all categories of

Principals / Assistant Professors irrespective of their length of service will be taken to mean reasonable break. However, in exceptional cases the University may decide the seniority of a particular Principal / Assistant Professors keeping in view the merit of each case after condoning the period beyond three months as reasonable break. The decision of the University will be final.

ii) There will be separate seniority lists for the Principals and the Assistant Professors of the affiliated Colleges.

iii) The Principal / Assistant Professors of the Arts / Science / Commerce Colleges, Colleges of Education, and Technological Institute of Textile & Sciences, Bhiwani will have separate seniority lists.

iv) Principals / Assistant Professors of the Govt. and non- Govt. College will have joint seniority lists.

NOTE :

1. The above seniority list will be for the limited purpose of nomination by rotation to various Bodies, Selection Committees etc.

2. The seniority list will be reviewed periodically.

SENIORITY RULES APPLICABLE TO THE EMPLOYEES WORKING IN NON-GOVERNMENT AFFILIATED COLLEGES

Extract from Service & Conduct Rules - 1993 notified by the Director, Higher Edu. (Haryana) on 14-05-1993

1. The seniority of the employees shall be determined by the length of continuous service on a post in the college. If there are different cadres in the service the seniority shall be determined separately for each cadre.

Provided that in the case of an employee appointed directly the order of merit determined by the Selection Committee shall not be disturbed in fixing the seniority. However, if persons appointed in different subjects/ categories join on the same date seniority will be determined according to their seniority in age; and the elder employee shall be senior to the younger employee;

Provided further that in the case of two employees appointed on the same date, their seniority shall be determined as follows - a) an employee appointed by direct recruitment shall be senior to an employee appointed otherwise.

b) in the case of employees who are appointed by promotion their inter seniority shall not be disturbed.

2. The Seniority lists of the employees shall be prepared by the Managing Committee in the form prescribed in Appendix 'C' to these rules and circulated to the employees. This list will be finalized after inviting objections from the employees and considering the same. In the case of any dispute regarding fixing of seniority, the matter shall be decided by the Director.

Appendix - C

Sr. No.	Name with designation	Home place of family	a) Date of entry into Govt. Service b) Date of attaining age of 55 years c) Date of retirement	Date from which promoted as such	a) Scale of pay b) Present pay	Source recruit ment	Whether permanent or officiating	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

Chapter - 27

RE-EMPLOYMENT OF TEACHERS AFTER SUPERANNATION

i) 1 [All whole-time teachers appointed by the University shall retire on attaining the age of 60 years. Retirement of the University Teachers/Principals may be fixed as the last day of the month in which the date of retirement falls.] provided that the Executive Council may, on the recommendation of the Vice-Chancellor, re-employ any teacher for a period not exceeding three years in the first instance followed by another two years, if it is satisfied that such extension is in the interest of the University and provided further that such a teacher is mentally and medically fit. However, in very exceptional cases the University can re-employ a retired teacher even for five years in the first instance.

17.2 The re-employed teacher shall not be retained in service beyond the age of 65 years.

17.3 Teacher re-employed after superannuation, shall not be given any administrative responsibilities such as Head of the deptt. etc.

Provided that if there is no other Professor/Associate Professor in a dept., a superannuated Professor/Associate Professor may be appointed as Head of the Dept. in such a department.

17.4 Re-employment should be given only to teachers of outstanding merit and who have made a mark in their field of specialisation as evidenced by research papers, monographs, books published, guidance of research etc.

17.5 A teacher requesting for re-employment should enclose a self- assessment report with his application, highlighting his contributions during the preceding 10 years. This application should be made about six months prior to the date of superannuation, directly to the Vice-Chancellor, who shall place it before the Executive Council with his recommendations. The Vice-Chancellor may, if he so desires, refer the case of a teacher to an Advisory Committee to be appointed by him.

17.6 Re-employment in the case of Professor, may be considered only if he/she has put in atleast five years continuous service as a Professor in this University. Similarly, for re-employment of Associate Professors or Assistant Professors, one must have put in 10 years continuous service in the University.

17.7 The re-employed teacher shall continue to get salary what he had been drawing on the date of his retirement.

1. Amended vide Executive Council Reso. No. 15 dt. 08-01-1992

Chapter - 28

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

17.3 All whole time paid non-teaching employees shall retire on completing the age of sixty years, provided that the Executive Council may, on the recommendation of the Vice-Chancellor, extend the service of any member for a period not exceeding three years, if it is satisfied that such extension is in the interest of the University and provided further he shall not be granted more than one extension.

17.4 The Executive Council may, on the recommendation of the Vice-Chancellor, also appoint any superannuated person in the service of the University up to the age of sixty three years on contract basis. Provided that such an employee shall not be granted more than one extension, during his re-employment, till the age of sixty three years.

17.5 In the case of payment of salary to such re-employed persons, whereas the person covered in (1) above shall continue to get what he had been drawing on the date of his retirement; in the case of category (2) above, the Executive Council shall prescribe while making his appointment.

Chapter - 29

ROTATION OF HEADSHIP

(Under Statute - 21)

There shall be a Head of each department who shall be appointed by the Vice-Chancellor, by rotation, ordinarily in order of seniority, for a period of three years provided that :-

a) if a department has two or more Professors, the Headship shall rotate only among the Professors.

b) if a department has only one Professor, the headship will rotate among the Professor and Associate Professors.

c) if a department has no Professor, the headship will rotate among the Associate Professors.

d) 1 [if a Dept. has no Professor or Associate Professors, the Dean/ Professor/ Associate Professors of the concerned faculty who is not the Head of any other department of the faculty, will be appointed as Head of the dept. However, the Vice Chancellor may also appoint some other Professor/Associate Professor outside the discipline of the faculty concerned, if he so desires, temporarily till a Associate Professor / Professor is appointed in the dept. However this will be a short term arrangement and the vacant posts of Professors / Associate Professors of such departments will be filled up on priority basis].

e) for the appointment of the Head of the department, beyond the age of 60, the rules as given in University Calendar Volume III be followed.

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

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

The Head of the department should consult the Departmental Committe in all matters concerning the department.

1. Amended vide Executive Council Reso. No. 65 dt. 28-12-1992

Chapter - 30

[1]UNIFORM POLICY FOR GUEST TEACHERS IN THE UNIVERSITY AND COLLEGES

Appointment of guest teachers in the University and colleges will be on the following terms and conditions :

a) Guest teachers may be appointed in exceptional circumstances in such specialized fields / subjects where professional expertise is required to strengthen and supplement the teaching and also in those cases where the appointment of full time regular teacher could not be made through out the academic year.

b) Guest teachers may be appointed only against sanctioned posts.

Such appointments should be kept to the barest minimum.

c) The qualifications for guest teacher should be the same as those prescribed for the regular teachers of the University.

d) If there is full time workload available, Guest Faculty be appointed through walk in interview. The constitution of Selection Committee for selecting candidates through walk-in-interview shall be the same as in the case of Self-Financing Scheme. Further, if the requirement is only to teach one or two papers, in that case the Departmental Committee would be empowered to recommend names of suitable working teachers to assign additional workload on honorarium as per rules and approved by the Vice-Chancellor.

e) Guest teachers may be appointed initially for a period not exceeding one academic term which could be renewed after each term with the total tenure of appointment of an incumbent not exceeding 3 years.

f) Guest teachers may not be treated like regular members of the faculty for the purpose of voting rights or for becoming the members of the Boards of Studies etc.

g) Persons more than 65 years of age should not be appointed as Guest teachers.

h) Those who are already in service and would be sharing extra

1. Approved by the Executive Council vide Reso. No. 13 dt. 23-06-2006

UNIFORM POLICY FOR GUEST TEACHERS IN THE UNIVERSITY 259

workload either in his own Department or in other Department be paid Rs. 250/- per lecture subject to maximum limit of Rs. 15000/-p.m. This rule shall also be applicable to retired / serving Faculty engaged from outside.

i) Guest teachers shall not be given the benefit of allowances, provident fund, pension, gratuity, etc. normally admissible to regular teachers in an institution.

j) A regular teacher appointed in a department of an institution should

not be eligible for any remuneration for teaching the subject to students of another department of the institution. If, however, a regular teacher is working over and above the normal workload and is not granted equivalent adjustment / relief in the workload in his department, [1]for delivering extra lectures in another institution / department he could be paid an honorarium of Rs. 250/- per lecture subject to maximum limit of Rs. 15000/- per month.

[1]The rates of remunerations of Guest Faculty would be as under :

1) Assistant Professor - Rs. 450/- per hour maximum upto Rs. 27000/- per month.

2) Associate Professor - Rs. 600/- per hour maximum upto Rs. 36000/- per month.

3) Professor - Rs. 750/- per hour maximum upto Rs. 45000/-per month.

[1]a) For additional teaching workload assigned to existing teachers in the University, they may be paid an honorarium of Rs. 7500/- per paper per month.

[2]b) In case candidate(s) with NET is/are not available, in that event the Guest Faculty engaged for teaching be designated as Teaching Associate(s) who may be paid @ Rs. 250/-per hour subject to the maximum of Rs. 15000/- p.m. M.Tech. students may be engaged as Teaching Assistants for teaching B.Tech. classes in the University Institute of Engg. & Technology and that they he paid Rs. 5000/- per month.

1. Amended by the Executive Council vide Reso. No. 18 dt. 27-06-2013
2. Amended by the Executive Council vide Reso. No. 41 dt. 03-10-2009

NOTE :

22. The honorarium for practicing lawyers to provide clinical training to LL.B. students be fixed at Rs. 3000/- per month. 23. In the case of full time teachers engaged for teaching under the UGC scheme of restructuring of courses be paid an honorarium of Rs. 250/- per lecture as given in case of Guest teachers subject to maximum limit of Rs. 15000/- p.m.

24. In case qualified teachers for teaching under-graduate courses are not available, the University/College may avail itself of the opportunity appointing a Assistant Professor or a visiting faculty @ Rs. 250/- per lecture subject to maximum limit of Rs. 15000/- p.m.

25. The retired persons be appointed as Guest Faculty as far as possible.

[1]v) The Teaching Associates to teach certificate courses in Spanish and French be paid an honorarium of Rs. 450/- per hour subject to a maximum of Rs. 27000/- per month.

1. Added by the E.C. vide Reso. No. 80 dated 10-02-2014

Chapter - 31

[1] RULES FOR USE OF UNIVERSITY HOLIDAY HOME-CUM-YOUTH CENTRE]

1. The students, teachers and non-teaching employees of the University and its affiliated colleges/institute or any other institution who pay Youth Welfare Fee and Holiday Home Fee to the University shall be eligible to visit and stay at the University Holiday Home-cum-Youth Centre. The retired University employees and the members of the statutory bodies of the University shall also be eligible to avail this facility.

2. The requisition for the use of Holiday Home-cum-Youth Centre shall be made atleast 7 days before the visit of individual / group of any College/ University Teaching Department / Institute with the advance payment as given in clause 5 below in favour of the Director Youth Welfare either in cash or through demand draft.

3. The applicant shall apply on the prescribed proforma (Annexure-A) through their respective Heads of Depts. / Directors / Principals.

4. The reservation of accommodation may be cancelled by the Dean Students' Welfare, if the same is needed for the youth welfare activities of the University students.

5. The rate of maintenance charges will be as follows :-

a) Regular bonafied students @ Rs. 50/- per head per day for stay in dormitories, students shall, however, be allowed only in group(s) with incharge(s).

b) Teachers / officials / non teaching employees and their wards @ Rs. 100/- per head per day for stay.

c) Use of pantry within the fixed timings only will be allowed. However, the visitors have to bear the cost of food and cleanliness of the pantry and utensils.

d) The individual visitor will have to deposit a security of Rs. 500/- (refundable) and the rent charges in advance at the time of check into the Holiday Home-cum-Youth Centre/D.S.W. office. In case of groups, the security is Rs. 1000/- (Refundable).

e) The check out time will be 11.00 a.m. It means that if a visitor leaves the Holiday Home before 11.00 a.m. he/she will not be charged for that day.

6. The visitor(s) will maintain the sanctity and the safety of the Holiday Home-Cum-Youth Centre and its establishments.

1. Approved by the Executive Council vide Reso. No. 36 dt. 01-05-2010

7. Use of liquor/alcohol / drugs shall not be allowed in the premises of the Holiday Home.

8. The mess will be totally vegetarian. But food shall be provided only during the specified timings.

9. The visitor(s) / groups will be responsible for any damage caused by them during their stay and they will have to bear the damage / repair charges.

10. The booking charges once deposited shall not be refunded.

11. The visitor(s) shall be personally responsible for the safety of their belonging and the University shall not be responsible for any loss of cash, belongings etc.

Appendix - A

APPLICATION FORM FOR BOOKING OF ACCOMMODATION IN M.D. UNIVERSITY HOLIDAY HOME-CUM-YOUTH CENTRE

1. Name of the Applicant :_____
2. Designation :_____
3. Father's Name :_____
4. Address :_____

:Phone No. :_____

5. Purpose-whether personal or official: _____
6. Accommodation required :_____
7. Dates of Booking :From _____ To _____
8. If personal, No. of family members and their particulars :

Sr. No.	Name	Age	Relationship with the applicant
1.			
2.			
3.			
4.			
5.			
6.			
7.			

9. If official purpose, No. of student to be provided accommodation: _____

2 Recommendation of the HOD/Head of the Institution with Sign. & Seal : _____

Dated : Signature of Applicant

Name :

NOTE : The rules / instructions to be followed for using University Holiday Home are given overleaf.

Chapter - 32

[1] [RULES FOR BOOKING OF TAGORE AUDITORIUM]

1. The Tagore Auditorium is primarily meant for use for various functions of the University. It may, however, be allowed to be used by other organizations / institutions / societies also, [2]which may be subject to the condition that the concerned party will procure the NOC from the District Administration for organising their Programme in advance. The Party willing to use the Auditorium shall be required to submit an application on the prescribed form as per Annexure-A and an affidavit as per Annexure-B.

[3]2. Rent Charges for the booking of Tagore Auditorium Rs. 75,000/-per day plus Rs. 50,000/- (refundable security) upto 8 hours and that Rs. 6000/- per hour be charged for the use of Auditorium beyond 8 hours.

The University Teaching Departments and the I.I.M. shall be required to pay Rs. 12,000/- for the use of the Auditorium, whereas the District Administration; State Govt. Depts. and other Govt. sponsored N.G..O. shall be required to pay Rs. 25,000/- towards running/fuel charges.

The concerned party will procure the NOC from the District Administration for organizing their programmes in advance.

3. If the booking is cancelled, 10% of the advance booking charges will be deducted from the advance as maintenance charges while refunding the advance.

4. [2]An amount of Rs. 6000/- per hour will be charged for the use of the Auditorium beyond 8 hours. The user(s) shall pay the extra charges in cash failing which the same will be recovered from the refundable security.

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1. Approved by the Executive Council vide Reso. No. 08 dt. 30-03-2010
2. Amended by the Executive Council vide Reso No. 8 of 25-04-2011
3. Amended by the Executive Council vide Reso No. 38 dt. 26-04-2013

5. Entry to the Auditorium Hall shall be restricted to 1800 guests only. The user(s) shall ensure that the number of their guests does not exceed this capacity.

6. The user(s) will be responsible for safety and security of the Auditorium property during the function. If any damage is done to any item or any theft is noticed in the Auditorium during such use, the user(s) shall bear the cost of damage/theft. This cost shall be deposited in cash failing which the same will be recovered from the

refundable security. If the cost of damage/theft exceeds the amount of refundable security, the security shall be forfeited and excess amount shall be paid by the user(s) in cash.

7. The user(s) shall abide by all the rules and regulations and other terms and conditions of booking/use of the Auditorium.
8. The booking shall be subject to availability of the Auditorium on any day and its final approval by the Vice-Chancellor.
9. In the event of emergency, the University shall have the right to cancel the booking.
10. The user(s) shall be responsible for keeping the premises of the Auditorium neat and clean, and to hand over the Auditorium to the Officer-in-Charge before leaving it.
11. The user(s) shall not use the Auditorium for the purpose other than what is mentioned in the Application Form.
12. The user(s) shall not use the Auditorium and/or its premises for screening/ presentation of any objectionable activity like pomographic scenes/files.
13. In case, any tax/levy in respect of the function / activity is required to be paid, the user(s) shall pay the same to the authority concerned.
14. The user(s) shall be entirely responsible for any risk or damage to life or property of any person (organizers, performers and audience or spectator). The University shall not bear any cost towards such losses / damages.
15. VIP Suite and VIP Lounge of the Auditorium shall not be allowed for use by any outside agency and shall not be considered as part of the Auditorium for the purpose.

Annexure - A

MAHARSHI DAYANAND UNIVERSITY ROHTAK
APPLICATION FOR THE BOOKING OF THE TAGORE AUDITORIUM

1. Name and address of the Applicant :_____
   _____
2. Name, designation,address and: _____
   telephone of the authorized person _____
3. Date (s) of booking : From _____ to _____
4. Duration of booking : From _____Hrs. to_____Hrs.

5. Purpose/nature of the function: _____

6. Equipments to be used during the: Sound systemYes / No
Function Video ProjectionYes / No

Green RoomsYes /No

Dated : Signature of the Applicant
(with office seal)

Officer-in-Charge of the Auditorium

Annexure - B

AFFIDAVIT

I/We _____S/o D/o _____
resident of _____ on behalf of _____
do hereby solemnly affirms and declare as under :

1. That the Tagore Auditorium, M.D. University, Rohtak will be used for organizing the function for social, educational, cultural or some other noble cause and/or the purpose which has been stated in the application being submitted to the University.
2. That the programme to be organized by our institution is not commercial.
3. That the sanctity and security as also cleanliness of the Tagore Auditorium will be maintained by me/us.
4. That no drugs/alcohol and other intoxicating material or any non veg. will be allowed into the Auditorium compound and no eatables, snacks or water shall be taken inside the auditorium by the audience and or the organizers themselves.
5. That the _____ will be responsible for any damage and/or theft caused to the Auditorium / its premises during the function / programme.
6. That the _____ will be fully responsible to compensate fully to make good loss or damage to any property, for any legal discrepancies/claims fines imposed by any authority for holding the function / programme, organized in the Tagore Auditorium.
7. That the _____ will abide by all the rules and regulations framed by the University for the operation, use and maintenance of Tagore Auditorium.
8. The number of guests entering the Auditorium will not exceed 1800 and it will be our responsibility to identify them and to assist the Security in regulating their entry both to the Auditorium Compound and the Hall.

Date : DEPONENT

Place :

VERIFICATION

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

DEPONENT

Chapter - 33

[1] [RATES FOR BOOKING OF VARIOUS CONFERENCE HALLS / DEPARTMENTAL HALLS / GYMNASIUM HALL ETC. LOCATED ON THE UNIVERSITY CAMPUS TO THE OUTSIDE AGENCIES] & UNIVERSITY SWIMMING POOL

Sr. No	Name of Hall/Building	Rate
1.	DDE Conference Hall	Rs. 5000/- per day with all fixtures, including and Multi-Media
2.	[3]IHTM Conference Hall IHTM Board Room (seating capacity 65 persons) Resturant **The Following amount shall be charged from University Teaching Departments as Maintenance costs.** 1.Conference Hall 2. Board Room 3.Resturant	Rs. 10000/- rent per day Rs. 4000/- rent per day with all fixtures and Multi-Media Rs.7000/- per day Rs. 2500/- per day Rs. 1000/- per day Rs.3000/- per day
3.	Sr. Teachers Common Room in IGVB	Rs. 2000/- per day
4.	Dr. B.R. Ambedkar Hall	Rs. 3000/- per day with all fixtures
5.	Dept. Halls of UTD (Kautilya Hall, Law Dept. Hall and the UIET Hall)	Rs. 1500/- per day with all fixtures
6.	Gymnasium Hall a) Only for holding Championships/ Tournaments Security (Refundable) b) Holding of coaching camps Security (Refundable) c) Use by outside Coaches/ Trainers coming for Hobbies/ Fitness purposes Regn. Fee per head	Rs. 10,000/- per day Rs. 10000/- Rs. 1000/- per day Rs. 10000/- Rs. 1000/- per month Rs. 100/-
7.	Field Track and Fields – Hockey, Lawn Tennis, Volley Ball, Foot Ball, Cricket and Basket Ball.	Rs. 2000/- per day each
8.	Boxing and wrestling Halls	Rs. 2000/- per day
[2]9.	University Swimming Pool Rates for outsiders Rates for the Guests of Registered University Employees Rates for the guests of outsiders registered member	Rs.1000/- Rs. 50/- Per head per day Rs. 100/- Per head per day

1. 2. 3. Approved by the Executive Council vide Reso. No. 10 dt. 25-04-2011 Added by the Executive Council vide Reso. No. 20 dt. 12-06-2014 Added by the Executive Council vide Reso. No. 115 dt. 29-06-2016

RATES FOR BOOKING OF VARIOUS CONFERENCE HALLS 269

TERMS AND CONDITIONS

v) Refundable Security (unless prescribed otherwise) equivalent to one day rent will be required to be deposited with the Controlling Officer for use of the various Conference Halls / Space.

vi) The permission for booking of above mentioned Halls shall be given only by the Vice-Chancellor.

vii) The booking agencies will not use the premises for any pornography and will desist from any illegal act and shall not deviate from the stated objective in the application.

viii) The University shall not be responsible for any risk, damage of life of any person (organizer, performers, audience or spectators) which shall rest with the booking agencies / parties.

Chapter - 34

[FOREIGN SERVICE RULES]

1. These rules shall be called the Maharshi Dayanand University Foreign Service Rules.

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

[2]a) 'Foreign Service' means service on deputation with Central or State Government departments, other State/Central Universities and autonomous statutory organizations.

b) 'University' means M.D. University, Rohtak

c) 'Employee' means a confirmed, permanent teaching /non-teaching employee of M.D. University, Rohtak

d) 'Competent Authority means the appointing authority of employee.

3. Only confirmed employees will be allowed to go on deputation leave and deputation is generally required by the borrowing institution.

4. Deputation is allowed on equal or higher post.

5. No employee shall be sent on Foreign Service against his/her will.

6. The competent authority may sanction employment on foreign service on such terms and conditions, if any, in accordance with these Rules as it may like to specify.

7. [3]**Period of Deputation / Foreign Service**

i) Employment on Foreign Service shall initially be sanctioned for a period of one year which may be further extended by not more than one year at a time. [4]Provided that the competent authority may extend the deputation for a maximum period of 3 years. The period may be extended for another two years in very exceptional cases. The benefit of foreign service to promotions under C.A.S. will, however, be limited only for a period not exceeding three years. Provided further that the period spent on deputation on other than teaching/ research assignment, will not be counted for determining the eligibility for promotion under Career Advancement Scheme.

1. Approved vide Executive Council vide Reso. No. 42 dt. 12-07-2004
2. Amended vide Executive Council Reso No. 18 of 12-06-2014
3. Amended vide Executive Council Reso No.58 of 24-12-2010 and Reso No.9 of 01-03-2012
4. Amended vide Executive Council Reso No. 18 of 12-06-2014

[1]Provided still further that in no case the period of deputation and extraordinary leave (without pay) shall exceed 3 years + 2

years in very exceptional cases during the whole tenure of service of an employee.

In case an employee is appointed as Vice-Chancellor/Pro Vice-Chancellor/Registrar of central/state university than such an employee may be given deputation for the period equivalent to the tenure of his/her appointment as Vice-Chancellor/Pro Vice-Chancellor/Registrar.

ii) The competent authority may, however, recall an employee before the expiry of the period of deputation, if the exigencies so require. Similarly, the foreign employer may also make a request to the University to recall the concerned University employee from deputation.

8. The employee who proceeds on deputation shall opt for the salary either of the present post + deputation allowance

or he may opt for the pay scale of the borrowing institution.

9. **Pay :**

i) **When employee opts for scale of present post with University**

During the period of deputation the employee will draw pay of the post held by him / her in the parent department (University) plus a deputation allowance in accordance with and subject to the condition laid down in the Haryana Govt. Circular letter No. 13/5 (5)/86-5FR-1, dated the 20th February, 1986 as may be modified from time to time. (As per latest instructions of the Haryana Govt. conveyed

vide letter No. 13/2(1) 2000-5 F.R. I dated 7.1.2000, the deputation allowance is as under provided the total pay + deputation allowance shall not exceed the maximum of pay -

i) Same Station - @ 5% of basic pay subject to maximum Rs. 250/- p.m.

ii) Other Station - @ 5% of basic pay subject to maximum of Rs. 500/-p.m.

1. Amended vide Executive Council Reso No. 18 of 12-06-2014

The deputation allowance will be treated as pay for purposes of grant of dearness allowance, leave salary and for the calculation of T.A./D.A. The deputation allowance will, however, not count as emoluments for the purpose of Pension.

ii) When employee opts for scale of borrowing institution

During the period of deputation the employee will get his / her pay fixed in the deputation post in accordance with the Haryana Govt. circular letter No. 6344-5FR-1-74-1666. dated the 5th December 1974 as may be modified from time to time.

15. Dearness Allowance -

a) When employee opts for scale of present post with University

During the period of deputation the employee will be entitled to

dearness allowance and additional dearness allowance, if any, under the rules of the University.

b) When employee opts for scale of borrowing institution

During the period of deputation the employee will be entitled to dearness allowance/additional dearness allowance, if any, under the rules of borrowing institution/foreign employer.

16. Local Allowance :

Like Compensatory (City) Allowance, House Rent Allowance to be regulated under the rules of the borrowing institution / foreign employer. However, the borrowing employer may, if they so desire, apply the Haryana Government rules to such a deputationist.

17. Joining Time / Pay and Transfer T.A. -

The employee on deputation will be entitled to T.A. and joining time pay both on joining the post on deputation and on reversion there from to the University under the rules of the Government Autonomous body to which he is deputed. The expenditure on this account will be borne by the borrowing Government foreign employer.

FOREIGN SERVICE RULES 273

16. Travelling Allowance :

T.A for journey on duty during the period of deputation will be regulated under the rules of the Government /foreign employer to which the employees proceeds on deputation.

17. Leave and Pension :

During the period of deputation on temporary transfer, the employee will continue to be governed by the leave and Pension Rules of the University applicable to him / her before such transfer-

1. The allocation of leave salary and pensionary charges between the borrowing /lending employer will be regulated under the rules of allocation contained in Appendix 3 to Account Code Vol 1.

2. The borrowing Institution shall pay leave salary /Pension contribution to the University within 15 days from the end of the month in which the pay on which it is based has been drawn by the employee concerned after which penal rate of interest will be charged as per rule 10.12 of CSR Vol 1, Part 1.

(Provisional rates of leave salary and pension contribution will be calculated by the University in accordance with the provisions contained in Annexure-A of the Punjab Civil Services Rules, Vol-I, Part 1).

13 All such employees can be got allocated their Permanent Retirement Account Number, if not already allotted, through the University and the monthly contribution of such employees along with equal matching contribution of employer needs to be sent by borrowing Department/organization to the parent department, from where the employees had proceeded on deputation. The contribution of employee and employer share will be sent through a Demand Draft in favour of the DDO in parent department. The concerned DDO of the parent Department will deposit the said demand draft through challan in Head of Accounts Branch and then send the details of all such employees separately along with other employees under his role on regular basis to Finance Officer concerned as per instructions issued in this regard.

In case the borrowing organization/Department is already covered by NPS or gets covered later on, the borrowing department/organization will directly deposit such contribution at its own level with pension fund manager.

This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) Memo No. F-19 (23) - 3V (A) / 64 dated the 2nd August 1965 which has been circulated vide composite Punjab Govt. Finance Department endorsement No. 7645-7FRI-65/18952, dated the 2nd November, 1965.

2As per letter of F.D. Haryana bearing No.FD. Haryana No.2/6/2010-1 Pension dated 24.4.2-012, the employees covered new Pension Scheme are not eligible for benefit of gratuity

19. Leave Travel Concession -

The employee on deputation will be entitled to leave travel concession under the rules of the University as amended from time to time and cost thereof will be borne by the borrowing institution / foreign employer.

1. Added vide Executive Council Reso. No. 27 of 29.06.2016
2. Added vide Executive Council Reso. No. 27 of 29.06.2016

iv) Leave :

To be regulated under the rules of the University.

v) Medical Concession -

The employee on deputation will be entitled to those concessions under the rules of borrowing institution / foreign employer. The borrowing institution may, however. If they so desire apply the University rules to such deputationist.

vi) Provident Fund benefits -

During the period of deputation, the employee will continue to subscribe the requisite percentage of the pay drawn by him/her to the provident fund of the University.

vii) Disability Leave -

The payment of leave salary in respect of disability incurred in or though foreign service even though such disability manifests itself after the termination of foreign service shall be made by the borrowing institution / foreign employer.

viii) Residential Accommodation -

The employee on deputation will be entitled to residential accommodation according to the rules of the borrowing institution/ foreign employer.

No free house or free car will be allowed nor any conveyance be provided at University / Institute expense unless such benefits are normally attached as a condition of service to the post to which he is deputed.

ix) Commencement of deputation -

The deputation period will commence on the date on which he hands over charge of his/her post under the University and end on the date on which he/she assumes charge of the post under the University.

x) Group Insurance Scheme benefits -

The employee will continue to subscribe to the Group Insurance Scheme 1985. The foreign employer shall effect recovery of the

usual subscription from the pay of the employee regularly and deposit the same every month to the University. In case of delay / default the foreign employer will deposit the arrears of subscription alongwith interest at the rate of manner prescribed in the scheme.

2 The foreign employer shall deduct the employees contribution towards Employees Welfare Fund as per rules of the University as in force from time to time and remit the same to the University.

3 The period spent by the employee on deputation shall count for increment.

4 In case, rules on any matter have not been specified above, the rules as prescribed by the State Govt. of Haryana will be applicable. In case of any controversy, the decision of the Appointing Authority will be final and binding on all the employees and the borrowing institution / foreign employer.

5 [1]The employees shall report on duty to his parent department on the expiry of the term of deputation period. Under no circumstances, the deputationist shall remain on foreign duty beyond the expiry of the term of his deputation. In the event of failure to abide by this condition, the entire term spent on deputation is liable to be considered as the break in service of the concerned employee.

1. Added by the Executive Council Reso No. 18 of 12-06-2014

Chapter - 35

EMLOYEES BENEVOLENT FUND

1. **Name of the Fund**

The fund shall be named as 'Maharshi Dayanand University Employees Benevolent Fund.

2. Fund

The following shall constitute the fund -

i) [1][Each employee of the University (including adhoc/work-charged) shall pay Rs. 15/- per mensum (irrespective of the status of the employee). This amount will be deducted from the salary of the employees every month].

ii) Voluntary contribution by the employees of the University.

iii) Donations from other sources.

5. Aims and Objects

To provide financial aid of Rs. 25,000/- to the nominee of an employee who dies while in University service. In the absence of nomination, the amount will be paid to the legal heir(s) of the employee.

To provide financial aid of Rs. 10,000/- to an employee who is rendered unfit for University service on account of permanent disability inflicted while in the University service.

To provide financial aid of Rs. 5,000/- to an employee for the treatment of fatal diseases such as Cancer or AIDS subject to the condition that the diagnose of the disease is certified by a doctor not below the rank of CMO / Head of the Dept. in PGIMS.

6. Audit

The accounts of the fund will be audited annually by the Head of Commerce Department or his nominee not below the rank of Assistant Professor.

1. Amended vide Executive Council vide Reso. No. 10 dt. 19.2.98

Chapter - 36

[1]M.D. UNIVERSITY SPORTS COUNCIL RULES

1. There shall be a 'Maharshi Dayanand University Sports Council Rohtak' hereinafter referred to as M.D.U.S.C. for organizing and regulating sports activities in the territorial jurisdiction of the University, constituted as follows :

1)Vice-Chancellor : Patron*
2)President :Ex-Officio Member
3)Vice-President :Ex-Officio Member
4)Registrar :Ex-Officio Member
5)Finance Officer :Ex-Officio Member
6)D.S.W. :Ex-Officio Member
7)Provost (Boys) :Ex-Officio Member
8)Provost (Girls) :Ex-Officio Member

9) One Faculty member from UTD by senirority by rotation : Member

10) Director Youth Welfare : Member

11) Fourteen regular Principals / Directors (from affiliated / maintained colleges / institutes in order of their seniority by rotation (12 come from affiliated degree colleges, one come from College of Education and one from Institutes of Management and Engineering etc.) However, only those Principals shall be placed on M.D.U.S.C. who are either approved Principals or approved teachers of the University and their college/Institute must have participated in two games and in the athletic meet in the preceding two years. It shall also be ensured that among these two must be from Women Colleges, if there are not two Principals from Women Colleges by order of their seniority by rotation, their placement shall be ensured within their category).

1. Substituted by the Executive Council vide Reso. No. 32 dt. 05-08-2012

12) One Coach of Univ. (Seniority by Rotation among regular coaches) - Member

13) Asstt. Director (Male) -Member

14) Asstt. Director (Female) -Member

15) Asstt. Director, Physical Education

(Seniority by Rotation) -Member

16) Fourteen Asstt./Assoc. Professors of Physical Education in order of seniority by rotation (Two come from UTD of Physical Education; 10 from Degree Colleges, one from College of Education and one from Institute of Engg. & Management).

17) Director (Sports) ** - Member Secretary

* When Patron is not present, the President shall chair the Council.

** In the absence of Secretary, senior most Asstt. Director shall be the Secretary.

NOTE :

i) The term 'college' for the purpose of these rules shall mean a college / Institution / UTD maintained or recognized by the M.D. University. The term "Principal" shall mean the Principal / DSW / Director of the College / Institution.

ii) The Principal or / and the teacher of a college will cease to be member for next session of the M.D.U.S.C. in case his/her college does not take part in at least two games and in athletic meet, in the inter college tournaments in the previous year. However, on fulfillment of this condition, the membership shall be resumed from next session.

iii) The term of the Council shall be of two years. In case a member ceases to be in its capacity during the term, the vacancy shall be filled up by the next in seniority.

iv) The President by order of seniority by rotation among the Principals and the Vice-President by order of seniority by rotation among the teachers of Physical Education of the Council shall be nominated for a period of two years.

v) Principals and teachers of Physical Education of the colleges who adjudged as best in the preceding year in male and female categories where the term of membership in Sports Council will be of one year, if they are not represented otherwise.

vi) Meeting of the Council shall be convened by the Secretary, with the permission of the President / Patron, as often as may be necessary. Ordinarily 15 days notice shall be given for such meeting but in emergent cases the President may call a meeting at a shorter notice, if necessary.

vii) The quorum for a meeting of the Council shall be of 1/4th of the members.

2. Aims and Objects -

The aims and objects of the Sports Council shall be -

a) To organize and regulate sports activities within the territorial jurisdiction of the University;

b) To promote the best type of sportsmanship and team spirit among the student athletes of the University, to make recommendations to create training and structural facilities for the promotion of sports.

c) To conduct Annual Tournaments in various sport events for men and women students of all colleges recognized and maintained by the University, in accordance with the rules specially made in that behalf by the council; d) To foster a corporate spirit among the colleges and for that purpose, to organize and control M.D. University Sports; e) To develop Inter-University Fellowship by Organizing or taking part in Inter University contests.

3. Functions and Powers of the Patron

a) Whenever present, the Patron shall preside over the general body of the M.D.U.S.C.

b) The notice of the meeting of general body shall be given to the Patron.

c) The Patron shall approve the election/nomination of the President of the Council among the Principals.

d) The Patron shall approve the election/nomination of the Vice-President among the teachers (Asstt./Assoc. Prof. of Physical Education).

e) Shall have power to call for any paper or information relating to the affairs of the Sports Council or / and its Executive Board, and may issue any direction as he may deem fit in the interest of the Sports or / and University and the directions so issued shall be complied with by the Council.

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

a) to make rules and regulations for the organization, conduct and control of the M.D. University Sports tournaments;

b) to frame bye-laws consistent with its rules and to appoint sub committee(s) if and when necessary, and fix their terms of reference;

c) to interpret and enforce its rules and to give decisions and rulings on any point not covered by these rules;

d) to approve the recommendations of the Executive Board regarding the nomination of the President, Honorary Secretaries and members of the various University Sports Clubs ;

e) to consider and pass the Annual Budget proposed and recommended by the Executive Board;

f) to consider and adopt the Annual Reports and audited statements of Accounts of the Sports Council and various University Sports Clubs;

g) to consider and pass the sports calendar, proposed and recommended by the Executive Board; and

h) to take such action as may be deemed necessary and proper for the furtherance of achievements of the aims and objects specified above.

5. Management : The Executive Board

i) The affairs of the Sports Council shall be managed by an

Executive Board. The Executive Board shall consist of :

a) The President, Sports Council who shall be ex-officio President of Executive Board.

b) Vice-President of Sports Council who shall be ex-officio

Vice-President of the board (in case the President is

elected / nominated from male members of the

M.D.U.S.C. the Vice-President shall be a female member)

c) The Registrar, M.D. University, Rohtak (Ex-Officio Member).

d) Dean Students Welfare, M.D. University, Rohtak (Ex-officio Member)

e) Finance Officer or his nominee (Ex-Officio Member).

f) Two nominees of the Vice-Chancellor from MDUSC

will be the member of the Executive Board.

g) Director, Sports shall be Secretary of the Executive Board.

h) Two Asstt. Directors Sports (male & Female) shall also

be Ex-officio Asstt. Secretary of the Executive Board.

i) Four teachers in Physical Education among them two shall be nominated by the President, MDUSC for a period of two years (one of them shall be a lady), while other two shall be on the basis of seniority.

j) One Coach member of Council shall be member of Executive Board.

k) Four Principals/Director of Institutions among them two shall be nominated by the President, MDUSC for a period of two years (one of them shall be a lady), while other two shall be on the basis of seniority.

NOTE :

i) Principal and teachers in Physical Education from the

same college shall not be member of the Executive Board.

ii) Meeting of the Executive Board shall be convened by the Secretary, with the permission of the President / Patron, as often as may be necessary. Ordinarily 7 days notice shall be given for such meeting but in emergent cases the President may call a meeting at a shorter notice, if necessary.

iii) The quorum for a meeting of the Executive Board shall be of 1/ 4th of the members.

6. Functions and Powers of the Executive Board

The functions and powers of the Executive Board shall be :

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

b) to orgazine, conduct and control the M.D. University Sports Tournament, the other various Univesity Sports Clubs and all other sports activities in which the Sports Council participates in accordance with the rules framed in that behalf by the Sports Council.

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

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

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

g) to constitute a Purchase Committees for effecting the purchase of sports material / other material recommendations of which shall be approved by the Executive Board, MDUSC.

7. Duties and Powers of President shall be as follows :

a) To preside over all meetings of the Sports Council and its

Executive Board and to discharge such functions as may be assigned to him in that capacity, by the Sports Council / Executive Board, in case of equality of votes the President shall have a casting vote; b) To sanction expenditure upto Rs. 50,000/- for an individual item at a time; and

c) In an emergency, to take decision to meet the situation in anticipation of the approval of the Executive Board such decision shall be placed before the next meeting of the Executive board.

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

8. The Secretary Shall :

a) Carry on correspondence on behalf of the Sports Council and give effects to the resolutions of the Council as its Executive Officer;

b) Issue notices of the meetings and keep record of minutes of the same and be responsible for their maintenance; c) Be responsible for the maintenance of other records and registers as well as the custody of all property of the Sports Council ;

d) Carry out other duties which may be entrusted to him from time to time;

e) Have an imprest of Rs. 20,000/- to meet petty expenditure to be recouped from time to time.

f) Have powers to incur an expenditure upto Rs. 20,000/- on one item at a time.

g) be incharge of the finances of the Sports Council;

h) issue receipts for all sums received;

i) make payments in accordance with the rules prescribed by the Sports Council;

v) maintain accounts of the Sports Council funds and present statement of accounts duly audited by the University auditors;

vi) operate upon the account of the Sports Council and sign all cheques for all expenditure duly sanctioned and pre-audited;

vii) to make appointment of referees and observers from the list approved by the Executive Board. In emergent situations for smooth conduct of tournament he can appoint neutral local observer and officials; and

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

9. General meetings

a) The annual General meetings of the Sports Council shall be convened at least once every year in the month of July - August or as soon thereafter as may be possible; date and time shall be as determined by the President. At least 15 days notice shall be given for this meeting. The meeting shall ordinarily be convened at M.D.U., Rohtak.

The business at this meeting shall include :

i) the adoption of the Annual Reports and the audited statements of accounts of the Sports Council and the various University Sports clubs, as presented by the Executive Board under rule 6 (e) above; and

ii) the budget Estimates and the Sports Calendar for the ensuing year.

b) The quorum for a general meeting shall be 1/4th of the total eligible members. In case of adjourned meeting no quorum shall be necessary.

c) All decision shall be taken by a simple majority vote of the members present and in case of a tie, the Chairman shall have the casting vote.

10. a) The TA/DA for attending general meeting shall be borne by the college concerned in the case of Principal / teachers in Physical Education.

b) The TA/DA of all the office bearers and members for attending meeting of Executive Board sports club and sub committee shall be paid by M.D.U.S.C.

c) The accounts of the Sports Council shall be pre-audited by the Resident Auditors in the M.D. University and the reports of the Secretary together with the Annual Audit Report of the Resident Auditor shall be submitted to the Executive Council of the M.D. University after they have been considered and duly adopted at the General Meeting of the Sports Council.

d) The financial year of the M.D.U.S.C. shall be from 1st August to 31 July each year.

e) The Executive Council of the M.D. University shall exercise general supervision and control over the M.D. University Sports Council and shall decide changes in the constitution that are considered necessary.

Chapter - 37

NATIONAL SERVICE SCHEME COMMITTEE

1. Name and Composition

There shall be a "Maharshi Dayanand University National Service Scheme Committee" hereinafter called M.D.U.N.S.S. Committee for regulating the National Service Scheme activities by the students and members of the staff of its constituent and affiliated colleges within territorial jurisdiction of the University. It shall be constituted as follow -

1. Vice - Chancellor Chairman (Ex-Officio)
2. Pro Vice-Chancellor (He will Preside over the meetings in the absence of Vice-Chancellor)]
3. Registrar
4. Asstt. Programme Adviser NSS, Regional Centre, New Delhi.
5. Education Haryana, Panchkula
6. Dean Students' Welfare, M.D.U. Rohtak.
7. 2Dean Colleges Development Council. M.D. University, Rohtak
8. 2Programme Co-ordinator, Youth
9. Red Cross, M.D.U.Rohtak
   2ChiefWarden(B&G),M.D.U Rohtak.

11-182Zonal conveners of the Distt. Level Committees

19.2President, M.D.University, Rohtak Students Association/Union

20.2One best Volunteer of Boys unit of M.D. University, Rohtak of current session.

21.2One best Volunteer of Girls Unit of M.D.
University, Rohtak of current session
22.2Programme Co-ordinator
Ex-officio member Secretary

1. Added by the Executive Council vide Reso. No. D-2 dt. 28-06-1993
2.Amended by the Executive Council vide Reso.No.8 dt. 24-09-2016

NOTE :

The election of members at Sr. No. 9-16 will be held in the meeting of the Principals of all the colleges implementing NSS in a district. The meeting would be convened by the Programme Co-ordinator NSS. The tenure of members at Sr. No. 9-16 shall be two years.

16. Objectives

The objectives of the committee will be the same as those of the National Service Scheme which are as follow :
Overall objective of the NSS is educational; service to the community is the activity through which this objective is sought to be achieved. The more specific objectives of the National Service Scheme are to arouse the students social conscience and to provide them with the opportunity - A to work with and among people;

B to engage in creative constructive social action;

C to enhance his/her knowledge to himself/herself and to the community through a confrontation with reality; D to put his/her scholarship to practical use in mitigating at least some of the social problems; E to gain skills in programme development to enable his/her to get self-employed.

III. Programmes and activities

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

i) helping younger students with studies; (ii) organising science clubs; (iii) organising a library and/or a book bank; (iv) organising exhibitions, etc.

b) Projects in the area of recreation ;

i) making, renovating, collecting and distributing toys, picture books etc. to small children in institutions, hospitals etc.

ii) conducting play groups for children; (iii) organising competitions and contests; (iv) organising student shows as entertainment for institutionalised persons; (v) organising hobby clubs, crafts training, dramatic groups / clubs etc. and (vi) organising celebrations on inter-community bases, etc.

c) Projects in the area of Health :

i) assisting patients in the hospitals, assistance in blood bank, drug bank and follow up of patients discharged from the hospitals.

d) Campaign Projects :

i) literacy Campaign; (ii) National Integration Campaign, (iii) Cleanliness in slums and disease eradication campaign, etc.

e) Camp Projects :

i) work camps (road building, lake construction etc. in which physical labour or sharamdan is involved), week-end camps, vacation camps etc.

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

IV. Duties and Powers of the Maharshi Dayanand University N.S.S. Committee

The duties and powers of the Maharshi Dayanand

University National Service Scheme Committee shall be -

1. to make rules for the organisation, conduct and control of the N.S.S. activities in the light of Govt. schemes, instruction and directions;
2. to interpret and enforce its rules and to give decisions and ruling on any point of these rules;
3. to frame byelaws consistent with its rules and Govt. directives and to appoint sub-committee/committees;

4. to receive and spend/utilize Govt. (both Central and State) grants and necessary funds or help from the University for National Service Scheme activities and utilize the same according to rules and budget estimates;
5. to consider and pass its annual budget and the general programme in the light of Government grants and other resources;
6. to appoint whole-time or part time staff and decide, enhance or reduce their pay and grades or remuneration / honorarium in the light of provisions made in the National Service Scheme by the Government ;
7. to take decisions on any matter concerning N.S.S. which are not covered by the constitution or rules framed there under;

8. to raise and spend funds and to sanction re-appropriation of funds from one budget head to another;

9. to write off irrecoverable dues and items of stock etc. costing more than Rs. 250/-;

10. to sanction all payments required to be paid for implementation of National Service Scheme programmes;

11. to allocate funds to the colleges and develop system of audit;

12. to fix quota of students for Colleges;

13. to sponsor service projects on inter Collegiate basis;

14. to function as a liaison agency between the Ministry of Education, State Govt. and the colleges; and

15. to co-ordinate N.S.S. programme in the University.

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

Chairman :

The Chairman shall preside over all the meetings of the Maharshi Dayanand University National Service Scheme Committee.

2. He shall have the power to sanction an expenditure over Rs. 1000/- at a time in case of an individual item and/or any amount subject to budget provisions. 3. He shall have the power to make appointments, fixing salary/ remuneration according to the availability of funds in anticipation of the approval of M.D.U.N.S.S. Committee.

4. He shall have the power to sanction all journeys concerning N.S.S. performed by the Programme Co-ordinator and members of the N.S.S community except the staff of the office of the Programme Co-ordinator.

NOTE :

In the absence of the Chairman, the Registrar will preside over all the meetings.

b) Programme Co-ordinator / Secretary :

1. He shall attend to all correspondence pertaining to the National Service Scheme and give effect to the resolutions of the Maharshi Dayanand University N.S.S. Committee.

2. He shall issue agenda and notices of meetings with prior approval of the Chairman and record the minutes of the same and shall be responsible for their maintenance.

3. He shall be the overall incharge of all records and registers of N.S.S.

4. He shall be custodian of all property of Maharshi Dayanand University National Service Scheme.

5. He shall have an imprest of Rs. 250/- with him to be recouped from time to time. He is empowered to incur an expenditure of Rs. 1000/- on any item at a time. He shall also be incharge of all finances of the Maharshi Dayanand University N.S.S. He shall maintain accounts and present the statement of accounts duly audited by the University auditors.

6. He shall approve the tour programme of his office staff.

7. He shall be responsible for the release of N.S.S. grants to the

Colleges and shall also supervise and guide the implementation of the N.S.S. in the Colleges.

10. He shall maintain and operate bank account of the Maharshi Dayanand University N.S.S.

VI. Bank Account

The funds of the Maharshi Dayanand University National Service Scheme shall be kept in a current account with the State Bank of India, Maharshi Dayanand University, Rohtak in the name of the Programme Co-ordinator.

VII. Audit

The Accounts of the Maharshi Dayanand University N.S.S. will be pre-audited by the University Resident Audit Officer. The Joint Director (Audit) shall also be responsible for the audit of the N.S.S. Accounts of the colleges receiving N.S.S. grants from the Maharshi Dayanand University National Service Scheme. The audited accounts shall also be placed for approval at the annual meetings.

VIII General Meetings

3. Annual meetings of the M.D.U.N.S.S. Committee shall be held in the month of February or as soon thereafter as may be possible every year. It shall be convened on the date and at a place and time to be determined by the Chairman. The Secretary shall give 7 days notice, which shall be despatch by post, Under Postal Certificate to all members or by hand, if local. The business transacted at this meeting shall include passing of the Budget Estimates and the general programme of N.S.S. activities for the ensuing year and amendment of old rules or enactment of new rules or bye-laws of the M.D.U.N.S.S. Committee.

4. The Chairman may, at his discretion, call the meeting of the M.D.U.N.S.S. Committee to transact the unfinished business as may be considered necessary in the course of the year. At least 7 days notice shall be given to all the members regarding such meetings.

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

10. All decisions shall be taken by a simple majority vote and

in the case of tie, the Chairman shall have a casting vote.

11. Voting by proxy shall not be permissible.

12. No individual member shall exercise more than one vote except the Chairman who shall have a casting vote as above.

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

14. The M.D.U.N.S.S. Committee shall be empowered to take decisions on all matters concerning N.S.S. which are not covered by the above constitution and also to amend this constitution if and when necessary.

Chapter - 38

UNIVERSITY EMPLOYMENT INFORMATION AND GUIDANCE BUREAU

8. Name of the Bureau

The Bureau may be called "University Employment Information and Guidance Bureau."

9. Functions :

The functions of the Bureau will be :

to give employment information and advice to the University Alumni;

to register its post-graduate as well as professional graduates and those of other Universities who come under the prescribed categories (see para 5.1 below);

to answer enquiries regarding the availability of suitable applicants on its registers from employers and furnish particulars where called for; and

to organise and run coaching & guidance classes for Public Competitive Examination.

10. The Bureau will have career information room and will provide vocational guidance and employment counseling facilities as far as possible. Wherever there are possibilities of part-time employment for under graduate locally, the Bureau may also arrange for suitable candidates seeking such employment to be registered and submitted to employers.

11. Organization :

a) The Bureau will function under the guidance of the Vice-Chancellor. It will be in the charge of a senior member of the teaching staff of the University who will work on a part-time basis and will be paid an honorarium for this service. He will be assisted by an experienced Employment Officer who will be responsible to him for the day-to-day work of the Bureau.

b) There will be an Advisory Committee appointed by the Vice-

Chancellor consisting of 12 to 15 members and including among others, representatives of different Faculties, the State Director of Employment, the Director General of Employment and Training, Government of India. The Committee will advise the Vice-Chancellor on all matters connected with the working of the Bureau. The Employment Officer of the Bureau will be the Ex-officio Secretary of the Advisory Committee.

5. Working Procedure :

a) Registration : The following categories of applicants will be eligible for registration :

i) Persons holding a bachelor's or higher degree of equivalent diploma in a professional or specialist course such as engineering, medicine, agriculture, veterinary science, technology, law, education etc., and

ii) Persons holding a Master's or higher degree or post-graduate diploma or equivalent in other subjects.

b) The Index Cards of an applicant registered at the Bureau should be prepared in duplicate, one copy being retained by it and the other being forwarded to the State Professional and Executive Branch Office. Three copies of the index cards should be prepared in respect of scientist and technical personnel who are eligible for registration in the special section of the National Register maintained by the C.S.I.R. the third copy being sent to the National Register unit at New Delhi.

6. Vacancies and Submission

a) The State Directorate of Employment and the Directorate General of Employment and Training, Govt. of India (Appointments Branch Offices concerned) will circulate to the Bureau vacancies that are appropriate for those registered with them. The Bureau will submit particulars of suitable persons on its registers to the authorities mentioned in the notification.

b) It will also be open to the Bureau to submit particulars of suitable persons in response to specific enquiries addressed to them by employers.

3. Forms and Procedure :

The Bureau will follow the same procedure and use the same forms as the National Employment Service. Where modifications are considered necessary these may be made in consultation with the D.G.E. & T.

Statistics of the work of the Bureau will be rendered in the forms prescribed for the purpose.

The D.G.E. & T will effect the necessary co-ordination at the All India level in regard to registration and the circulation of vacancies to the Bureau.

4. Expenditure

The University will provide accommodation and furniture for the Bureau at its own cost. The rest of the expenditure will be borne by the State Government.

Chapter - 39

YOUTH WELFARE COMMITTEE

There shall be a "Maharshi Dayanand University Youth Welfare Committee" hereinafter referred to as "Youth Welfare Committee" constituted as follows :-a)Vice-Chancellor President

1 b)Omitted

c)Dean Student Welfare;

d)Provost (Boys & Girls Hostels) Vice-President

Ex-Officio Member

e)Proctor; - do -

f)Registrar; and - do -g) Ten persons to be nominated by the President from amongst the colleges/ institutions recognised / maintained by the Maharshi Dayanand University, Rohtak as under : i) One Head of University Teaching Department at Rohtak;

ii) One Principal of a Professional College other than a College of Education;

iii) One Principal from a College of Education; and

iv) Seven Principals from other colleges/institutions, one of whom shall be a woman.

h) Two students to be nominated by the President on the recommendations of the Secretary, one of whom shall be from the University Campus, Rohtak

i) Director, Youth Welfare, Maharshi Dayanand University, Rohtak (Secretary)

2 The nominated members shall hold office for a term of two years beginning from the 1st July. Any casual vacancy shall be filled only for the remainder of the term. Two fifths of the members shall form a quorum.

12. Omitted vide Executive Council Reso. No. 8 dt. 31-05-2004 13. Amended vide Executive Council Reso. No. 46 of 18-03-2005

YOUTH WELFARE COMMITTEE 297 2.

The aims and objects of the Youth Welfare Committee shall be :

a) to organise Zonal and Inter-Zonal Youth Festivals and to send up entries for the Inter-University Youth Festival; b) to scrutinize and recommend schemes of Youth Work Camps to the Ministry of Education;

c) to ask for grants for youth welfare work from the State and Central Governments;

d) to organise and regulate youth welfare programmes

including youth travel, hikes mountaineering camps, educational and cultural tours etc;

e) to secure grounds for recreation;

f) to hold youth leadership training campus for University;

g) to provide a workshop and hobbies centre in the University;

h) to take up any other project for the welfare of the youth;

i) to organise cultural programmes, festivals, extension lectures etc;

j) to maintain active liaison with the teaching departments and all the colleges recognised/maintained by the University with a view to locating likely youth talent; k) to regulate functioning of youth club, hiking and trekking clubs

and other clubs and societies formed for welfare of students;

l) to organise such other activities that are of direct or indirect benefit to the students of Maharshi Dayanand University, Rohtak and its recognised colleges;

m) to organise, conduct and control youth welfare activities including youth festivals and other competitions and to organise various University Youth Welfare Clubs and to frame rules for the organisation, conduct and control of the youth welfare competitions and also to make necessary amendments/ additions in the rules and regulations of the Youth Welfare Committee;

n) to consider and adopt annual report and audited statements of account of the Youth Welfare Committee;

o) to consider and pass the Annual Budget of the Youth Welfare Committee and the general programme of the youth welfare activities and the detailed proposals item-wise and heads of the expenditure alongwith necessary financial rules and regulations etc. to be followed;

p) to raise and spend funds of Youth Welfare Committee in accordance with the budget estimates sanctioned by the Youth Welfare Committee, to sanction re-appropriation of funds from one budget head to another, to write off irrecoverable dues; and

q) to award cultural stipends to the outstanding students in cultural activities and also to award colours/blazers to the winners of various items as per norms fixed by the Youth Welfare Committee.

3. The duties and powers of the President shall be as follows :

i) to preside over all meetings of the Youth Welfare Committee and to discharge such functions as may be assigned to him in that capacity (in the case of equality of votes, he shall have a casting vote);

ii) to sanction expenditure up to the amount of budget provisions under the different heads of expenditure and to approve re-appropriation of funds from one budget head to another in anticipation of the approval of the Youth Welfare Committee; and

iii) to write off losses and to condone delay in the submission of entries.

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

5. The Secretary shall :-

a) carry on correspondence on behalf of the Youth Welfare Committee and give effect to the resolutions of the Committees as its Executive Officer;

issue notices of meetings and record minutes of the same and be responsible for their maintenance :

be responsible for the maintenance of the other records and registers as well as the custody of all property of the Youth Welfare Committee;

carry out other duties which may be entrusted to him by the President from time to time;

have an imprest of Rs. 300/- to meet petty expenditure to be recouped from time to time;

have power to incur an expenditure upto Rs. 500/- on an item at a time and write off losses of articles costing upto Rs. 500/-;

be incharge of the finances of Youth Welfare Committee;

issue receipts for all sums received;

make payments in accordance with the proposals item-wise in respect of each head of expenditure as approved by the Youth Welfare Committee;

maintain accounts of the Youth Welfare Committee's funds and present statement of accounts duly audited by the University Auditors;

to operate upon the accounts of the Youth Welfare Committee and sign all cheques for all expenditure duly sanctioned and pre-audited; and

sanction journey(s) of the staff working in the Youth Welfare Department.

6. An annual meeting of the Youth Welfare Committee shall, unless

otherwise directed by the President, be held in the month of July, every year, on a date, place and time to be determined by the President. The notice and the agenda for this meeting shall be sent at least 10 days before the date of the meeting.

The business at this meeting shall include -

i) the adoption of the Annual Report and the Audited Statements

of accounts of the Youth Welfare Committee;

ii) to recommended to the Executive Council amendment to this Constitution;

iii) enactment of rules/by-laws and amendments thereto; and

iv) proposals or resolutions brought up before the Committee by any of its members, provided that a written notice of the same is given to the President and Secretary at least one week before the date of the meeting.

c) The President may, at his discretion, call one or more ordinary meetings of the Youth Welfare Committee if considered necessary in the course of the year. Except in the case of emergent meetings, the notice and the agenda required for such a meeting shall be at least one week.

d) All the decisions at the meetings of the Youth Welfare Committee shall be taken by a simple majority vote of the members present and, in the case of a tie, the President shall have a casting vote.

e) The travelling and halting allowance in connection with the meetings(s) of the Youth Welfare Committee shall be borne by the Colleges/Institutions concerned in the case of Principals and by the Youth Welfare Committee in the case of other members.

f) The accounts of the Youth Welfare Committee shall be pre- audited direct by the Resident Auditors in the Maharshi Dayanand University, Rohtak and the report of the Secretary together with the annual audit report of the Resident Auditors shall be submitted to the Executive Council of the Maharshi Dayanand University, Rohtak after they have been considered and duly adopted by the Youth Welfare Committee.

g) The Executive Council of the M.D. University, Rohtak shall exercise general supervision and control over the Youth Welfare Committee and shall decide the constitutional changes that are considered necessary.

Chapter - 40

1[MAHARSHI DAYANAND UNIVERSITY YOUTH RED CROSS COMMITTEE]

11. Name and Composition

There shall be a Maharshi Dayanand University Youth Red Cross Committee hereinafter called as Youth Red Cross Unit for regulating its activities by the students and members of the Staff of the constituent and affiliated

Colleges / Institutes within the territorial jurisdiction of the University. It shall be constituted in the following way :

1.	Vice Chancellor	Chairman (Ex-Officio)
2.	Dean Students' Welfare	Member
3.	Dean, College Development Council	Member
4.	Registrar	Member
5.	Nominee of Honorary Secretary, Indian Red Cross Society, Haryana State Branch, Chandigarh	Member
14.	Nominee of Higher Education Commissioner (In charge of Youth Red Cross)	Member
7.	Director Youth Welfare	Member
8.	Programme Coordinator (N.S.S.)	Member
9-11	Secretaries of respective District Red Cross Branches and two other Red Cross Branches by rotation under the jurisdiction of the University	Members (3)
12-21	Zonal Conveners of the District Level Committee of Youth Red Cross to be nominated from amongst the Principals of the Colleges in the District by the Chairman.	Members (10)
22-23	Two student nominees from University Youth Red Cross Unit to be nominated by the Programme Coordinator of the University Youth Red Cross Unit, every year	Members (2)
24.	Programme Coordinator (Y.R.C.) (to be nominated by the Vice-Chancellor)	Ex-Officio Member-Secretary

1. Approved by the Executive Council vide Reso. No. 38 dt. 30-11-2011

NOTE :

a) The Zonal Convener(s) will be responsible to implement policies and programmes of the Youth Red Cross in the district. The meeting would be convened by the Programme Coordinator of the Youth Red Cross Unit. The tenure of the members at Sr. No. 12 to 21 shall be two year and that of Sr. No. 22 and 23 it shall be one year.

b) For YRC activities in the University Teaching Departments, Programme Counselors (Youth Red Cross Counselors) shall to appointed by the Vice-Chancellor.

w) Aims and Objectives :

The aims and objectives of the Society based on the principle of health service and friendship shall be as follows :

a) to promote health and hygiene consciousness in the society;

6. to inculcate healthy living habits;

7. to organize and promote volunteers for Blood and Eye Donation Camps;

8. to promote activities of Youth Red Cross through camps for 5 or 7 days;

9. to organize First-Aid Training Camps/Extension Lectures on Health and Disaster Management;

10. to undertake relief work during emergencies like flood, fire earthquake and other natural calamities;

11. to launch awareness campaign against drug abuse, polio, smoking, alcoholism etc.;

12. to assist the Red Ribbon Club for awareness and prevention of HIV/AIDS;

13. to enable physically challenged and economically weaker sections of the society for better adjustment / lifestyle in the society;

14. any other issues related to health, and well being of the students and community, including group insurance of students (accidental injuries and fatalities); and

all other activities as per the guidelines issued by Haryana State Red Cross Society from time to time.

3. Duties and Powers of the Youth Red Cross Committee

A) Duties and powers of the Chairman

a) The Chairman shall preside over all the meetings of the Youth Red Cross Committee. The meeting shall be held at least once a year in the month of February or March. If it is required, an urgent meeting may be held with the prior permission of the Chairman / Vice-Chancellor.

b) To exercise all the administrative and financial powers of YRCC and to sanction expenditure upto the amount of budget provision.

c) To have the power to make appointment (s), fixing salary / remuneration according to the availability of funds in anticipation of the approval of the Youth Red Cross Committee.

d) To write off losses and to condone delay in the submission of entries.

e) If a college fails to deposit the prescribed amount of the University share with the Registration Return (RR) within the stipulated time, a late fee of Rs. 5/- per student, per day will be charged from the concerned college.

However, the Vice-Chancellor may waive off the late fee in exceptional circumstances.

f) General circulars / notices will be issued by Programme Coordinator of the Youth Red Cross.

B) Duties and Powers of the Programme Coordinator / Secretary :

a) To attend to all the correspondence concerning the Youth Red Cross Society and to give effect to the resolutions of the Youth Red Cross Committee.

b) To issue agenda and notices of the meetings with prior approval of the Chairman and to record and maintain the minutes. The

T.A. and other allowances in connection with the meetings of YRCC shall be borne by the College/Institution out of the Youth Red Cross Funds available with them.

v) To be the overall in-charge of all the records and registers of the Youth Red Cross.

vi) To be the custodian of all property of the Youth Red Cross Unit of the University under the over all supervision of the Registrar.

vii) To approve the tour programmes of his office staff as per University rules.

viii) To be responsible for the release of the Youth Red Cross grants to the colleges, institutions and to supervise and guide the implementation of policies and programmes of the Youth Red Cross Unit as per decisions of YRCC.

ix) To maintain/operate bank accounts of the Youth Red Cross Unit at the University level.

4. Bank Account

The funds of the Youth Red Cross will be kept in a Saving Bank Account in the name of the Youth Red Cross Unit. The accounts will be operated jointly by the Programme Coordinator of the Youth Red Cross Unit and one other member to be nominated by the Chairman (Vice-Chancellor). The accounts of the Youth Red Cross at University will be pre-audited by the Joint Director (Audit).

5. Meetings

a) Annual meeting of the Youth Red Cross Committee of the University shall be held in the month of February or March. It shall be convened on the date, place and time to be determined by the Chairman. The Secretary shall give seven days notice, which shall be dispatched by post, Under Postal Certificate, to all the members or by hand in the case of local member(s). The business to be transacted at the meeting shall include passing of the Budget Estimates and the general programme of Youth Red Cross Activities for the ensuing year, amendment

of rules or enactment of new rules or bye- laws of the Youth Red Cross Committee of the University. b) The Chairman may, at his discretion, call the meeting of the Youth Red Cross Committee to transact

the unfinished business as may be considered necessary in the course of the year. At least seven days notice shall be given to all the members regarding such meeting.

c) One-fourth of the members shall form the quorum at the meetings.

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

e) Youth Red Cross Committee shall be empowered to take decisions on all matters concerning Youth Red Cross which are not covered under these rules. It may also recommend amendment in these rules to the Executive Council.

6. Annual Youth Red Cross Fee

The Youth Red Cross Fee shall be charged annually from all the students of the University, including the affiliated colleges at the time of admission at the rates as may be approved by the Executive Council from time to time. 50% of the free charged shall be retained by the college and remaining 50% shall be remitted to the University alongwith registration returns of the students.

Provided that 40% of the fee so collected shall be retained by the University and 60% of the same shall be remitted to the Indian Red Cross Society, Haryana State Branch, Chandigarh by the Programme Coordinator, Youth Red Cross.

Provided further that in respect of the students of the University Teaching Departments, 70% share of the fee shall be retained by the University and 30% shall be remitted to the Indian Red Cross Society, Haryana State Branch, Chandigarh.

7. Utilization of Youth Red Cross Funds by the Universities :

The Youth Red Cross funds may be utilized for the following purposes after approval of the Executive Committee at University level :

a) The amount of YRC subscription will be spent on the approved objectives.

b) Services to the Youth of the University/Colleges and the community i.e., payment of fees of deserving college students, hospital welfare work, blood donation services, community based work to bring awareness on HIV/AIDS Bird Flue, Malaria / Dengue, T.B., drug de-addiction, nutrition, safe drinking water, plantation of trees and so on.

c) Promotion of inter State and international fellowship of youth.

d) Promotion of health, and sanitation of the students and community, including group insurance of students.

e) Promotion of training in first aid, home nursing, road safety, providing safe water.

f) Services for the handicapped, adopt Institutions / Communities, Schools etc

g) Services during drought/flood emergency, earthquake, any other natural calamities, eclipse by using trained youths.

h) 7 days camps with minimum 50 and maximum 150 participants, a team of minimum 5 youths (Girls and Boys) and one Counsellor (Asstt. Professor)

from each college of the respective district be detailed to participate. For every participant college will pay Rs. 350/- as registration fee out of 50% Youth Red Cross fund which remains with the college.

During the camp, subjects like Women Empowerment, Environment Protection, Eye and Kidney Donation, Organ Donation (Transplants), Energy Conservation and awareness about old age ailments like Hypertension, Strokes, Cancer, Diabetes and Social Security issues, HIV/AIDS, Hepatitis B & C, Current Seasonal Infections, T.B. and Bird Flu, Disaster Preparedness, Female Feticide and Drug De-addiction will be taken up. Other expenditure of the camp may be met out of Youth Red Cross Fund available with the University.

i) To impart first aid and home nursing training to the University and College students, minimum 16 hours training (2 hours daily) during 8 days is compulsory. j) To organize Inter University, University level, inter college,

inter class competitions in first aid and home nursing.

k) To establish first aid posts on the occasion of public gatherings i.e. sports meets, functions, festivals etc. l) Formation of St. John Ambulance Brigade Divisions and preparation of uniforms and accessories for the Brigade Officers and Members.

m) Purchase of first aid boxes and maintenance of first aid rooms

in all Colleges/Departments equipped with stretchers, blankets, bed sheets, beds, pillows, furniture etc. for the first aid room.

n) T.A./D.A. of the YRC Programme Coordinator and volunteers for attending the seminars, workshops, camps, St. John Ambulance State Competitions, establishment of

first aid posts during at occasions mentioned at (k) above and all other activities related to Youth Red Cross / St. John.

o) Maintenance of records, including accounts, stationery, proceedings of meetings of YRC, maintenance of YRC registers, details of volunteers etc.

p) Postage of correspondence of YRC/St. John.

q) Honorarium to YRC Programme Coordinators and other(s) appointed by the Executive Committee at University Level.

r) Refreshment to officers/volunteers during the events related to Youth Red Cross (YRC) and St. John.

s) Organization of Youth Red Cross Camps i.e. Inter University, University Level, Inter District, District Level, College Level for minimum 7 days.

t) To purchase equipment for training purposes (during camps, seminars, workshops, First Aid Training etc.) and the competitions of YRC and St. John.

u) To organize Voluntary Blood Donation Camps (Excluding refreshment)

v) To arrange awareness campaigns on voluntary blood donation, social evils, eye donation, organ donations, female feticide, drug de-addiction, child labour, women empowerment etc.

w) To provide assistance to the disaster victims.

x) To purchase literature related to Red Cross, Youth Red Cross /St. John etc.

y) To create reserve of a suitable amount to meet any emergent situation/contingency.

Chapter - 41

HOSTEL REGULATIONS

1. Admission

Students, seeking admission to the Hostel must apply separately, on the prescribed form to the Provost, M.D. University, Rohtak

2. Attendance and Leave

a) All the residents are expected to be in their rooms at the time of roll-call which will be taken by the Prefects on timing to be fixed by the Provost from time to time.

b) Residents, desiring to be away from hostel, for a bonafide purpose, after the roll-call must obtain prior permission of the Tutor/Hostel Superintendent and Warden (in the case of women students). Such permission will be given only in special circumstances and in writing.

c) Leave from the Hostel for the night must be obtained from the Warden. On working days no leave from the Hostel will be granted unless the student has obtained leave from the college/ Dept. for these days.

d) Application for absence from the Hostel for more than four days, must ordinarily, be supported by resident's guardian.

e) All applications for any kind of leave, must be recommended by Prefect or Assistant Prefect before their submission to the Resident Tutor or Warden (in the case of women students by the Warden only).

f) Leave must be taken before a student avail himself of it.
Residents, who absent themselves, in anticipation of sanction, will ordinarily be considered as absent without leave.

g) All applications should bear the name, roll number, class, date, the name of the Block and the number of the room and the name of the college, date of leave previously enjoyed.

h) Coming late to the Hostel or absenting for the night from the

Hostel, without previous permission, will be treated as a serious offence. The boarders, who are guilty of repeated violation of the rule, will be reported to the Provost and will render themselves liable to expulsion from the Hostels.

Absence without leave from the Hostel at night shall entail a fine of Rs. 2/- per night. Boarders reaching the Hostel, after the roll-call, without prior leave, will be fined as under -

Upto 10.00 P.M.	Rs. 0.50 Paise
Upto 11.00 P.M.	Rs. 1.00

A person coming after 11.00 P.M. will be considered as being absent for the night.

Continued absence from the Hostel without permission for more than a week will render a resident's name liable to be struck off the rolls.

A night register will be maintained for the purpose by the Chowkidar in which due entries will be made by boarders coming after roll-call.

3. Meals

a) All the residents are ordinarily expected to take their meals in the Hostel mess.

b) Meals will be served only in the dining hall during the hours notified. However, in case of illness, meals can be served in the room on the recommendation of the Medical Officer.

c) All applications, concerning the mess, should be separately addressed to the Mess Manager/Hostel Superintendent or Warden, as the case may be.

d) Residents, going out of station for two or more days, can stop their meals by submitting an application to this effect, duly recommended by Tutor, at least 24 hours in advance. The rebate, for the days for which meals are stopped, will be calculated on the basis of the rates notified by Provost from time to time.

e) Guests can be served meals on purchase of cash coupons which are available with the Mess Manager or his representative at the gate of the dinning hall and in case of women students, through Hostel Superintendent/Warden.

4. Guests

a) Normally, guests are not permitted to stay in the Hostel for the night. Only in exceptional cases, blood relation (father, brother, uncle) may be allowed, for one night only, to stay in the guest room, with the permission of the Warden. Such permission should normally be obtained before roll-call. Under no circumstances can guests be lodged for the night in a resident's room.

b) Women guests are not allowed to visit the male resident's room. They must be taken to the Warden's office. Under no circumstances can they be allowed to stay in the Hostel for the night.

c) All visitors, except guests permitted for the night, must leave Hostel before roll-call time.

5. General

a) Residents are expected to conduct themselves with dignity and decorum at all times in the Hostel.

b) They should not disturb other residents by making noise or by rushing about noisily in the corridors.

c) They should consider University property i.e. buildings, electrical and sanitary fittings, furniture etc. as their own and not tyr to damage it, in any way. Residents are particularly warned not to scrible anything on walls and doors.

d) Residents will have to bear the cost of the repair of property damaged by them.

e) Use of abusive language, tearing of leaves from magazines, periodicals and newspapers, playing of cards or any other act of breach of Hostel discipline should be avoided.

f) Gambling and use of alcoholic drink, in any form, within or

outside the Hostel, are strictly prohibited. Those infringing this rule are liable to be expelled from the Hostel.

g) Residents are not authorized to punish hostel servants. Any complaint of indiscipline or insolence against them must be reported to Resident Tutor or Warden,as the case may be.

h) Residents are not allowed to visit the cinema halls for the late night show. Residents, who want to stay out after the prescribed hour, must obtain the prior permission of the Warden. In the case of Women-Students, the Warden will decide upon dates and time.

i) If any resident wants to make any representation to the Provost, he should submit that through proper channel i.e. the Resident Tutor and the Warden.

j) Light should be switched off and taps should be closed when not required. Tea leaves or other rubbish should not be thrown into the sinks.

k) No one is allowed to use electric appliances; such as electric heaters, electric rods, electric iron etc. in rooms. In case any boarder is found using these appliances, he will be fined heavily and disciplinary action will be taken against him. However, electric fans can be used on additional payment, as may be prescribed from time to time, with the prior permission of Resident Tutor or Warden in the case of Women students.

l) Boarders are expected to keep their surroundings neat and clean and make proper use of dustbins. Spitting in Hostel compounds and corridors, plucking of flowers, crossing of flower beds and lawns is prohibited.

m) Residents should lock their rooms whenever they go out even for a short duration. In case of any loss from rooms which are unlocked, the responsibility will be of the occupants of the room. They are advised, in their interest, to open accounts in the Post Office and keep little money as possible, with them. In no case may the boarders bring valuables or jewellery with them.

n) Residents are required to observe perfect silence in the reading

rooms. Games must be played in orderly manner. Nothing should be removed from the reading room or the common room without the permission of the Hostel Authorities.

o) Residents are required to be in proper dress, when they go to common room or Dinning Hall.

p) The Hostel Authorities may expel any boarder, at any time if they are not satisfied with his health or conduct. q) Any other order, which is notified from time to time, will be binding on the boarders.

r) No Research Scholar shall be allowed to stay in University Hostel beyond 4 years or after the submission of the thesis which ever is earlier.

SPECIAL RULES FOR THE WOMEN HOSTEL

10. Parents / Guardians must submit to the Warden a list of relatives / visitors, who are allowed to see the women students and who can take them

out. The visitors are expected to sign the Visitor's Register and state their relation.

11. Students are required to meet the visitors in the visitor's room only during prescribed hours.

12. In special cases, when women students are required to leave the station, written permission of the Principal of the College/Head of the Dept. concerned should be submitted to Warden.

13. Guests are not permitted to stay in the Hostel.

14. The women students may leave the Hostel only with the permission of the Superintendent/Warden except for College/Department when the time is fixed.

15. Previous permission of the Superintendent/Warden must be obtained by women students who wish to visit persons or families living on the University Campus.

16. In the case of a woman student coming late to the Hostel or absenting in the night from Hostel without prior permission, the Hostel Warden shall immediately inform the parents of such woman student through registered letter.

Chapter - 42

STUDENTS' AID FUND

1. Name of the Fund

This shall be named as "Maharshi Dayanand University Students' Aid Fund", hereinafter referred to as M.D.U.S.A.F.

2. Aims and Objects

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

Individual cases for assistance will be assessed on merit-cum-means basis and as far as possible the students who are already enjoying any kind of concession/scholarship will not be considered for assistance from this fund. Exceptions, however, be made by the Vice-Chancellor in real hard cases.

3. Fund

The following shall constitute the fund :

i) Subscription by the University students @ Rs. 5/- per student per year or as prescribed by the Executive Council of the University from time to time.

ii) Voluntary contributions, by the students, ex-students, staff members of the University and its Colleges.

iii) Donations from other sources, permissible under the U.G.C. Rules.

This aid will be paid in cash or kind to the needy students, through the Head of the University Department / College concerned and shall not normally exceed Rs. 800/- per student per year in lump-sum or in installments, as the Committee may decide.

4. Management :

The financial assistance will be approved by the Vice-Chancellor on the recommendations of the Committee consisting of the following -

a) Dean, Students' Welfare.

b) Four Heads of Teaching Deptts. to be nominated by the Vice-Chancellor.

c) Deputy Registrar (Accounts)

d) President and Secretary of the M.D. University Students' Association/Union.

The Dean, Students' Welfare shall be responsible for the administration of the fund.

5. Audit :

The accounts of the MDUSAF will be audited by the Resident Audit Officer as may be deputed by the Examiner, Local Fund Accounts. Haryana.

Chapter - 43

AMALGAMATED FUND

1. These rules will be called the "Amalgamated Fund Rules for Affiliated/ Maintained Colleges and the Teaching Department of the M.D. University, Rohtak."

2. 1[The fund shall be operated upon by the Dean, Students' Welfare (DSW) of the University / Principal of College concerned and utilized on the following objects] -

1) Purchase of sports material for various games.

2) Watering, leveling, cleaning, turfing and repairing of the playgrounds, maintenance of swimming pool up to Rs. 250/- at a time,

3) Amenities for N.C.C. Cadets and such other expenditure on N.C.C. as may be approved by the Principal/ D.S.W.

4) General expenditure on and grants to Societies, Clubs, Associations, Committees etc. organised by the University Teaching Departments.

5) Expenditure in connection with house examination which includes printing of question papers, purchase of answer

books, stationery and other contingent expenditure connected therewith.

6) Printing of pamphels, posters, brochures etc. including subsidy to the Magazine Fund, if necessary.

7) Expenditure in connection with trips to places of Historical, Geographical , Scientific or other educational interests or mountaineering trips or visit to important institutions and centres of industry within India.

NOTE :

The students shall be entitled to half of the concessional 2nd class rail fare and for station not connected by railway, half of actual

1. Amended vide Executive Council Reso. No. D-5 dt. 28-06-1993

bus fare. They may also be paid such other charges for conveyance and transport as may be allowed by the Principal /D.S.W. One teacher for 30 students will be allowed to accompany the tour. In case of girl students, one lady teacher will also be allowed but in this case the number of women students must exceed five. In case there is no lady teacher in the Department, only male teacher will be enough. However, in case of study tour, where more than one teacher is considered necessary by the Head of the Department/ Principal, the D.S.W. /Principal may allow more than one male teacher to accompany the tour, Journeys by Mail trains/bus between stations connected by rail may be permitted by the D.S.W./Principal in special circumstances. The University employees accompanying such students shall be allowed usual travelling allowance according to the rules governing their service].

8) Expenditure in connection with the functions relating to extra-curricular activities of the students like declamation, music, dramatic or paper-reading contest etc. and payment of travelling allowance to the students and the teachers accompanying them to compete in such contests at outside places. The travelling allowance will be paid at the rates mentioned in para below.

9) [1] [Expenditure as may be approved by the D.S.W./Principal on tea and refreshment to students, players, competitors and guests invited to various college/department functions @ Rs. 10/- per student and Rs. 10/- per guest]

10) Conveyance, refreshment, mess and boarding charges of outside Assistant Professors, prominent citizens, poets, artists and students visiting from outside as may be approved by the Principal/ D.S.W.

11) Travelling allowance at University rates to persons invited to lecture at the College / Department or to preside over sports and social functions of the College/Departments.

12) Expenditure on pay and allowances of Class III and IV employees appointed for sports, N.C.C. Cycle Shed, Common Room, Students Reading Rooms, or for other purpose (i.e. loan etc. out of the Provident Fund Contribution).

1. Amended by the Executive Council vide Reso. No. 28 dt. 30-11-2011

NOTE :

i) Posts will be sanctioned by the Principal / D.S.W. of the College/ Teaching Departments concerned. The rates shall not exceed those sanctioned from time to time by the University for its Class III or IV employees. Permanent appointment will be made with the approval of the Vice-Chancellor/Director-General, Higher Education, Haryana / Managing Body.

ii) The employees will be entitled to Earned Leave and Casual Leave according to the Service Rules applicable to regular employees of the University.

iii) The part-time employees (which term also includes Class III staff employed on keeping account of Amalgamated Fund), members of the staff deputed for some other work connected with the fund will be paid such remuneration as may be sanctioned by the Principal / D.S.W.

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

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

For students :

Railway Journey	
Road Journeys for place not connected by Rail :	Concessional II Class Railway fare each way
	Actual Tonga/rickshaw of Bus fare.
Daily Allowance	1[Rs. 120/- per head per day (full D.A. for days of arrival and departure.]
Local Conveyance	Actual Bus/Tonga/Rickshaw fare be given to Students and officials accompanying them for all matches / cultural functions organised locally.

1. Amended by the Executive Council vide Reso. No. 15 dt. 24-12-2010

For Staff Members :

T.A./D.A. to members of staff and attendants / servants accompanying the teams / tours will be paid according to the M.D. University, Rohtak Rules applicable to such employees of the University.

NOTE :

i) Journeys between stations connected by rails may be permitted by mail train or bus with the prior sanction of the Principal/ D.S.W.

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

1[14) Expenditure on refreshment / meals etc. to players for friendly matches / University matches and other matches played on the college / campus ground or at Rohtak.

When the teams along with their managers and coaches are not entitled to D.A. they may be provided with refreshment @ Rs. 40/- per head per day for friendly / University and other matches, in all the games conducted by the M.D. University Sports Committee. The number of players entitled to refreshment in each team in these games will not exceed the number given in M.D.U. Sports Committee Rule Book.

In case of friendly matches both the participating teams shall be paid @40/- per head as refreshment charges. However if a team wins position additional expenditure may be incurred with the prior sanction of the college Principal / D.S.W.]

15) Photographs of various sports clubs, Students' Association, dramatic Club, hostel welfare Committee, Magazine Committee and other clubs or societies with important dignitaries and member of staff at the discretion of the Principal / D.S.W.

16) Expenditure in connection with the award of College colours to distinguished players.

17) Purchase of stock registers, Cash Books, stationery and expenditure on postage, stamps, telegrams, telephones etc. in connection with the fund.

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1. Amended by the Executive Council Vide Reso. No. 15 dt. 24.12.2010

18) Construction of Cycle stand, open-air-theatre, swimming pool, badminton and tennis courts and playground.

19) Expenditure in connection with annual sports includings entertainments of parents, guests and prize winner, social and youth welfare and other functions organised by the Colleges/ Departments.

20) Expenses on medicines required for the use of the students while at outstation in connection with tournaments etc. While playing matches at station, the medicines not available in the Health Centre may be reimbursed to the players.

21) Purchase of furniture and soft furnishing for Common Rooms, radio sets, articles for indoor games and expenditure on their repairs and on petry contingencies. Purchase of musical instruments, amplifier tape-recorder, photographic camera, water coolers, photographic material and other performances and general welfare of the students and expenditure on their hire and repairs and on contingencies.

22) Uniforms or other equipment for members of various teams and establishment at the discretion of Principal / D.S.W.

NOTE :

The uniforms purchased by members of the various clubs will be returned at the end of the year to the Assistant Professor in Physical Education who will maintain a register for the purpose. A member of

the team who pays half the cost of the uniform will have the right to take it with him when he leaves the College / Department.

23) Lump-sum grants to poor atheletes for purchase of milk, eggs and other nutritious food and to deserving students for purchase of books and stationery, the grant in individual cases not to exceed Rs. 300 in a year.

24) Expenditure on entertainment of students and staff of other Universities and institutions arranged for academic and social exchange.

25) Expenditure on books, periodicals and newspapers for the students reading room.

26) Any other object connected with the students activities of Sports/ educational character as may be approved by the Principal/D.S.W.

27) Upto 10 percent of the income from the Amalgamated Fund may be spent (i) on construction of Pavilion, Stadium, Swimming pool, Gymnasium, Open Air Theatre and Students Centre : and (ii) on any other project of direct benefit to the students in their extra curricular and physical development activities with the permission of the Executive Council.

28) Expenditure in connection with community projects or social service activities approved by the Principal / D.S.W.

29) Rent of Play-grounds

30) Expenditure on Hobbies

31) Expenditure in connection with refereeing of University matches.

32) Payment of protest fee or affiliation fee, nomination fee, entry fee, late fee, fine or subscription for sports, Youth Welfare and other activities.

33) Expenses in connection with tuck shop (excluding buildings)

34) Youth Welfare activities.

35) Educational meals, exhibitions, festivals. (This should include only incidential expenses but not refreshment).

36) Purchases of crockery etc. for serving refreshment to students and other college guests.

37) Such other expenditure of direct and indirect benefit to the students not included in the rules above as may be allowed by the Vice-Chancellor. The Vice-Chancellor may, in exceptional circumstances, relax any of the provisions of these rules.

38) The payment of allowance of Rs. 1000/- per month to the Principals of affiliated / maintained colleges as sumptuary allowance of expenditure incidential to the office of the Principal. This will replace any other allowance being paid to the Principals.

39) The rates of Bursar allowance being paid out of Amalgamated fund in the Non-Govt. College affiliated to this University shall be as under -

Students Strength	Allowance
1.upto 1000	Rs. 300/- P.M.
2.More than one Thousand	Rs. 500/- P.M.

Chapter - 44

N.C.C. FUND

1. There shall be an "N.C.C. Fund" for the students of the University College/ Teaching Departments offering N.C.C.

2. Every student joining the N.C.C. will pay N.C.C. fee prescribed by the University from time to time.

3. This Fund shall be maintained by the Principal in respect of the students of the University College and by the Provost in respect of the students of the Teaching Departments.

4. This Fund shall be utilized for N.C.C. activities and the Principal / Provost shall be competent to sanction all items of expenditure connected with N.C.C. activities, including celebration of N.C.C. Day & other occasions notified by N.C.C. Directorate when entertainment is offered to Parents / Gurdians of the N.C.C. Cadets and guests. The Principal / Provost will also be competent to sanction expenditure for awarding prizes and trophies to cadets who achieve distinction in various competitions and such travelling and other expenses as may be necessary for the cadets to take part in various competitions, courses, parades and Guards of Honour.

5. Expenses connected with purchase and equipment for storing N.C.C. articles and equipment will be sanctioned by the Principal/ Provost.

6. Expenses on any other items connected with N.C.C. activities not specified above will be incurred with the sanction of the Vice-Chancellor.

Chapter - 45

MAGAZINE FUND

1. These rules will be called the "Magazine Fund Rules for the Affiliated / Maintained Colleges and Teaching Departments of the M.D. University, Rohtak".

2. There shall be a Magazine Fund' for the University Teaching Departments/ Colleges. The magazine fee realised from the students for the purpose shall be credited to the Magazine Fund. The fund will be operated by the Dean, Faculty of Humanities of the University / Principal of College concerned.

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

4. A copy of the Magazine printed out to this fund will be supplied to

each student. Copies shall also be sent in exchange to various colleges in the State and elsewhere and also distributed among such other persons as may be determined by the Dean, Faculty of Humanities or the Principal of the College concerned.

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

i) Purchase of stationery for preparing the manuscript of the Magazine.

ii) Publication cost such as cost of paper, printing, composing, binding and such other expenses, which are incidental to the editing, printing and publication of Magazine and necessary bulletins / Brochures.

iii) Award of Prizes to students in different languages to encourage them to write articles for the Magazine on competitive basis.

iv) Allowance for typing and other work done by part time clerk/ peon for the Magazine as sanctioned from time to time by the Dean, Faculty of Humanities of the University or the Principal of the College concerned.

v) Any other expenditure that is deemed necessary for publication and distribution of the Magazine such as travelling expenses, postage/telegrams, with prior sanction of the Dean, Faculty of Humanities of the University/Principal of the College converned.

Chapter - 46

M.D. UNIVERSITY / COLLEGES STUDENTS' UNION CONSTITUTION

NOTE: This constitution shall also apply to the Colleges affiliated to /maintained by the University. In case of professional Colleges the work 'Class' will mean 'Section'.

SECTION - 1

PRELIMINARY

1. Preface to the Constitution

a) This constitution of the Students' Union is framed in keeping with the democratic spirit of our great Constitution and the Parliamentary practices followed in our country.

b) The primary objective of the constitution of the Students' Union, among other things, is :

i) to develop creative thinking, democratic leadership, secular and socialistic outlook among the students;

ii) to channelize their energy and enthusiasm into purposeful pursuits of learning the great democratic processes of the

society in the country and her institutions; and

iii) to make maximum use of their available time, resourses and the facilities provided to them on the campus of the University for the fuller development of their personality.

c) The Students' Union is an important organizational tool for creating harmonious and congenial academic atmosphere on the campus conductive to learning, acquisition of knowledge and proper execution of study, for the bright future of the students, their parents and teachers, their alma mater, their society and the country. It must inculcate in them a sense of discipline, duty and responsibility and must wean them away from the fissiparious tendencies and detractive steps that are detrimental to the peace and tranquility of the campus and their studies.

d) The Union should be instrumental in the development of a richer and integrated personality of the student who should be confident to face the challenges in life cheerfully and successfully and to enable him to carve out for himself a richer, fuller and happier life as a useful and responsible citizen and a great leader, of the society in his own right.

2. Name, Title etc.

i) The Union shall be called "UNIVERSITY / COLLEGE STUDENTS UNION". and shall hereinafter be referred to as Union.

ii) The Union will represent the students of the Teaching Departments of the University / College. It will have a "Students Council" and "Union Executive".

3. Aims and Objectives :

i) To provide opportunity for training in democratic leadership, responsible citizenship, constructive thinking and inculcating in the students a sense of discipline, duty and responsibility, and preparing them to fit in with the democratic set-up of the country for greater attainments.

ii) To provide all possible facilities for the promotion of academic pursuits, academic attainments and academic honours among the students.

iii) To promote secular, democratic and socialistic outlook among the students.

iv) To promote the ideas of patriotism, liberalism and cosmopolitan outlook among the students, to instill in them the spirit of universal brotherhood, community work and community living and thinking, to fight against all social evils like casteism, communalism and parochialism.

v) To uphold the social, moral and cultural values of the society and the rich Indian heritage.

vi) To promote peace and harmony and to maintain right type of the academic atmosphere for the smooth functioning of the University in the interest of the students, teachers and the community.

vii) To make them conscious of the existence of poverty in our society, to encourage voluntary social work and to organise adult education camps to fight illiteracy, ignorance and other evils.

viii) To promote social, cultural and educational activities for the intellectual development of the students and the growth of their personality at the University level.

ix) To create greater awareness among the students of the University of the events that are taking place around them, the evils of poverty and our national efforts to eradicate them and to catch up with the advanced countries of the world, especially in the field of technological and scientific progress.

x) To make them aware of their duties and responsibilities to themselves, to their parents, to the University, to the society and to the State.

xi) To strengthen healthy and cordial relationship between the students and teachers of the University in keeping with the good old Indian tradition.

4. Activities

The activities of the union shall consist of :

i) Debates, Lectures, Discussions, study circles, meet courts, model parliaments, essay competitions, etc.

ii) Cultural performances and contests.

iii) Indoor and outdoor games.

iv) Publication of magazine, bulletins and wall newspapers.

v) Tours to places of historical and educational importance.

vi) Social service and social relief activities.

vii) Organising and running Co-operatives.

viii)Such other activities as will further the realisation of the above aims and objectives.

SECTION - II
CHIEF PATRON / PATRON

5. Chief Patron / Patron

The Vice-Chancellor of the University / Principal of the College shall be the Chief Patron of the Union and Dean Students Welfare / teacher appointed by the Principal will be Ex-officio Patron of the Union.

The powers of the Chief Patron shall be the following -a) Whenever the Chief Patron attends any meeting of the Students Council or the Union Executive, he shall preside over the meeting.

b) The Chief Patron shall order election of the Union and appoint a Returning Officer to conduct the same. c) The Chief Patron may

appoint a Tribunal to settle disputes arising among members of the Union and thereafter pass such orders as he deems fit on the report of the Tribunal.

d) If the Chief Patron finds any violation of rules and regulation, he may take such steps as he deems fit and necessary action to rectify the matters.

e) If the Chief Patron finds that the Union, on account of group rivalries or any other reason has been unable to function, he may supersede the Union and appoint a committee of the students with the Dean Students' Welfare as the Chairman to carry on the functions of the Union for such period as may be deemed fit and necessary.

f) The Chief Patron shall be the final authority to interpret the constitution of the Union and rules made there under. g) The Patron shall exercise such powers as may be delegated to him by the Chief Patron.

SECTION - III
MEMBERSHIP

6. Membership

i) Every regular student of the University Teaching Department/

College shall be member of the Students' Union; M.Phil / Ph.D. Student, Casual students and employee students (including campus employees) shall not be members of the Students' Union.

ii) **Membership Fee**

There shall be a membership fee of Rs. 12/- per annum payable at the time of admission alongwith the University Departments / College fees. The amount so collected will constitute the Union Fund.

iii) Termination of Membership

A student shall automatically cease to be a member when he/she is no longer on the rolls of the Department / College.

SECTION - IV
CONSTITUENT PARTS OF THE STUDENTS' UNION 7. Students' Council

The Students' Council of the union shall consist of the following -

i) Chief Patron

ii) Patron (Dean Students' Welfare)

iii) Financial Adviser (Hon. Treasurer)

iv) Office Bearers of the Union Executive.

v) One student representative from each department / class elected through secret ballot. If the number of the students in the department / class is more than 200, then an additional representative will be elected for each unit of 200 students and part there of in excess of one hundred.

Provided that in a Department running more than one M.A. Courses, one student representative from each M.A. Course will be elected for this purpose.

vi) One top student from each department / class with highest percentage of marks in the preceding University Examination. In case two or more students are bracketed, the past academic performance will be taken into account for nomination.

NOTE :

In case of under representation of girl students, the Chief Patron / Patron shall have the right to nominate two girls on the Students' Council.

8. Eligibility to Contest / become member in any Capacity

A student of the University Teaching Department / College shall be eligible to be a member of the 'Students' Council' if :

i) he / she is not more than 25 years of age on 1st August of the academic session;

ii) he/she has not failed the preceding examination or has not failed more than twice in his total academic career after High School Examination.

iii) he / she is not involved in a criminal case or a case of moral turpitude or of gross indiscipline, gross misconduct or misbehavior.

iv) he/she is not a defaulter in the payment of University / College dues

v) he / she has not been an office bearer of Students' Council for two consecutive years.

NOTE-I

A student will be guilty of gross misconduct if he/she

i) is expelled from the University / College.

ii) is accused of a non-bailable offence;

iii) is found guilty of adopting unfair means in the University examinations.

iv) brings bad name to the University / College by his/her misconduct on or outside the Campus, as determined by the competent authority of the University / College.

v) destroys University / College property or mutilates University/ College books;

vi) prevents any University / College official from performing his/her normal duties / carrying out his/her duties or assaults / intimidates any employees of the University / College.

NOTE - II

A student shall be deemed to have failed if :

a) he fails at the University examination in the academic year preceding the election.

b) he fails in the University examination in one year and joins the another department in subsequent year; c) he does not appear in the University examination.

9. Union Executive

The Union Executive shall consist of the following - a) Chief Patron, Patron (Dean Students' Welfare) and Financial Adviser, (Hon. Treasurer).

b) Office bearers to be elected by the members of the Students' Council / Union from amongst themselves by a secret ballot by simple majority.

i) President
ii) Vice-President
iii) Secretary
iv) Joint Secretary

c) Six member which are to be elected by the members of the Students' Council from amongst themsleves by a secret ballot by simple majority, three each from the following two categories;

i) Three by the elected members of the Students' Council.

ii) Three by the Ex-officio/nominated members of the Students' Council.

Provided that atleast one from each category shall be a girl.

10. Time limit for Election

Election of the Students Council and the members of the Union Executive shall ordinarily be held in August / September on a date to be fixed by the Patron.

11. Financial Adviser (Hon. Treasurer)

The union shall have a Financial Adviser (Hon. Treasurer) to be appointed by the Chief Patron from amongst the members of the teaching staff. Each payment out of the Union Fund shall be approved by Financial Adviser (Hon. Treasurer).

SECTION - V

12. Vote of No Confidence

a) Atleast twenty five percent members of the Students' Council may move a resolution of no confidence against the office bearers and members of the Union Executive. These members shall write to the President intimating their intention to move such resolution and on receipt of this intimation, the President shall call a meeting within a period of one month giving a notice of the meeting of at least 15 days from the date of the receipt of the intimation. Such a meeting shall be considered a requisitioned meeting.

b) If the President fails to do so, the Chief Patron / Patron may authorize the Financial Adviser (Hon. Treasurer) to call such a meeting within such time as he may deem fit and the Financial

Adviser (Hon. Treasurer) shall preside over such a meeting.

c) Such a resolution, in order to be effective, shall be required to have been passed by a majority of not less than two third of the total membership of the Students Council.

d) In case of such a resolution being made effective, fresh election for the vacancy so caused in the Union Executive shall be arranged within 15 days of the passing of such a resolution. However, no such election shall be arranged if the vote of no confidence is passed in the months of March/April.

13. Finances of the Union

a) Budget

The yearly budget of the Union Fund shall be prepared by the Union Executive in consultation with the Financial Advisor (Hon. Treasurer) within one month of its election and presented to

Students Council to be passed by it by majority vote. The Budget will be effective after it is approved by the Patron.

NOTE :

i) The items of the expenditure shall be clearly shown in the Budget.

ii) While preparing the budget the Union Executive shall reserve at least 10% of the total fund "ON RESERVE" for unforeseen expenditure, If any.

iii) The appropriation or re-appropriation of funds from one head to another may be done by the Union Executive with the approval of the Patron on the recommendation of the Financial Adviser (Hon. Treasurer).

b) Accounts

The accounts of the Union shall be maintained in the University / College office under supervision of the Financial Adviser. The accounts will be pre-audited by the Govt. Auditors posted in the University / College.

c) Bank Accounts

The funds of the Students Union shall be kept in a current / saving bank / fixed deposit account with the scheduled Bank of India in the name of Union and operated by the Financial Adviser.

14. Ordinary Meeting

The Secretary shall convene all ordinary meeting of the Union Executive and Students Council. At least 5 days before the date of the meeting he shall, in consultation with the President and prior approval of the Patron, issue notices and agenda papers.

15. Special Meeting

A special meeting of the Union Executive and the Students' Council can be called at any time by the President on a requisition of at least one fourth of the total membership of the Union Executive / Students Council, as the case may be. At such a special meeting only the business for which the meeting was specially convened

will be transacted. Such a special meeting can, however, be called by the Chief Petron/ Patron at any time and as and when found necessary by him.

NOTE :

The Secretary of the Union Executive will also be the Secretary of the Students' Council. At least two meetings of the Students' Council shall be held in an academic year, one for passing the budget of the Union Fund and for transacting other business.

16. Quorum

In the ordinary meeting 33% of the total membership and in special meeting 50% of the total membership will constitute the quorum for the meeting of the Union Executive and Students' Council.

17. Adjourned Meeting

An adjourned meeting shall always be considered as an ordinary meeting.

18. Votes

Each member shall have one vote. In case of a tie, the Presiding Officer shall have a casting vote in addition.

19. Conduct of Meeting

The President or the Vice-President or in their absence any other member elected by the Union Executive / Student's Council for the purpose shall preside at the meeting. Whenever, the Chief Patron / Patron attends any meeting of the Students' Council or the Union Executive he shall preside over the meeting. All decisions shall be taken by simple majority vote of the members present and voting except as otherwise specifically stated.

Ordinarily voting shall be by show of hands. However, if any one of the members present want secret voting on any issue the President shall allow the same.

20. There shall be a Code of Conduct for election of the Office bearers and functioning of the Students' Council.

Code of conduct for Members of the Council / Executive

i) Every member of the Council shall conduct himself in such a way as to enhance the prestige and image of the University / College.

ii) Members of the Council shall help the Council and its Chairman in discharging its functions efficiently and properly;

iii) The members shall maintain proper decorum in the meeting of the Council and shall obey and abide by the decisions of the Chairman and / or Council.

iv) They shall help the University / College in maintaining proper discipline and academic atmosphere on the campus and shall subordinate parties an interests and emotions to the common interests of the students themselves (individual and collective), the academic community and the society. The members of the Students' Union or the Council shall not organize or participate in any subversive, violent activity, gherao etc., not shall they encourage other students to do the same. They shall adopt peaceful legitimate and democratic means for the redressal of their grievances and solution of their difficulties.

v) A student who does not clear his dues regularly shall

cease to be a member of the Students' Council Executive.

vi) A student who is found guilty of involvement in a criminal case, case of moral turpitude, gross indiscipline, misbehaviour or misconduct (as defined under Clause-8 Eligibility note-I) shall ipso facto cease to be the member of the Students' Council/ Union Executive.

SECTION - VII

21. Code of Conduct for Elections

1. Every candidate contesting for the office of Departmental Representative will be allowed to address the students of the Department on one day and only once.

2. The candidate contesting for the office of the office bearers of

the Union Executive will be allowed to address all the students

in an assembly hall/open space on one day and only once.

NOTE :

The time for this purpose will be decided and allotted in consultation

with the contestants by the authority arranging elections.

3. The sticking of bills and disfiguring of buildings and writing on walls etc. shall incur disqualification, distribution of hand-bills in good language or displaying playcards or banners on strings, use of notice boards will be permissible. No loudspeaker, Car, Taxi, Tractor or heavy vehicles, animals, Tonga or Bullock-Carts shall be used in election propaganda.

4. Wherever coercion or unfair means or violence is used by the members of the Students' Union or their supporters for the election of the Union Executive / Council, it will entail

nullification of the election result, disqualification, suspension and/or disciplinary action against the member. 5. No procession in connection with the election or its results

shall be taken out either inside or outside the Campus.

6. No candidate or his supporter shall invite outsider or use outsiders/Non-members for canvassing or support.

22. Schedule for Election

All the students admitted by the date fixed by the University/College

for the academic year shall be considered voters of the Students'

Union and thus be entitled to participate in the election.

i) Finalization of the list of members of the Union : 31st August of the academic year.

ii) Filling of nomination papers for the Election : Two days after the finalizatioin of the voters list.

iii) Scrutiny of the nomination papers : Next day of the filling of the nomination papers.

iv) Date of Withdrawal : Two days after the scrutiny

v) Election : 3 days after the withdrawal.

SECTION - VIII

23. Special Provisions

a) To assist the Dean Students' Welfare in removing the grievances of the students, there shall be a steering committee appointed by the chief Patron.

b) All the matters concerning the students shall be referred by the council to the Steering Committee through the Patron. The council shall give at least 10 days in case of administrative matters and 21 days in case of academic matters to the Steering Committee for making its recommendations, to the appropriate University / College authorities. If the matter, however, relates to a particular department/class it may be referred to the Steering Committee by the Union Executive, after consulting the Departmental Representative from that department / class. In case of general matter(s) relating to the whole campus the Council shall consider it before referring to the Steering Committee.

c) Any decision of the Students' Union, on a matter that is not covered under the Constitution, shall be taken by ballot, in a meeting of the Students' Council, called for the purpose, giving at least three days' notice, by a majority of not less than two third of the total membership of the Council. Such a ballot shall be supervised by a person duly authorised by the Chief Patron / Patron and shall be secret.

d) The Union or any of its bodies or any office-bearer shall have no contact with any political party or organization so far as the activities of the Union and other University / College bodies are concerned.

e) The Students' Union or any of their bodies shall not act on a call given by any outside political party or agency.

f) The Union or any of its bodies shall not organize any procession or demonstration against any individual employee. No procession or demonstration of any type shall be taken to the residential area in the Campus.

g) Declaration of holiday in the University / college or in any Department / Class or inciting to bycoting the classes by any members of the Council/ Executive shall be considered an act of serious indiscipline.

h) The Union, its various bodies or office-bearers shall not misinterpret or indulge in false propaganda against University/

College policy decision or any employee of the University / College.

24. a) The Chief Patron / Patron shall be competent to determine procedure for the conduct of elections. His decision in all metters such as inviting nomination papers, scrutiny and withdrawal thereof, fixing the date of election, counting of votes etc. shall be final. In all matters where constitution is silent, the Chief Patron / Patron shall be competent to take the decision, as he may deem fit and his decision in this regard shall be final.

b) Election to the Students' Council and the Union Executive will be through secret ballot.

c) The term of the office-bearers and elected representatives

shall expire on 31st May of the Year following their election.

25. If for any reason, whatsoever, the elections for the Students' Union can not be held/ completed, the Chief Patron shall form an Advisory committee of the Students securing highest percentage of marks selecting two from each faculty/section.

SECTION - IX

26. Amendment

The Vice-Chancellor, on the recommendation of a Committee to be appointed annually by him may recommend to the Executive Council for approval of any amendment in the constitution or take any provision thereof as may be deemed necessary.

Provided that any matter in regard to the interpretation of the Constitution or any other matter not covered explicity by the constitution shall be referred to a Committee (to be appointed by the Vice-Chancellor) on whose recommendation, the Vice-Chancellor will take the final decision which shall be binding.

Chapter - 47

1 [FILM CLUB RULES]

PART- A

1. The name of the Club shall be the M.D. University Campus Film Club.

2. The management of the club shall vest in a Executive Committee of the following -

1.Vice Chancellor Patron

2.Dean Students' Welfare 3. Proctor

4. President MDUTA

5. President MDUNTEA 6. Finance Officer

7. Executive Engg.

Convener / Chairman

8. Supervisor Youth Welfare (A)

9. Director Youth Welfare Member Secretary

3. The membership of the club shall be mandatory for the UTD students and the membership fee as decided by the University Authority on the recommendation of the Executive Committee of the Film Club time to time will be changed at the time of admission. The membership for the teachers, non-teaching staff of the University and the family members can be taken by paying the charges per member decided by the authority time to time.

4. The aims and object of the film club shall be :

a) To advance education and culture through the medium of films.

b) To develop amongst students an appreciation of films as an healthy entertainment.

1. Approved by the Executive Council vide Reso. No. 9 dt. 25-04-2011

c) To encourage interest in the films as an aesthetic art and a media of information and Education for the development of the personality.

d) To undertake any other activity in the pursuance of the objects.

5. The account for the film club shall be vested in Youth Welfare Fund account and the amount collected at the time of admission of the students will be transferred to the Youth Welfare Fund account operated by Director Youth Welfare . The members falling in other categories will directly deposit the fee to the Dean Students' welfare Office in Youth Welfare Fund account.

6. The amount collected as a membership fee will be incurred for the smooth running of the club on all those expenses required for the purpose out of Youth Welfare Fund day to day.

7. There will be a working committee to decide the issues like selection of films timing and numbers of the shows for various categories.

i) Dean Students' Welfare
ii) President, MDUTA
iii) President, MDUNTEA
iv) Director Youth Welfare
v) Supervisor Youth Welfare (A)

8. The chairman of the film club will be authorized to sanction the journey if required for the purpose.

9. The Executive Committee of the film club will meet at least once in a year to review and modify the structure of the film club before the budget meeting of the Youth Welfare Committee.

10. The budget provision for film club shall be made in Youth Welfare Committee’s meeting for annual budget.

RULES AND REGULATIONS FOR THE MEMBERSHIP OF FILM CLUB

PART-B

1. The membership fee for the students of University Teaching Deptt. shall be Rs. 10/- per month to be collected at the time of the

admission for the whole session i.e. Rs. 120/- for the year which will be mandatory for all the students.

2. The membership for the teachers and non-teaching employee shall be optional. They can be member of the film club by paying Rs. 25/- for each member per month i.e. himself/herself and other family members. The membership shall be annual only which can be sought any time of the year. In case of the extra guest a pass may be issued for a show @ Rs. 50/- along with a family only. The office shall issue photo identity membership card which will not be transferrable.

3. The frequency of the show will be twice a month with three shows of each film as under;

a) Male students
b) Female Students
c) Other category

Wednesday 2.00 p.m. to 5.00 p.m. Thursday 2.00 p.m. to 5.00 p.m. Saturday 3.00 p.m. to 6.00 p.m.

4. The show timings may be altered or cancelled if the auditorium is busy on the day of the scheduled show.

5. The entry to the show is not the matter of right but it is totally based on the disciplined behaviour of the member during the show. The Chairman, Executive Committee of Film Club is authorized to cancel the membership of any member.

6. Any member found intoxicated will not be allowed to enter to the show.

Chapter - 48

MAHARSHI DAYANAND UNIVERSITY UNIFETE SOCIETY

1. AIMS & OBJECTS :

i) The principal aim of the Society will be to organise annual Fete in the University and other cultural activities to inculcate a sense of co-operation and mutual understanding among the students of the various departments of the University. Participation in the University Fete and other Functions will undoubtedly prepare the young students to undertake future responsibilities.

ii) Income accruing from the Fete will be given to the University to be spent on the welfare of the students in the form of scholarship, financial help to poor and needy students.

2. Organising Committee :

To achieve this object an Organising Committee consisting of the following shall be set up in each academic year -

1.Vice-Chancellor	Patron
2.Dean Students' Welfare	Chairman
3.Registrar	Ex-Officio-member
4.Dean Colleges Development Council	-do -
5.Superintending Engineer	- do -
6.Principal, University College	- do -
7.Executive Engineer	- do -
8.Provosts	- do -
9.Estate Officer	- do -
10.Director Youth Welfare	- do -
11.Director Public Relations	- do -

12. 8 (eight) members from among the University teachers to be nominated by the Chairman.

13. 8 (eight) representatives of students from the U.T.D. (to be nominated by the D.S.W.)

The Chairman will appoint a Secretary of the Organising Committee to carry out duties mentioned below :-

i) to carry out the decisions of the Organising Committee.

ii) to issue notice of meetings and record minutes of the same and be responsible for the maintenance of record ;

iii) to carry out such other duties assigned to him by the Chairman.

For better co-ordination and speedy work the Organising Committee may appoint sub-committees for taking up various specific assignments.

The Organising Committee shall appoint a treasurer who will maintain the accounts. The Committee shall open an account in the name of "Unifete Society". M.D. University, Rohtak with the State Bank of India, M.D. University, Rohtak. This account will be operated jointly by the Treasurer and the Secretary.

The account of the 'Unifete Society' shall be annually audited by the Resident Assistant Examiner, Local Funds Accounts, Haryana.

3. Duties and Powers of the Chairman :

i) to sanction expenditure within the budget provision ;

ii) to approve the journey of Secretary and others in connection with the work of Unifete Society;

iii) to decide any matter pertaining to the Unifete Society

4. Meeting of the Organising Committee :

i) The Chairman will call meetings of the Organising Committee from time to time.

ii) Qurum of the meeting shall be 1/3 of total members

iii) Members who do not attend three consecutive meetings of the Unifete Society shall automatically cease to be its members and the Chairman, in consultation with Organising Committee shall fill up vacancy of such members.

Chapter - 49

[1]M.D. UNIVERSITY FACULTY CLUB

NAME

There shall be a Club called "Maharshi Dayanand University Faculty Club" (hereinafter called the club) with its venue at the premises provided by the University for the purpose.

Aims & Objects :

1. to promote fratenity among the teachers;
2. to provide social and cultural activities of the members;
3. to provide the members and their wives / husbands opportunities for recreation and pastime so as to utilise leisure hours in a healthy way; and
4. any other activities conductive to the fulfillment of the above objects.

PATRON

The Vice-Chancellor, Maharshi Dayanand University, Rohtak, shall be the Patron of the Club

Membership

The membership of the Club shall be of four kinds, namely -

a) Ordinary members : All the teachers appointed by the Maharshi Dayanand University, Rohtak and the teachers deputed to this University shall ipso facto be ordinary members of the Club. These members shall form the General Body of the Club and shall have voting right.

b) Associate Members : Research Assistants, Research Fellows, Research Scholars, Officers of the Maharshi Dayanand University, Rohtak of the rank of Superintendent and above shall be eligible to become Associate Members of the Club.

c) Special Members : (i) All gazetted officers of Haryana / Central Government stationed at Rohtak (ii) Prominent citizens of Rohtak city may also be enrolled as Special members at the sole discretion of the Executive Committee.

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

1. Amended by the Executive Council Vide Reso. No. 21 of 27.06.2013

Membership / Subscription etc. Payable

a) An Ordinary Member shall pay [1]Rs. 100/- p.m. This amount shall be deducted from his/her salary bill. An Ordinary Member on leave without pay shall not be required to pay the subscription for the period of his/her absence.

b) An Associate member shall pay subscription @ [1]Rs. 100/-p.m. to the Secretary/ Treasurer of the club on or before 7th of every month, failing which his/her membership shall be cancelled. He/She shall, however, be eligible to get the membership renewed on payment of the arrears of subscription due and a renewal fee of Rs. 5/-

c) A Special member shall be required to pay an admission fee of Rs. 10/- at the time of his/her admission; and [1]Rs. 100/- p.m. as a subscription on or before 7th of every month, failing which his/her membership shall be cancelled.

d) A Temporary member shall be required to pay [1]Rs. 100/- per month, the payment for the entire period of his membership is to be made in advance.

Power and Functions

The General Body shall have the powers :

i) to make amendments in the constitution;

ii) to approve the bye-laws passed by the Executive Committee; and

iii) to acquire and dispose of property for the benefit of the Club.

General Body

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

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1. Amended by the Executive Council Vide Reso. No. 21 of 27.06.2013

Office Bearers

The following shall be honorary office bearers of the Club - 1. President (to be elected by the General Body). 2. Vice-President (to be nominated by the President)

3.Secretary - do -

4.Treasurer - do -

5.Assistant Secretary - do -

Executive Committee

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

FUNCTIONS OF THE EXECUTIVE COMMITTEE AND THE OFFICE BEARERES

Executive Committee

1. To frame suitable bye-laws within the frame-work of this Constitution in order to regulate the activities of the Club and to get the same approved from the General Body.

2. To sanction expenditure out of the club funds on consumable and non-consumable items from time to time.

3. To raise funds, donations and / or grants in cash or kind for the benefit of the Club.

4. To adopt and submit to the General Body the Annual Report, Annual Financial Statement, etc. of the Club.

5. To appoint Auditors and fix their remuneration, if any.

OFFICE BEARERS

President : He shall preside over all the meetings of the ExecutiveCommittee and the General Body of the Club.

He shall have power to incur expenditure in anticipation of the approval of the Executive Committee up to Rs. 100/- on individual items specified in the budget of the Club.

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

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

Treasurer : The Treasurer shall maintain the accounts of the Cluband shall prepare Annual Financial Statement for the current year and the Budget Estimates for the following year for

submission to the Executive Committee and the General Body.

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

MEETING

General Body : The General Body shall assemble at least once in a year. This meeting shall be called the Annual General Meeting and will be held in August every year. A special meeting of the General Body may be called on a written requisition made to the President by at least twenty ordinary members of the Club or on a resolution adopted by the Executive Committee of the Club. The notice of a meeting specifying the business to be transacted shall be issued seven days in advance. Emergent meetings can, however, be convened at a notice of 24 hours.

AGENDA FOR THE ANNUAL MEETING OF THE GENERAL BODY

The Agenda shall include among other items the following :

i) The Annual Report

ii) The Financial Report alongwith the Statement of Accounts of the previous year and the Financial Estimates for the following year.

Quorum

1/4th of the total Ordinary Membership of the Club shall form the quorum.

Executive Committee

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

Election

The General Body shall elect the President at its annual general meeting. The term of the office of the President shall be 2 years or till the next election.

Removal of the President

The President may be removed from his office on a vote of no confidence passed in a general body meeting by 2/3rd of the members voting provided that the 2/3rd is not less than 1/2 of the total ordinary membership. In the event of the President being removed by the General Body, it shall elect an Ad-hoc Committee to look after the Club's activities till a new President is elected by it at a subsequent meeting for the remaining part of that year and the following year.

Removal of a Member

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

REMOVAL OF THE OFFICE BEARERS AND / OR NOMINATED MEMBERS OF THE EXECUTIVE COMMITTEE

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

Financial Year

The financial year of the Club shall be reckoned from Ist August every year.

Amendments to the Constitution

The Constitution may be amended at :

i) The Annual General Body meeting, if the proposed amendment are included in the agenda of the said meeting.

ii) a special meeting of the General Body provided that the proposed amendments are circulated by the Secretary as part of the agenda of such a meeting.

The proposed amendment shall be included in the constitution provided that the number of members voting in favour of the amendment or in favour of amendment to amendment, if any, is not less than 50% of the total strength of Ordinary Membership of the Club at that time.

Dissolution

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

Chapter - 50

[1]RULES FOR USE OF MDU FACULTY CLUB

1. The Faculty Club will be allotted as per the following rates:

Sr. No.	Persons	Rates of Dining Hall (GF)	Rates of Full Club building (Dining Hall+Lounge)
1.	Club Members (Personal Function)	5,000/-	15,000/-
2.	Department (Conference/Seminar)	N.A.	10,000/-
3.	Faculty Club Function	NIL	NIL
4.	Department Farewell Party (Teaching)	N.A.	2,000/-
5.	University Functions	NIL	NIL

2. The Faculty Club will be allotted by the Vice-Chancellor or any Officer authorized by the Vice-Chancellor on the recommendations of the President, Faculty Club.

3. The Club will be booked to the regular teachers (UTD) of the University. It also includes teachers in SFS Scheme. He/She must be a member of Faculty Club.

4. The Faculty Club may be used to celebrate the personal function of the members. Members shall celebrate the function of its own family comprising of parents, spouse and children (Copy of Ration Card/ Affidavit to the effect that the function pertains to me/my parents/my children to be submitted).

5. No marriage/reception will be allowed.

6. The celebrations should be within the building (Hall & Lounge) of the Club and no temporary sheds/tents will be allowed in open space of the Club premises.

7. The membership fee of each teacher/member shall be Rs.100/- per month.

1. Approved by the Executive Council Vide Reso. No. 21 dt. 27.06.2013

8. The facilities may be extended to the retired teachers, subject to the condition that they shall continue their membership from the time of their retirement. They shall renew their membership by depositing the annual membership fee of Rs.1,200/- with the Club in one lot in advance.

9. University Teaching Departments can book the Faculty Club during conference/seminar/workshop only with the permission of the Vice-Chancellor. However Department student party (i.e. Fare well/ Fresher's Party etc.) are not allowed.

10. Labeling/hoardings are not allowed in the building and its boundary wall.

11. Booking request shall be made 10 days in advance through the President of the Club.

12. Full booking amount shall be paid in advance.

13. At the time of booking, refundable security of Rs.5,000/- shall also be deposited in addition to the rental/booking charges.

14. At the time of departure of the user, if any loss/damage is found in the articles of the Club, the user shall be bound to make good the loss from the security amount. The decision of the President in this regard shall be final.

15. Liquor or any non-vegetarian food shall not be served. Use of DJ in the Faculty Club is totally banned.

16. The prescribed parking will be used by the guests and no vehicle shall be parked on the road.

17. Security & House Keeping facility of the club shall be provided by General Administration Branch of the University.

Chapter - 51

SUPPLY OF LIVERIES TO EMPLOYEES

The following permanent employees of the Maharshi Dayanand University, Rohtak and its maintained colleges shall be entitled to uniforms as per scale laid down in the schedule given below :

a) Drivers of the University Vehicles

b) All Class 'D' (Class IV) employees

Provided that uniforms may also be supplied to those employees who are working against permanent / temporary / adhoc posts, as a special case, on the production of a certificate from an officer of not below the rank of Superintendent to the effect that the employee is not likely to leave the service of the University and a surety from a permanent employee of not below the rank of an Assistant to the extent of the cost of the articles to which he is

entitled. In such cases the recommendations of the Head of the Department/Branch Officer concerned shall be necessary.

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

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

Provided that such employees who have less than a year of service before their retirement, shall not be issued any uniform.

The Heads of the Departments/Principals of the maintained Colleges shall send their requisitions to the Registrar's Office alongwith the name(s) of the employee(s) who is/are entitled to the grant of livery in the months of January for summer uniform and July for winter uniform.

The summer uniform shall be supplied to the employees by the 15th March and the winter uniforms by the 15th October.

The name of the Maharshi Dayanand University, Rohtak shall be embroidered in red cotton thread on the front pocket of the coat or the Bush Coat as the case may be.

Provided that the embroidery in case of drivers shall be done in the white Tilla.

The cost of the liveries and other articles like shoes, chappals, etc. will be the same as may be fixed by the Haryana Government from time to time for its own employees.

SCHEDULE

SCALE OF UNIFORM

Category of Employee	Sr. No.	Detail of item	Renewal Period
1 (Chief Security Officer/Dy. Chief Security Officer, Security Officer, Asstt. Security Officer)	1.	*Winter Uniform :* Angola Shirt (2), Jersy, Jaket, Trouser (2) & Scarf	One Uniform for 3 years
	2.	*Summer Uniform :* P-Cap, Berat, Badge, Shirt, Trouser Shoes, Belt, Socks, Lineyard, Should Title, Whistle and Belt Buckle	Two Uniform for 3 years

Category of Employee	Sr. No.	Detail of Item	Renewal Period	Ceiling Cost Fixed
2 (Drivers)	1.	3 Shirts & 3 Pents (Cotton)	After every 2 Years	Rs. 1500/-
	2.	1 Shirts & 1 Pent (Woolen)	After every 3 years	Rs. 1000/- Stitching Charges Extra
	3.	1 Pair of Black Shoes (Derbi) with Rubber Soul	Every year	Rs. 200/-

Class 'D' Employees

(a) MALE : One set of winter uniformof : i) Short buttoned up coat (woolen) ii) Pant; (woolen) iii) Cap/Turban (in case of Sikh employees) iv) One Jersey v) Socks pair (Nylon) for three years	Two sets of Terricot Summer consisting uniforms consisting of : a) buttoned up coats ; b) Pants and c) Caps/Turbans (in the case of Sikh employees) for a period of 3 years.
(b) FEMALE : One set of uniformof : a) One woollen shirt and salwar; b) One shawl c) One Jersey d) Socks pair (nylon) (for three years)	Two sets of Terricot Summer consisting Uniforms consisting of : a) Shirts; b) Salwars; and c) Dupattas for a period of 3 years

1. Added vide Executive Council vide Reso. No. 23 dt. 11-06-1998
2. Amended vide Executive Council Reso no. 52 of 18-03-2005 and Reso. No. 27 of 27-03-2014

Overcoats / Small Coat / Jacket :

One small Coat/Jacket to each chowkidar and such other employees who have to be on night duty after an interval of three years.

Longcoat : Two every year to :

i) employees working on the printing machines and inkmen.

ii) skilled workers in the University Departments / University

College / University Office.

iii) Distributors working in the University Press. One every alternate year to employees working on the rolling machine and the duplicating machine.

Boots and Raincoats :

One pair of leather shoes with the winter uniform and one pair of Chappal with the summer uniform to the Class 'D' employees. The Security men will be provided shoes instead of chappals with Summer Uniform. A rain-coat to Chowkidars only, wherever necessary, to be issued after an interval of five years.

Canteen Staff : (Steward / Butler / Waiter)

Ist year i) 2 terricot uniform @ Rs. 150/- each. For one year

ii) 1 Pair of shoes @ Rs. 105/- each.

iii) 1 pair of socks @ Rs. 11.50 each

2nd Year i) One terricot uniform @ Rs. 150/- each For two years

ii) One winter coat @ Rs. 180/- each

iii) 1 pair of socks @ Rs.11.50 each.

iv) 1 pair of shoes @ Rs. 106/- each.

Helpers : (Summer Uniform)

i) 2 terricot uniforms (Khaki) @ Rs. 150/- each. For three years

ii) One pair of chapples @ Rs. 68/- each

Winter Uniform

i) One coat and pant Rs. 340/- For three years

ii) One Jersy Rs. 105/-

iii) One pair of shoes Rs. 106/-

iv) One pair of socks Rs. 11.50/-

v) button and lining Rs. 30/-

Chapter - 52

1[ALLOTMENT OF RESIDENTIAL ACCOMMODATION]

1. These rules may be called "M.D.University Residential Accommodation Rules."

2. i) These rules apply to allotment of residential accommodation of different types constructed by the University from time to time for various categories of the staff.

ii) The House Allotment Committee will have the power to recommend the allotment of the house strictly as per seniority list to the Vice Chancellor.

iii) Proposals/recommendations for allotment of

residential accommodation shall not emanate from any other University Officer/ Body.

iv) The constitution of House Allotment Committee shall be as under:-

a)A Professor from U.T.D. to be nominated Chairman by the Vice Chancellor

b) Registrar

c) An Associate Professor from the U.T.D. to be nominated by the Vice-Chancellor.

d) President, M.D. University Non-Teaching Employees Association

e) President, M.D. University Teachers' Association.

f) Asstt. Registrar/Deputy Registrar (General Administration) will act as Secretary of the House Allotment Committee. i) The quorum of the meeting of the House Allotment Committee will be 2/3 of the total membership.

ii) The term of the House Allotment Committee shall be one year w.e.f. January to December of a particular year.

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1. Amended vide Executive Council Reso. No. 54 dt. 22-06-2012 & Reso No. 1 dt. 05-08-2012

3. No University employee shall claim the allotment of a residence as a matter of right.

4. For the purpose of allotment of residential accommodation, the University employees shall be classified on the basis of the initial basic pay of their pay scale as follows :

Sr. No.	Type of House	Pay Scale with Grade Pay/Academic Grade Progression
1.	Type - I	4440 - 7440 + 1300 and above
2.	Type-IA	5200 - 20200 + 1800 and above 4440 - 7440 + 1800 and above
3.	Type - II	9300-34800 + 3200 and above 5200 - 20200 + 3200 and above
4.	Type - IIA	9300 - 34800 + 4200 and above
5.	Type-III/ Type-III Duplex	15600-39100 + 5400 and above 9300 - 34800 + 5400 and above
6.	Type 9 J	15600- 39100 + 7000 and above
7.	Type - IV	37400- 67000 + 8000 and above 15600- 39100 + 7600 and above

The seniority of a particular Type of a House shall be determined on the basis of entry into their Pay Scale including GP/AGP vis-a-vis corresponding unrevised pay scale for a particular Type of

House Category. a) Earmarked houses may be allowed by HAC / Vice Chancellor only to those for whom the said houses / house have / has been earmarked.

b) If houses of different types in the common category i.e. Type-III / Type-III Duplex are to be allotted simultaneously, preference of eligible employees shall be taken into the account in the order of seniority as defined above.

c) Any other residential accommodation which is not categorized in the above types at present shall be categorized by the House Allotment Committee.

d) The office will circulate the seniority list to the employees giving 15 days time for filling objections. The objections received shall be considered by the House Allotment Committee. If no objection is received within the stipulated period, the list circulated will be accepted as valid. The seniority list should be updated and circulated atleast once a year.

e) 1Willingness of employees for allotment of houses will be sought twice in a year in the month of January and July. The same seniority list will be considered as circulated in the first round of the year. The office will prepare the category wise seniority lists of applicants as per Clause 4 above and get it vetted by the Estt. Br. & also it is to be determined on the last date of submission of applications in respective months.The House Allotment Committeeshall consider allotment of houses on the basis of seniority and willingness. In case an employee, who had earlier submitted willingness, declines to accept the house, the same shall be allotted to the next employee in the waiting list. The office shall issue allotment letters to the employee next in the seniority list after obtaining the approval of the Registrar. Preference for allotment of house on the ground floor may be considered on medical grounds supported by a certificate issued by the CMO only.

f) In allocation of vacant houses, requests for shifting and fresh allotment shall be clubbed together and allotment shall be done on the basis of seniority. However, request for ground floor accommodation supported by adequate medical ground/ physically challenged and certificate issued by CMO/other competent authority recommending ground floor living / avoidance of stairs climbing may be given due consideration. Moreover, mutual shifting in the same category shall be allowed by the Vice-Chancellor subject to the condition that the employees concerned must have atleast one year service period at his credit at the time of mutual shifting.

5. i) As soon as any accommodation becomes available, the House Allotment Committee will allot the houses strictly in order of seniority list except clause - 6 (ii). In any case the seniority will not be violated.

ii) The date of entry of an employee into the pay scale and GP/AGP (as mentioned in Clause 4) shall be the basis of allotment for a

1.Amended vide E.C. Reso. No. 54 dt. 24-9-2016

house of that category. If the date of eligibility for a particular category of houses is the same in the case of more than one employee then the date of eligibility for lower category of houses will be the criterion for determining seniority. In case this date is also the same, the employee older in the age shall be senior.

iii) If a house in the category to which an employee is entitled is not available, he may be allotted a house in the lower category i.e. one step below

the one to which he is eligible. For this purpose, the date of joining against a post in the lower pay scale or the date of entering the University service (whichever is later) shall determine his seniority viz-a-viz others entitled to that category.

Provided this will not debar him subsequently from the allotment of a house to which he is entitled.

6. i) a) The rent for the accommodation provided by the University shall be charged as per rates prescribed by the University from time to time. From Ist July, 2012 the following rates have been prescribed :

1.5% of Basic Pay + GP / AGP for all categories of house.

As 1.5% of initial basic pay is less than the standard rent (Annexure 'A') in case of all types of houses the same is approved fixed as monthly rent (HRC) in addition to HRA.

b) Water charges, Lawn charges (only for ground floor) and fan charges shall be charged from the employees on account of allotment of residential accommodation on the campus as given below :

Sr. No.	Category of House	Water Charges	Lawn Charges	Fan Charges
1.	Type-IV	Rs. 70/-	Rs. 50/-	Rs. 10/-per fan for all categories
2.	Type-III/ Type-III Duplex Type 9-J	Rs. 40/-	Rs. 30/-	
3.	Type -IIA/ supervisor Houses	Rs. 40/-	Rs. 30/-	
4.	Type - II	Rs. 40/-	N.A.	
5.	Type-IA/ Type I/ horti-culture House	Rs. 20/-	N.A.	

c) Normal Monthly Rent would mean **"HRA (fixed by Govt.of Haryana from time to time) on the Basic Pay + HRC"** during the permissible period retention of a University house.

ii) The House Allotment Committee may allot accommodation on priority basis to employees falling in the category of essential services as define below : a) S.E. or XEN

b) One member of the secretarial Staff of each of Vice-Chancellor, PVC, Registrar and COE, However, If one member of these officers has been allotted a house, no one else can be allotted until the former has vacated the house.

c) Driver of the Vice-Chancellor

d) S.D.E. (Electricity & Public Health)

e) Pump Driver of University Water Works/Disposal

f) Head, Security Wing.

g) Visually/ Physically handicapped with a degree of 70% or more disability. The certificate in respect of disability will be issued by CMO.

h) One Medical Officer

NOTE :

a) The house to the above Officers / Officials shall be allotted in the category of houses to which they are entitled. An up-to-date list of allocation under this category, office-wise shall be maintained.

b) The House to the persons mentioned at (d) & (f) above shall not be allotted if any other officer from the said Department / Office is already residing in the University Campus.

iii) Person getting residential accommodation in terms of Clause -6

(ii) shall hold accommodation only for such time as they continue to hold the office for which they were allotted accommodation and that as soon as they cease to hold that office, they would

automatically be required to vacate the residential accommodation within one month failing which action will be taken against them as provided in the note to Clause-9 below.

Such employees shall have to submit an affidavit (Annexure-'B') in this regard prior to moving into the house.

iv) When a University employee having house in the Campus dies or retires from the University service, the spouse or son/daughter of the deceased/ retired employee, who is already in the University service may be allowed to retain the accommodation occupied by the employee prior to his/her death/retirement by the HAC/ Vice Chancellor. However, the spouse/son/daughter of the deceased / retired employee shall have to vacate the accommodation, on allotment of accommodation to which he/she is entitled, which shall be done on priority basis. In the intermitted period he shall pay all the charges as per entitlement of house, initial of the Basic pay of that Category.

v) [1]Besides the provision under Clause-6 (ii), the Vice-Chancellor shall be competent to allot accommodation on priority basis to any regular employee of the University as per his/her entitlement. However, allotment under this category shall not exceed 10% of the total houses of a category for allotment. In addition to above, the Vice-Chancellor on the recommendation of

the Selection Committee shall be competent to offer accommodation to an employee on priority basis. This shall, however, be done only at the time of appointment.

7. The allotment once made shall not ordinarily be disturbed except for any of the following reasons : a) The University Employee occupying University accommodation

retires, resigns or his services are terminated.

b) The University employee becomes entitled to a higher category of accommodation and when such accommodation is available, if he so desires.

c) In case of shifting on request as per rules.

1. Amended vide Executive Council Reso no. 78 of 22-12-2014

8. A residence shall be deemed to have been allotted to an employee from the date he accepts the offer. Such acceptance shall be in writing and shall not be later than 15 days of the date of offer conveyed to him/her. However, an allottee who has accepted the offer will be free to occupy the University Accommodation within 15 days of offer made. If he does not occupy the premises allotted to him or declines the offer already accepted, within 15 days he will have to pay rent for one month of house allotted to him.

If acceptance of offer is not received by the Registrar within 15 days of the offer made, the allotment shall be deemed to have been refused and he shall not be eligible for allotment of a house on the Campus for one year.

Further, if an employee refuses the allotment, he shall not be considered for allotment of any category of accommodation before the expiry of one year from the date his refusal is received / recorded by the Registrar.

9. i) An allotment made under these rules shall continue in force until -

a) The expiry of the concessional period permissible under Clause- 9 (ii) below after the employee ceases to be at the place of his duty.

b) It is cancelled / withdrawn by the Vice-Chancellor/House Allotment Committee or has been cancelled under any other provision of these rules.

c) It is surrendered by the allottee, or

d) The allottee ceases to occupy the residence.

ii) A residence allotted to an employee may be retained in the happening of any of the events specified in column 2 of the table given below for the period specified against it, provided that the residence is required for the bonafied use of the employee or member of his family :

Sr. No.	Events	Permission period for retention of the residence

1.	Resignation, dismissal, removal or unauthorized absence from duty.	One Month

2.	2.Retrenchment	

Three months

Such employee will pay the normal rent (excluding HRA) being paid by them before their retirement.

Blind employees can retain accommodation for six months after their retirement.

3.	Death of the allottee	One Year the family of the deceased employee may be allowed to retain the allotted house on usual charges at the existing rate i.e. HRA last-drawn + HRC and other usual charges till the date which university gives/provides financial aid to the family of deceased employee
4.	Transfer to an outside place.	Six Months
5.	The employee who proceeds on fellow-ship, scholarship, study leave, EOL for studies visiting assignments etc.	Period of leave granted by the University job or new assignment

NOTE :

If the accommodation is not vacated on the expiry of permissible period for retention of the residence under any of the clauses, eviction and rent recovery proceedings as per law under "**Haryana Premises & Land Eviction and Rent Recovery Act - 1972"** shall be initiated by filling a case in the Court of Law and the person concerned shall be required to pay penal rent as under : i) Upto one month : normal rent + 10% of the Basic pay last drawn. ii) For 2nd & 3rd month : normal rent + 20% of the Basic pay last drawn

iii) For 4th to 6th month : normal rent + 30% of the Basic pay last drawn.

In any case i.e. after the retirement, an employee shall have to vacate the premises after nine months (i.e. 3 months permissible period and 6 months penal rent period mentioned above).

The Vice-Chancellor may allow retention of residential accommodation beyond the permissible period on normal rent

1. Amended vide Executive Council Reso no. 90 of 22-12-2014

and waive off the condition of the penal rent in hand and deserving cases on merits, where he considers it so necessary on request of the allottee.

10. Every person to whom accommodation has been allotted shall maintain the allotted premises in clean and sanitary conditions to the satisfaction of the University / Municipal and Health authorities.

11. The allottee shall be responsible for any damage beyond reasonable wear and tear of all fittings and fixture provided in the allotted premises, during the period for which the residence has been and remains allotted to him.

12. The allottee shall not -

a) Sublet or part with the possession or the whole or part of the allotted premises under any circumstances.

b) Construct temporary or unauthorized structures in any part of the allotted premises or make alternations in the building;

c) Use the allotted premises or part thereof for purpose other than for which they were meant;

d) Make unauthorized extensions from the electric or water connections or temper with them.

In the event of an allottee violating any of the above conditions, the University would be competent to withdraw the allotment or take any other necessary action against the allottee as provided in the note to clause-9 above.

13. The allottee shall not use the premises allotted to him in a manner so as to be a source of annoyance or nuisance to the neighbourhood.

14. Every allottee shall permit any officer of the University so authorized or an employee of the University Engineering Cell to enter the allotted premises for inspection, etc. between sunrise and sunset.

15. If any person to whom a residence has been allotted, commits breach of any of these rules or uses or permits the residence or premises, to be used for any purpose, which the Vice-Chancellor considers to be improper, the Vice-Chancellor may -

a) require him to vacate the premises; and

b) declare him ineligible for University accommodation for a period as may be specified in each case.

15.3 An allottee shall on occupation or vacation of the residence, sign an inventory of fittings and/or furniture in the residence. Such an

inventory shall be prepared and countersigned by the Registrar or an Officer of the University authorized by the Registrar to do so.

15.4 The House Allotment Committee shall be the final authority for interpretation of these rules and an appeal against the recommendations of the House Allotment Committee shall with the Executive Council.

15.5 Electricity Charges "Whenever UHBVN/University meters are provided, the allottee must pay to the UHBVN / University its dues regularly and in time. In case of default, if electric connection to a house is disconnected, it shall be the responsibility of the allottee to get it reconnected by payment of requisite charges.

15.6 The University office shall deduct all charges from the salary bills of the allottees at the rates that may be prescribed by the competent authority from time to time.

15.7 In case any allottee fails to pay the electricity charges / water charges to the UHBVN/Public Health Department, the University shall have the power to deduct the same from his salary or other dues.

15.8 No separate garage will be provided to the allottee of ground floor, if there is already a provision of parking a car in that house.

Annexure - A

Sr. No.	Type of Houses	Rent per month (Rs.)
1.	Type-I houses (Behind old GH-I & 4 nos. officers residence)	
	a)Ground Floor =	4,800/-
	b)First floor	4,200/-
2.	Type-I houses (mainly near water works & partly near type - IA houses)	
	a)Ground floor	3,900/-
	b)First floor	3,450/-
3.	Type - IA houses	
	a)Ground floor	3,900/-
	b)First floor	3,450/-
4.	Type - II houses	
	a)Ground Floor	5,270/-
	b)First floor	4,735/-
5.	Type - IIA (Duplex)	8,700/-
6.	Type - III houses	

	a)Ground floor	
	b)First floor	7,700/-
7.	Type - III (Duplex)	9,250/-
8.	9-J Houses	16,800/-
9.	Type-IV (Single storey)	18,850/-
10.	Type-IV (Duplex)	17,500/-
11.	Officers Residences	28,400/-

Annexture - 'B'

AFFIDAVIT

I ..... Son/Daughter of Shri .....

..... working as ..... do solemnly affirm and declare as under :

i) that I applied for residential accommodation in the University Campus under Clause - 6 (ii) of the recommendations of the Committee constituted by the Executive Council on priority basis.

ii) that in case the University allots me accommodation in the University Campus on priority basis, I undertake that I shall have residential accommodation allotted to me in terms of Clause-6 (ii) only for such period/ time I shall hold the essential duties for the post for the essential service and as soon as the essential service ceases due to any reason, I shall vacate the accommodation allotted to me on priority basis within one month.

DEPONENT

VERIFICATION

I ..... the above named deponent do hereby further affirm that the contents of my above affidavit is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

ROHTAK DEPONENT

Dated :

Chapter - 53

1 [FACULTY HOUSE RULES]

2These rules shall be called Maharshi Dayanand University Faculty House Rules, 2016 and the same shall supersede all earlier rules / regulations and orders made/issued in the name of rules for the Faculty House.

1. A. Transit Facility

2Faculty House is a transit facility for lodging and boarding at the University campus for visitors governed by the rules stipulated hereinafter and for academic purposes as well as to facilitate the University employees as hosts purely for their personal and

domestic functions. It shall not be treated as a Guest House and shall not be used for any commercial purpose, whatsoever.

2. Free Boarding & Lodging Facility

Faculty House will afford free boarding and lodging facility to the following-

i) The Guests allowed to be treated as University Guest(s) by the Vice-Chancellor.

ii) 2Members of the Court/Executive Council / Academic Council/ Finance Committee/Establishment Committee/Selection Committee/Boards of Studies / Departmental Research Committee, while on visit to the University in connection with the meetings of these bodies and members of departmental audit committee.

iii) Resource Persons, teachers of other Universities coming to attend official meetings at MDU.

iv) 2Vice-Chancellor(s) and Registrar(s) of the State Universities in Haryana for a maximum of 3 days (Free boarding and lodging).

v) 2Former Vice-Chancellors of the State Universities in Haryana for a maximum 2 days (Free boarding and lodging).

3. 2Lodging charges for persons other than those mentioned in Para 2 above :

Lodging Charges

	Persons	**Rates Non AC**	**Rates AC**
2i)	Teachers on MDU duties	50	100

1. Approved by the Executive Council vide Reso. No. 24 dt. 07-02-2009
2. Amended vide EC resolution No. 111 of 29.06.2016

ii)	ii)Serving/Retd. Employee of MDU and their personal guests/close relations	200	400
2iii)	2iii)Marriage & Marriage related Functions of serving / retired University employees (self/son/daughter)	100	200
iv)	Employee of other Universities/aided Colleges of MDU/Govt. Colleges of MDU	200	400

2v)	1Officers of Haryana/Central Govt. Autonomous Bodies Including Judges. Provided the request is received from the Commissioner / I.G.. Police /D.C./ S.P./District Sessions	200	500
2vi)	Private	600	1000
2vii)	2vii)Other unaided affiliated Colleges	400	800

24. Boarding Charges for persons other than those mentioned at Para 2 above :

	Item	Rates
i)	**Breakfast** Two parantha + curd + tea Or Corn flackes with milk 200 gm Or Butter slice-4 with milk 200 gm Or Puri + Alu + Tea	Rs. 50/-
3ii)	3ii)**Normal Meal** Chapaties, Dal, One seasonal vegetable, Plain rice, curd, salad	Rs. 80/-
3iii)	3iii)**Special Meal** One paneer veg. One seasonal veg. One Dal/Rajma/Chholley Raita Rice Pulao Salad Chapatti One Sweet Dish: Kheer/ice-cream/ custard/one piece gulab jamun/rasgulla etc.	Rs. 150/-

1. Amended by the Executive Council vide Reso. No. 58 dt. 03-10-2009
2. Revised by E.C. vide Reso. No. 22 dated 10-02-2014
3. Amended vide EC resolution No. 111 of 29.06.2016

iv) **Additional items, if required, will be charged as under**

a) Soup	Rs. 20/-
(b) Sweet Dish	Rs. 25/-
2(c) One extra vegetablewith	Rs. 40/-
PaneerRs. 40/-(d) Simple	Rs. 35/-
Dal/Seasonal VegetableRs. 35/-(e)	M.R.P.
Cold Drinks, Biscuit,	Rs. 8/-
BisleriM.R.P.	Rs. 10/-
(f) Tea ordinary	Rs. 20/-
(g) Tea dip dip/Coffee	Rs. 225/- per k.g.
(h) Extra salad half plate 2(i)	Rs. 300/- per k.g.
Veg. pakoda	Rs. 5/-
2(j) Paneer pakoda	Rs. 20/- per head
(k) Butter 1 piece	As per market rate
(l) Ghee shakkar per head	Rs. 15/- each
(m) Fruits	Rs. 10/-
2(n) Extra prantha	

Use of Lawns, Lounge and/or lounge and dining hall :

i) The use of lawns and/or lounge and dining hall shall be strictly restricted to official functions of the University.

ii) The Lawns and / or lounge and dining hall can be used free of cost, with permission of the Vice-Chancellor/Registrar, for farewell functions of University employee(s).

6. 2Only the Vice-Chancellor is competent to allow use of Chancellor's Suite, CM's Suite & VC's Suite.

7. 2A.C. rooms including VIP suites (1 &2) shall be allotted with the permission of the Registrar/ Vice-Chancellor during office hours beyond which the manager (hospitality) shall permit uses for only bonafide purposes and seek post facto sanction.

8. 2Non-A.C. rooms shall be allotted with the permission of the Manager-in-Charge hospitality.

9. 2Payment towards reservation or room(s) and meal charges will have to be remitted in advance. For requests received by post, rent will be charged on occupation of room.

10. Check-out time shall be 12.00 noon.

11. Telephone charges @ Rs. 3/- per private local calls and actual charges for trunk calls shall have to be paid by the users.

12. No person shall ordinarily be permitted to stay in Faculty House for a period exceeding seven days except in the case of MDU employee joining on first appointment or on transfer. Stay beyond seven days shall be allowed only with the permission of Vice-Chancellor. In such cases, Rs. 25/- per day as electricity and water charges shall be charged for duration of stay beyond seven days.

1. Amended vide EC resolution No. 111 of 29.06.2016

2. Amended vide EC resolution No. 111 of 29.06.2016

13. Consumption of liquor in Faculty House is strictly prohibited.
14. Meal services will not be provided in the rooms of Faculty House.
15. Only authorized persons will be allowed to stay in Faculty House.
16. Entry into the Faculty House after 10.00 p.m. by the guests is prohibited.
17. [2]All the dues must be cleared by the guests and key must be handed over to the official deputed by the In-Charge Faculty House after handing over the articles. The damage, if any, will be borne by the occupant.
18. The Vice-Chancellor is competent to cancel any allotment in case of any exigency requiring such a step and the Vice-Chancellor/ Registrar reserve the right to inspect/order of inspection of any room at any time without notice.

[1]19. The procession of marriage/barat shall enter from Gate No. 6 to avoid noise pollution and disturbance to the hostellers and residents and barat shall assemble near Gate No. 8 (near power hosue in the campus). Use of band/dholak etc. is permissible only upto 200 mtr. distance from Gate No. 8 to the Campus Community Club.

[1]20. DJs shall be played only at the permissible sound level and by all means in a low volume which in any case will be stopped by 10:00 p.m.

NOTE :

The Vice-Chancellor may, wherever he considers necessary, waive off the boarding and lodging charges in addition to exceptions provided in these rules.

[2]Rules for Transit Hostel

The rates and all other conditions for uses of the transit hostel shall remain the same as are applicable in the Faculty House. However, the Transit Hostel shall be used and booked only for official functions and no private uses shall be allowed in any case.

1. Added by vide E.C. Reso. No. 21 dated 10-02-2014
2. Amended vide EC resolution No. 111 of 29.06.2016

Chapter - 54

[1] [COMMUNITY CLUB RULES]

These rules shall be called Maharshi Dayanand University Campus Community Club Rules, 2008 and the same supersede all earlier rules / regulations and orders made/issued in this regard.

The Campus Community Club will be allotted to the following as per rates mentioned against each.

Persons	Rate
1.Serving or Retd. Employees	Rent/Electricity/

University above the rank of Deputy Supdt. For marriage of self or ward	Cleaning 6500+2000+500 = Rs. 9000/-
2.Serving or Retd. Employees of the University upto the Deputy Supdt. For Marriage of self or ward.	3000 + 1500 + 500 = Rs. 5000/-

23.Deleted

4. For functions other than marriages i.e. Tea Party, Lunch, dinner etc. of shorter duration, the Campus Community Club shall be booked for serving/ retired employees of the University @ Rs.1000/-(Rs. 500 as rent and Rs. 500 as cleaning charges) per event.

5. The Campus Community Club shall be allotted free of charge to serving / retired employees for functions like Farewell / condolence meeting / Havan etc.

6. Booking of the Campus Community Club shall be allowed by the Officer Incharge of General Admn. Branch.

NOTE :

1. University Employee will have to give an undertaking that Campus Community Club will be used exclusively for his family function.

2. No illumination will be allowed outside the Campus Community Club gates.

3. Parking of vehicles shall be allowed only at designated points within the Campus Community Club premises and outside along the Hardwari Lal road and not along the road in front.

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3. Approved by the Executive Council vide Reso. No. 42 dt. 07-02-2009
4. Deleted by E.C. Vide Reso. No. 21 dated 10-02-2014

Chapter - 55

PUBLICATION AND DISTRIBUTION OF RESEARCH JOURNALS

Scope of the Journal : The Journal (s) shall cater to the researchneeds of the Scholars and Teachers of the University and shall throw up new facts, ideas and the innovations etc. **Name :** The name of the Journal shall be as decided by theDepartment / Faculty concerned.

Language : The language of the Journal shall be Hindi/English.The research paper, neatly typed in double space, should be submitted in duplicate in English language except in case of Hindi and Sanskrit where Articles in these languages will be accepted.

Periodicity : The Journal shall be yearly, to begin with. Theperiodicity may be varied by the Vice-Chancellor on the recommendations of the Chief Editor.

Date of Publication : The date of publication shall be decidedby the Editorial Board.

Publisher : The Publisher of the Journal shall be the Chief Editor, who shall be appointed by the Vice-Chancellor from amongst the Professors and Associate Professors of the Departments / Faculty. **Printing :** The Journal shall be printed at the M.D. University Press except where the press is unable to undertake the job due to its limitations. In the latter case, a quality printing press at Rohtak or outside may be entrusted with this job. A Committee consisting of Chief Editor (Convenor), Press Manager and the Finance Officer will finalise the printing of the Journal with the approval of the Vice-Chancellor.

Proof Reading : The final proof reading will be arranged by the Chief Editor by engaging suitable person / persons to be selected by him and he/they may be paid suitable remuneration. [1]**[Evaluation of Articles :** The members of the Editorial Board shall not be appointed as experts for evaluation of articles / research papers. An amount of Rs. 500/- shall be paid as honorarium to the expert(s) for evaluation of article/research paper for publication in the Research Journal of the University.

1. Added by the Executive Council vide Reso. No. 46 dt. 17-09-2010

Budget : The Chief Editor of every journal shall prepare a budgetfor the journal in the beginning of the year of the Journal and will present it for approval of the Vice-Chancellor. **Price :** The price of the Journal shall be fixed by the Chief Editor and approved by the Vice-Chancellor every year, on the basis of cost of production. While fixing the price, the commission to be given to the distributors and the number of complimentary copies shall be taken into consideration. The bonafide students / teachers of the University will be supplied the journal at half the printed price. The deficit, if any, will be met by the University. **Funds :** A revolving fund, say of Rs. 1 lakh may be created by theUniversity, for the printing of research journal (s). The fund shall be maintained by the Finance Officer.

Records : The stock register (s) shall be maintained by the ChiefEditor(s)

Distribution / Sale : In order to ensure proper sale of the journal there shall be a committee of each journal consisting of the Chief Editor, Circulation Manager, if any, Librarian and the Finance Officer. The Committee at the beginning of the session would spell out the procedure of sale and distribution as to how sale may be arranged, including terms & conditions to be entered with

the distributing agencies. The recommendations of the Committee shall be referred to the Vice-Chancellor for approval.

Distribution of Complimentary Copies

Complimentary copies will be sent to :

i) Two copies of the issue to each advertiser;

ii) One copy to each author and co-author in which his/her/their article(s) appear(s) with 20 off prints of the articles (s).

iii) One copy to each member of the Editorial Board.

iv) One copy each to Chancellor, Vice-Chancellor, Pro Vice-Chancellor, Registrar, Dean of the Faculty concerned, Dean of Students' Welfare, Library and Departments of the concerned faculty.

v) 20 copies shall be placed at the discretion of Chief Editor for presentation to the dignitaries visiting the University, Scholars, men of eminence etc.

Advertisement Rate Card

Position	**Rate** Inner
cover full page (2nd & 3rd pages extra for guaranteed position on inner pages)	Rs. 200/-(25%
Inner page full	Rs. 150/-
Inner page half	Rs. 80/-
Inner page quarter	Rs. 50/-**Terms**

and Conditions for Acceptance of Advertisements

Minimum space acceptable would be quarter page for inner page. In the case of cover pages only full page advertisement will be accepted. Instructions and advertisement material (including blocks) shall reach the Chief Editor atleast one month before the date of publication. For printing in colour Rs. 50/- extra would be charged per colour. No responsibility will be accepted for damage or loss of blocks etc. supplied by the advertiser, although utmost care would be taken by the publishers to avoid such an occurrence. The advertisements will be considered for publication by a committee of three persons to be constituted by the Chief Editor. The rates of advertisement are subject to revision on the recommendations of a Committee to be appointed by the Vice-Chancellor.

Advertisement Agents :

a)Casual insertion	15%
b)6 insertions	20%
c)12 insertions	25%

The Editorial Board will be constituted by the Chief Editor with the approval of the Vice-Chancellor. The number of members on the Editorial Board (including the Chief Editor) shall not be more than seven. However, there may also be an Advisory Board, constituted by the Editorial Board.

Patron

The Vice-Chancellor will be the patron of the Journal (s).

Chapter - 56
USE OF UNIVERSITY BUS

1. **Ownership**

The University Bus will be owned by the Registrar, Maharshi Dayanand University, Rohtak.

2. Controlling Officer -

The Registrar will be the Controlling Officer for the University Bus.

3. Purpose

i) The University Bus is intended primarily for journeys by the

students for bonafide educational purposes such as educational tours, functions and seminars etc.

ii) It may also be used for official purpose in connection with the University functions etc. whenever needed and available. iii) In case the Bus is free and is not being used by the students or for any other official purposes, the Registrar may allow an employee or a group of employees and their families its use for tours etc. iv) The Vice-Chancellor may allow the bus for any other purpose not covered by these rules.

4. Procedure for requisitioning the Bus :

i) Requests from students will be entertained only when these are recommended by the Head of the Department concerned. In case, students from various departments for a party, they will send their requisition through the Dean Students' Welfare. However, the Registrar may in exceptional cases entertain a request direct also.

ii) Whenever the bus is needed for official purposes, the indenting officer will write to the Registrar. If the bus is required free of charges, it will be allowed by the Vice-Chancellor.

iii) Staff members will send their requests direct to the Registrar.

Sufficient notice will be given for requisitioning the bus, unless

there is an emergent reason for not doing so. The

allocation will be made on the basis of priority of purpose.

5. Maintenance of log Book etc.

The Transport Officer will ensure that the log book is maintained properly-record of repairs, replacements and other articles purchased for the bus shall be maintained in the Transport Office. Repairs will be got done from the Haryana Roadways Workshop, Rohtak. Urgent repairs may be carried out in a private workshop with the approval of the Registrar.

6. Insurance

1 Comprehensive Insurance will be taken out for all the vehicles.

The insured amount will include approximate cost of the vehicle including spare parts, tools and accessories etc. Third Party insurance may also be taken out in respect of a particular vehicle, if it is suitable, after obtaining permission from the Vice-Chancellor. Insurance should cover riots, fire, flood, natural calamities, and strikes, legal liability of the Driver/Conductor and passengers etc. The Transport Officer will ensure that the policies are renewed regularly at least one week prior to the lapse of policy.

7. Rates :

i) For official purposes, unless allowed free of charges by the Vice-Chancellor, the rate will be Rs. 24 per kms. in long/local journeys.

ii) For other non-official purpose i.e. by staff members,

the rate will be Rs. 24/- per km. in long local journeys.

iii) Mileage will be counted from garage to garage.

iv) For over night stay, an additional amount of Rs. 300/- per night will be charged.

v) Students will be required to pay 50% of the amount calculated @ of Rs. 24/- per k.m. plus night charges, if the tour is sanctioned by DSW Office out of Amalgamated Fund.

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1. Amended by the Executive Council vide Reso. No. 31 dt. 28-12-2012

18.

Distance Limit : The bus will be allowed for a maximum limit of500 kms. on one side Journey. Provided that in exceptional cases, the Vice-Chancellor may, on the recommendation of the Controlling Officer, relax this limit as may be considered necessary.

9. For out-station journeys the time limit will be 5 days inclusive of the days of departure and arrival. Provided that in exceptional cases, the Vice-Chancellor may, on the recommendation of the Controlling Officer, relax this limit as may be considered necessary.

10. The income accured/expeuditure incurred on account of the University Bus will be credited/debited to the concerned University heads of account.

11. Any point not covered by these rules will be decided by the Vice-Chancellor.

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1. Amended by the Executive Council vide Reso No. 6 dt. 01-02-2004

Chapter - 57

USE OF UNIVERSITY VEHICLES

1. **Ownership : All the University vehicles will be owned by the Registrar, Maharshi Dayanand University, Rohtak.**

2. **Controlling Officer -** The Registrar will be controlling Officer ofthe University Vehicles.

3. **Maintenance of Log Books and Repairs Registers etc. -**

The Transport Officer shall maintain -

i) in Form S.W.I. a log book of each vehicle showing particulars of the journeys performed by the vehicles both for official and private use and also of petrol / diesel and Mobil oil etc. consumed. All entries in the log books shall be checked by the Transport Officer. The Officer/Official using a University vehicle shall sign in the log book inrespect of journeys performed by him/her;

ii) in Form S.W.II., a register of repairs / replacements etc. in respect of each vehicles;

iii) in Form S.W.III a register of receipts and expenditure.

iv) An inventory of equipments, tools and spare parts shall be made and it shall be checked by the Transport Officer quarterly and any loss arising out of negligence or default recovered from the person(s) at fault.

v) Other record of insurance, taxes, passing of vehicles and sale/ purchase of vehicles.

The Transport Officer will be responsible for the proper use, care and maintenance of the University vehicels and regulate their journeys in accordance with the rules.

4. Procedure for Requisitioning the Vehicle :

University vehicles are intended for use on journeys for bonafide official work of the University. These may also be used for journeys:

a) by members of the University bodies or V.I.P.s in connection with the University work; and

b) by the Vice-Chancellor for University work or functions connected with public relations of the University.

The functionaries needing a vehicles for official work of the University will send their requests to the Registrar. Use of a staff car will be allowed by the Vice-Chancellor. Other vehicles may, however, be allowed by the Registrar. In case the Vice-Chancellor is not in station, the Registrar may allow use of the staff car in anticipation of the approval of the Vice-Chancellor and ex-post facto approval will be obtained from the Vice-Chancellor on his return. Such action will be taken by the Registrar only in case of emergency.

If the vehicle is required for local use and official work of the University, the Transport Officer may allow use of a vehicle. For out station journeys, approval of the Registrar or the Vice-Chancellor, as the case may be, is necessary.

Such requests will be sent well in advance for taking final orders and a vehicle will be provided keeping in view its availability and urgency of work.

5. Use of Vehicles for Private (non-duty) Journeys :

University vehicles may be permitted for private Journeys on the rates shown in Clause-6 for such journeys, subject to the condition:

a) that official journeys will have preference over private journeys;

b) that use of the vehicle will not be permissible for journeys to places of entertainment and public amusement;

c) that following classes of private (non-duty) journeys will be regarded as permissible and paid for at the rates indicated in clause 6 (v) :

i) Urgent visit to hospital in connection with serious illness of members of staff or students.

ii) Emergency trips by members of staff, or their families, or the students.

6. Rates for Use of Vehicles -

Following will be the rates for official / private use of the University Vehicles.

S.No.	Type of Vehicle	Rates per kilometer for official on payment basis	
		Non AC	AC
1.	Staff Car	-	Rs. 8.00
2.	Tata Sumo	Rs. 7.00	-
3.	Bus (Big)	Rs. 24.00	-
4.	Scorpio/Tata Victa	Rs. 8.00	Rs. 9.00
5.	Mini Bus	Rs. 18.00	-
6.	Tata 407	Rs. 12.00	-
7.	Night stay charges of Buses	Rs. 300/- per night	

i) Mileage will be counted from garage to garage.

ii) If a vehicle is used for students welfare activities i.e. functions/ seminars and other field work of students, sports, N.S.S. programmes etc., charges will be recovered on official rates from the concerned departments. The Vice-Chancellor may, however, allow use of a vehicle free of charge or only on actual petrol / diesel expenses.

iii) For out station journeys, whether official or private, an amount equal to the D.A. payable to the Driver / Cleaner will be charged extra.

iv) Above rates will be applicable for use of vehicles within the normal working hours on working days. Working hours shall means office timings. In case of private use of a vehicle, before or after working hours, extra charges of Rs. 1/- per hour subject to a maximum of Rs. 5/- on working days and Rs. 10/- on Sunday and holidays will be charged. These extra charges will not be applicable in case of official journeys.

v) In case a student or a University employee or a dependent of the latter is removed, in the event of emergency to the local Medical College and Hospital or to another hospital in Haryana / Punjab/

Chandigarh/Delhi for medical treatment, on the advice of concerned Head of the Dept., Medical College and Hospital, a University Vehicle may be provided and official rates will be charged for such use.

vi) The charges, prescribed above, will be recovered from the concerned person through bills in Form S.W.IV. presented to them by the Transport Officer, who will issue a receipt in Form S.W.V. and will credit to the University under Head - (A) Reimbursement and Recoveries, (B) Recoveries - University Vehicles.

The Transport Officer will be responsible for the proper and prompt recovery of these charges and their credit to the University account.

He will bring to the notice of the Registrar, any persistent delay in the payment of bills on the part of an official.

7. [1] Procedure for Repairs and Replacement

The concerned driver will inform the Transport Officer in writing about the repairs/replacement in the vehicle. All major repairs will be got done from a Govt. Workshop after obtaining approval of the Registrar. If Govt. Work-shop is not in a position to undertake a particular Job, a certificate to this effect will be obtained and repairs will be got done from a private workshop on competitive rates by the Transport Officer after obtaining approval of the Registrar, Minor repairs costing upto [2] Rs. 2000/- will be allowed by the Transport Officer without obtaining any quotation/N.A.C. from any Govt. Workshops. However, the lowest market rates will be verified by the Transport Officer and above by the Registrar, if the Haryana Roadways Rohtak / Govt. Workshops do not take the repair job, the urgent repairs will be allowed by the Registrar without obtaining N.A.C. from Haryana Roadways Rohtak / any Govt. Workshop. If there is some defect due to negligency of the driver, responsibility will be fixed by the Transport Officer and suitable action will be taken against the driver concerned.

1. Amended vide Executive Council Reso. No. 13 dt. 12-12-2002
2. Amended vide Executive Council Reso No. 23 of 23-12-2006

8. Servicing, Oil and Filter change etc.

[1] The vehicles will be got serviced and the Mobil Oil, and other Lubricants and Filters etc. will be changed as per the norms given in the relevant manual of the vehicle(s) supplied by the Manufacturer(s).

The Vice-Chancellor's Staff Car may be serviced as per its requirement. The Transport Officer will ensure that the vehicles are serviced accordingly.

9. Insurance

Comprehensive insurance will be taken out for all the vehicles. The insured amount will include approximate cost of the vehicle including spare parts, tools and accessories etc. Third party insurance may also be taken out in respect of a particular vehicle, if it is suitable, after obtaining permission from the Vice-Chancellor. Insurance should cover riots and strikes, legal liability of the driver/ conductor and passengers etc. The Transport Officer will ensure that the policies are renewed regularly.

10. Condemnation of Vehicles

If a vehicle has covered the prescribed mileage or period fixed by the Govt. for condemnation of a vehicle and the use of the vehicle has become uneconomical or it is damaged in an accident, it may be disposed off with the approval of the Executive Council. For this purpose, a committee will be constituted by the Vice-Chancellor including in it inter-alia an officer of the State Transport Department. The report of the Committee will be placed before the Executive Council for its approval.

1. Amended by the Executive Council vide Reso. No. 31 dt. 28.12.2012

Chapter - 58

PUBLICATION OF BOOKS OF MERIT PRODUCED BY THE MEMBERS OF TEACHING COMMUNITY OF THE UNIVERSITY AND AFFILIATED / MAINTAINED COLLEGES

1. The Committee of experts to be appointed from time to time by the Vice-Chancellor on the recommendations of the Dean / Head of the Dept. concerned will judge the merit of work.

2. The work may include books / thesis / outstanding research work.

3. The University share of royalty will be decided by the Vice-Chancellor, on the merit of each case.

4. The expenditure for the publication will be met out of the University funds, provided that the expenditure incurred on publication should not exceed the amount of royality to be received by the University.

5. It will be the duty of the author to supply the copies of the manuscript for sending to the experts.

6. The author / Head of the Deptt. shall approve the proofs before publication.

Chapter - 59

1[NON-TEACHING EMPLOYEES ASSOCIATION]

1. **Name**

The Association shall be known as the Maharshi Dayanand University Non-teaching Employees' Association, Rohtak (Haryana). The Registered Office of the Association shall be at Rohtak.

2. Aims & Objects

a) To promote and maintain amongst its members a sense of dignity, discipline and responsibility.

b) To safeguard and promote the interests of the members, in all matters concerning the conditions of service, by adopting peaceful & constitutional means.

c) To adopt such methods as may tend to improve general efficiency of work in accordance with the conduct and service rules of the University.

d) To provide refundable relief in time of emergency or distress (illness) to the members of the Association from the funds of the Association or voluntary contribution from the members.

e) To foster a spirit of co-operation, fellow-feeling and solidarity among all employees of the University.

f) To provide means for Social Welfare and to establish co-operative Societies, cultural clubs, sports clubs etc. for the benefit of the University employees.

g) To do all such other lawful acts, deeds or things as are conductive to the attainment of any of the above objects.

3. Membership and Fees

Only regular employee of the Non-teaching staff of the M.D.University, Rohtak will be entitled to be a member of the

1. Amended by the Executive Council vide Reso. No. 31 dt. 11-11-2005 and Reso. No. 53 of 27-09-2006

Association. An employee appointed on purely temporary or on adhoc basis will not be entitled to become a member of the Association. There will be no patron, life member or ex-officio member of the Association.

[1]An employee intending to become a member of the association shall be required to apply on a prescribed form and pay admission fee of Rs. 2/-. Thereafter, he shall be required to pay monthly subscription @ Rs. 50/- per month which shall be deducted from the monthly salary of the employee.

Any member whose subscription has fallen into arrears for more than three months shall automatically cease to be a member of the Association. He/She will be entitled to re-enrolment only on payment of arrears and a re-admission fee of Rs. 50/-

4. Bodies of the Association

1. General Body
2. Executive Committee

5. Powers of the General body

a) The supreme authority shall vest in the General Body of the Association. It shall be the policy making authority.

b) The General Body shall approve the yearly Budget of the Association prepared by the General Secretary and recommended by the Executive Committee. The budget will be presented to the General Body within one month of the elections of the office bearers and the formation of the Executive Committee. The Geeral Body may review the budget as it deems fit.

c) The General Body shall meet atleast twice a year including its annual meeting which will normally be held in the month of October.

d) The General Secretary shall, before each annual meeting of the General Body, issue to all the members a notice of the

1. Amended by the Executive Council vide Reso. No. 32 of 28.12.2012 and vide Reso. No. 13 of 15-06-2015

same at least ten days before the meeting. The agenda for this meeting shall be issued to the members at least five days before the meeting.

e) The President may summon a special meeting of the General Body whenever necessary. He shall also summon a meeting of the General Body within a maximum period of ten days, if a minimum of 10% of the members of the Association submit such a requisition in writing to the President.

The Executive Committee

The Executive Committee shall consist of :-

a)President b)Vice-President c)General Secretary d)Joint Secretary e) Treasurer (all elected by the General Body)

f) Sixteen members of the Executive Committee be elected from different categories of non-teaching employees of the University (detail of which may be seen in Appendix-I) in the following manner:

Seven members shall be elected from category No. I, one from category No. II, two from category No. III and one each from category Nos IV. V. VI. VII. VIII and IX.

NOTE :

1. In addition, the nearest defeated candidate of the post of President and the outgoing President shall also be members of the Executive Committee. Four members shall be nominated by the President.
2. If two female members are not elected in these ten members of the Executive Committee of the NTEA, the President of the Association will be empowered to nominate two female members, one female member from category No. 1 and one from other categories in addition to sixteen elected members by various categories.

The President of the Association shall be the President of the Executive Committee. The General Secretary of the Association shall be the Secretary of the Executive Committee. The Executive

Committee shall meet at least once in a month. The Executive Committee shall consider the Annual report and the duly audited statement of accounts of the Association prepared by the General Secretary before submitting it to the General Body for adoption at the annual meeting.

It shall be the responsibility of the Executive Committee to get the accounts of the Association audited within a month of the close of the financial year. The General Body may nominate two members from the General Body as Auditors for auditing the accounts of the Association. It shall place the audited accounts alongwith the Treasurer's report on the financial position of

the Association, before the General Body at its annual meeting for adoption. In the event of non-adoption of such accounts by the General Body the outgoing President and the Treasurer shall be held personally responsible for making good the unauthorized expenditure. They shall be liable to be debarred from contesting election of NTEA in future.

The Executive Committee shall have the following powers and functions :

a) to execute the policy of the Association regarding all matters covered in aims and objects and to take steps to carry it out, in accordance with the provisions of the Constitution;

b) to make rules regulating the financial matters of the Association and all matters connected with the governance of the Association, provided that such rules are placed before the next meeting of the General Body for approval;

c) to make arrangements for any conference of the University employees that may be convened by the Association or nominate any member of the Executive Committee to participate in the deliberations of any conference held by any other Association / Federation.

d) to raise special funds for specific purposes against proper receipt whenever considered necessary, by voluntary contribution from the members of the Association;

e) to appoint sub-committee(s) from amongst its members and may assign any work relating to the execution of the policy of

the Association. Such Committee (s) shall be subordinate to the Executive Committee;

f) to examine the yearly budget prepared by the General Secretary of the Association before submitting it to the General Body for approval :

The accounts of the Association shall be maintained in an appropriate manner by the Treasurer under the authority of the Executive Committee.

7. Terms of Office :

The members of the Executive Committee will remain in office for one year from Ist November to 31st October of the following year, provided, however, they will continue to remain in office till the formation of the new Executive Committee and the elections of the office bearers for the following year. This period should not exceed one month in any case which shall be preceded by a resolution of the General Body only in unavoidable circumstances.

8. The functions of the Office bearers :

a) President :

The President of the Association shall be the Head of the Association.

The President shall have powers :

i) to summon the special meeting of the General Body;

ii) to preside over the meeting of the General Body and of the Executive Committee;

iii) to guide and supervise the work of the Association; and

iv) to take other necessary steps in order to carry out the aims and objects of the Association.

b) Vice-President

The Vice-President shall perform the duties of the President in the absence of the latter due to illness, resignation or inability to discharge his duties and functions.

c) General Secretary

The General Secretary shall look after the day to day working of the Association and shall maintain the record of the Association. He shall-

i) call the meeting of the General Body / Executive Committee as provided in the Constitution, with the approval of the President; ii) correspond on behalf of and in the name of the Association;

iii) verify and pass the bills; and

iv) prepare the annual report of the Association and the financial statement and submit the same to the Executive Committee for its consideration and then to the General Body for approval.

d) Joint Secretary

He shall -

i) assist the General Secretary to conduct the work of the Association;

ii) be in-charge of social and other cultural activities of the Association; and

iii) perform the duties of the General Secretary in the absence of latter due to illness, resignation and inability to discharge the duties and functions.

e) Treasurer :

He shall -

i) be responsible on behalf of the Executive Committee for the management of the funds of the Association; ii) maintain regularly in an appropriate manner the accounts of the Association;

iii) keep the funds in a scheduled Bank in the name of the Association;

iv) make payments towards all sanctioned expenditure against vouchers and bills duly verified and passed by the General Secretary; and

v) operate a permanent imprest of Rs. 50/- for making petty payments.

9. Election :

The General Body of the Association shall elect from amongst its own members, the office-bearers i.e. President, Vice-President, General Secretary, Joint-Secretary, Treasurer and Ten members at its annual meeting by secret ballot as members of the Executive Committee.

The election of the office-bearers and the members will ordinarily be completed latest by the 31st October but in no case the election shall be delayed by more than one month from the expiry of the term of the earlier Executive Committee. A list of the newly elected office bearers and members shall be submitted by the out-going General Secretary to the Registrar of the University within ten days of the election.

Pending election of the new Executive Committee the then existing Executive Committee shall be responsible for the conduct of the elections, subject to the provisions of the Constitution and the rules made there under. Nothing done by the existing Executive Committee in good faith during this period shall be invalid. If elections are not got completed by the Executive Committee upto 31st October, the last three Presidents shall be responsible for conduct of the said election by 15th November.

If any member of the Association is found to be indulged in corrupt practices including the ragging of any election, in any form, he/she will be liable to be removed from the rolls of Association forever, besides initiation of other disciplinary / criminal proceedings against him/her by the University / District Administration.

Any member of the Non-Teaching Employees Association found indulging in activities contrary to the interest of the Association shall be liable to be debarred from being member of the Non-teaching Association for a period of 2 years with the approval of the General Body.

10. Official year

The official year of the Association shall be from the 1st day of November of every year upto the 31st October of the following year.

11. Financial Year

The financial year of the Association shall correspond with the official year i.e. from 1st November to the following 31st October.

12. Quorum :

The quorum of the meeting of the Executive Committee shall be 50% of its total strength. For the meetings of the General Body the quorum shall be not less than one fourth of the total membership.

However, if the meeting of the General Body is adjourned for want or quorum, the quorum for the adjourned meeting shall be 1/ 5th of the total membership of the Association.

13. Funds :

The funds of the Association shall comprise of admission fees, monthly subscriptions, and voluntary contributions of the members and the profits and interest accuring on deposits and investments.

14. Register of membership :

A membership Register of the Association containing the following particulars of the members shall be maintained :

a)Sr. No. b)Name

c)Designation d)Father's Name

e)Permanent Home Address f)Residential Address

g)Place of Posting h)Date of Enrolment

i) Monthly Payment of Subscription.

The membership register shall be open for inspection to members of the Association.

15. Financial Powers and Operation of the Accounts -

a) President upto Rs. One hundred only

b) General Secretary upto Rs. One Hundred only.

c) President and General Secretary Jointly upto Rs. Five Hundred only.

d) Expenditure above Rs. 500 and upto Rs. 2000/- only with the approval of the Executive Committee.

e) Expenditure above Rs. 2000/- shall be prior approval by the General Body.

f) A refundable relief as envisaged in Sub-Clause 'D" of Clause - 2 of sum of upto Rs. 2000/- shall be granted with the approval of the Executive Committee. Above Rs. 2000/- it shall be with the approval of the General Body. A relief provided under this Clause shall get automatically waived off in case of death of the employee during the said emergency/illness.

The account will be operated jointly by the President and the Treasurer.

16. Amendment to the Constitution :

Amendments to the Constitution may be made in an ordinary or specially requisitioned meeting of the General Body. The amendment, if any, shall be proposed by atleast 100 members of the Association, in writing, to the President.

Not less than fifteen days notice shall be given for the consideration of any such proposed amendment(s). Amendment(s) of the Constitution shall be passed by

not less than sixty percent members of the total membership of the Association present and voting in favour of the amendment. Amendment(s), if any, made in the Constitution after approval of the General Body, shall be communicated to the Registrar of the University for approval by the Executive Council of the University and it shall be effective only after the approval of the Executive Council of the University.

17. Vote of No-Confidence

The General Body can pass a vote of no-confidence against any office bearers or Executive Committee member(s) by not less than sixty percent majority of the total membership of Association present and voting. The proposal for moving a vote of no-

confidence against any office bearer(s) or Executive Committee member(s) shall emanate :

i) either by a resolution of the Executive Committee

OR

ii) 25 members of the Association giving in writing to the President.

18. Filling-up of Vacancies :

Any vacancy caused in any of the office mentioned above, including membership of the Executive Committee, shall be filled up by the Executive Committee in the case of elected office bearers and the President in the case of nominated members for the remainder of the term of office, except that its choice of the President and the General Secretary shall be subject to the confirmation by the General Body in its next meeting.

19. Dissolution

The resolution for winding up the Association can be passed by 3/4th majority of the total membership of the Association present and voting in favour of dissolution. If any resolution for winding up the Association is passed by the General Body, an intimation to this effect shall be sent to the Registrar for the information of the Executive Council.

APPENDIX - I

Category No. 1

Clerks/ Typists / Accounts Clerks/ Store Clerks/ Store Keepers, Assistants, Dy. Superintendents, Superintendents, Asstt. Registrar, Dy. Registrar, Steno-typists. Stenographers, P.A. Grade-I, Record keeper and Cashier, Jr. Store Keeper and other designations fall in the category of Clerks.

NOTE :

Seven members will be elected from category No. 1

Category No. II

Securitymen, Head Securitymen, Chowkidar, Gunmen, Cycle

Chowkidar, C.S.O., A.C.S.O. Security Inspector and other designations fall in the category of security.

NOTE :

One member will be elected from category No. II

Category No. III :

Peons, Daftri, Waterman, Ayas, Telephone Attendants, Cycle chowkidar, Peon-cum-Mali, and other designations fall in the category No. III

NOTE :

Two E.C. members will be elected from category No. III **Category No. IV :**

Sweepers, Cleaners, Peon-Cum-Safai Karamchari, Head Sweepers, Sanitary Inspector and other designation fall in the category No. IV

NOTE :

One E.C. members will be elected from category No. IV **Category No. V :**

Lab Attendants (UTD Campus School), Lab. Assistant, Head Lab, Assistant, Lab Technician, Mechanics and all technical staff of Computer Center, Supervisors (W), Sr. Supervisors, Lab Supervisors, Supdt. (Botany Garden), Process Camera Operator, Xerox operator, Sr. Xerox Operator-cum-Mechanic, Supervisor (Electrical), Glass Blower, Micro/Analyst, Asstt. Sports Officer, Coach, Frash, Type writer Mechanic and other designations which fall in Technical Staff (UTD).

NOTE :

One E.C. member will be elected from Category No. V.

Category No. VI :

All the press staff excluding category Nos. I, II, & III, Groundman-cum-Gardner, Groundmen and other posts which fall in Press.

NOTE :

One E.C. Member will be elected from category No. VI

Category No. VII

T-mates, Beldars, Fitters Coolie, Water Pump Operator, Electricians, Carpenters, Massons, Plumbers, J.E., Road Roller Drivers, S.D.E., Xen, Work Mistry etc. Draftman and other posts which falls in maintenance Staff.

NOTE :

One E.C. Member will be elected from the category No. VII.

Category No. VIII

Library Attendants, Rerstorers, Asstt. Librarians, Sr. Librarian, Dy Librarian, Library Clearner, Jr. Librarian (Univ. College), Library Incharge (Campus School) and other staff which fall in Library and binding staff and health Centre Staff.

NOTE :

One E.C. member will be elected from category No. VIII

Category No. IX

Drivers, Clearners, Conductors, Laborary Attendants (Univ. College), S.L.A. and J.L.A. (Univ. College), Gas man (U.C.), Head Cook, Halwai, Waiter, Helper, Clearner (U.C.) Canteen Supervisor, Hostel Supervisor and other posts which fall in Transport Office, University College and Hsopitality.

NOTE :

One E.C. Member will be elected from category No. IX.

NOTE :

If two female E.C. Members are not elected in the 16 E.C. Members of N.T.E.A. then the President will be empowered to nominate two female E.C. Members, one female E.C. Member from category No. 1 and one from other category in addition to 16 E.C. Members.

Chapter - 60

PUBLICATION OF TEXT BOOKS

Publication and Prescription of Text

1. The publishers will be invited to submit/publish books as and when required.
2. Only those publishers will be invited by the University who have at least 200 titles to their credit.
3. The members of the Board of Studies / Faculty/Academic Council shall not be permitted to submit Text books.
4. Submission of Books : On the basis of the book requirements as supplied by the Board of Studies concerned, an advertisement will be sent to national dailies by the University office asking for submission of 10 copies of each text, under intimation to the Chairman of the Board of Studies concerned. The Board of Studies will select the text for each class for prescription, which will finally be approved by Academic Council.
5. **Publication of books :** For the selection of publishers for the Publication of a University book a Standing Committee of 4 or 5 members shall be constituted by the Academic Council from amongst its

members for selecting a panel of publishers having atleast 200 titles to their credit irrespective of any tender received or not. The Vice-Chancellor, who is the Chairman of the Academic Council, will finally approve the publisher (s) out of the panel prepared by the Standing Committee to undertake the job of production of texts.

6. The Academic Council will settle terms and conditions regarding the supply and price of texts. If at any time a book is found to have been sold by a publisher at a higher price than the price fixed by the University or found to be substandard in production as per specification in the price formula prescribed by the University, the University shall have power to cancel the contract.

7. The decision of the Academic Council on selection/prescription / rejection/replacement of texts shall be final and binding and shall not be challenged in any court.

8. Subject to the provision of the above clause-7 the texts accepted for prescription would continue normally for not more than two years at a time.

9. Authors/Compilers/Editors will be paid royalty to be determined by the University (Academic Council) and the publishers.

Chapter - 61

1[RULES FOR AWARD OF BEST PH.D THESIS IN SCIENCE FACULTIES]

1. Dean Academic Affairs will invite proposals every academic year from various Teaching Departments of the University for consideration of the said award(s).

2. Heads of the Departments will recommend the names of suitable research scholars through the Dean of the Faculty. Names of only those research scholars who have published research papers in reputed International / National Journals with high impact Factor will be considered. Latest Impact Factor of each Journal in which papers have been published should be specified in the proposal(s) along with the documentary proof thereof.

3. Only those research papers which have been appended along with the Ph.D. thesis shall be considered for the said award.

4. Every candidate whose cumulative Impact Factor of various research papers appended along with the Ph.D. thesis is atleast 5.0 will be given a certificate along with a cash award of Rs. 5100/-

5. A candidate having the highest Impact Factor (of at least 5.0) in the entire University should be considered for the gold medal along with a cash award of Rs. 11000/-. Similarly a candidate having second highest Impact Factor (of at least 5.0) in the entire University should be considered for the silver medal in addition to the cash award of Rs. 5100/-

1. Approved by the Executive Council vide Reso. No. 37 dt. 05-07-2008

Chapter - 62

1[RULES FOR PROFESSIONAL CONSULTANCY BY THE TEACHERS OF THE UNIVERSITY]

Preamble :

In order to ensure effective teaching / research / research extension in the technological / Professional Institutions, there is a great need for interaction with the industry and other comparable Institution of higher learning in the form of :

a) Industrial Consultancy / Legal Consultancy

b) Sponsored Research

c) Transfer of know how in the shape of patents etc.

d) Inter-Institutional collaboration in selected research areas of mutual interest

Consultancy Services may be categorized as under :

a) **Individual Consultancy**

Consultancy that does not involve the use of any institutional facilities.

b) **Institutional / Departmental Consultancy**

It involves the use of University facilities such as equipment, instrument, computer, Laboratory Staff and administrative persons etc.

Organizational set-up

The Executive Council of the M.D. University may set up a small unit headed by a senior Professor (name as Dean Consultancy or Director Consultancy or any other designation) who will co-ordinate and guide the consultation activities of the University and to take suitable administrative action to control such activities as per rules framed by the University in this regard. He may exercise such authority as may be vested in him by the Vice-Chancellor.

1. Approved by the Executive Council vide Reso. No. 39 dt. 23-06-2006

Payment of Consultancy and permissible limits

1. All consultancy assignment by faculty members should be undertaken with prior concurrence of Head of the Department and permission of Dean Consultancy.
2. A faculty member may be allowed to spend normally a maximum of 30 days a year for consultancy. In special cases, Vice-Chancellor's permission may be sought.
3. Examinations, Lectures, Selection Committee and other professional work of faculty are not to be included in the consultancy.
4. All remuneration for consultancy should be received by a Cheque/draft in favour of Finance Officer of the University. Individual Faculty members should not receive any cash directly.

5. A faculty Member or a Group will receive 60% of total consultancy fees at serial No. 7, (Clause-(f) of serial No. 11) paid by the client and 40% of such amount shall be remitted to the University development fund, out of which half of the remitted amount shall be allocated to the concerned Department. In case of Group Consultancy, the Principal Consultant will specify the individual share of each Consultant in the consultancy amount and the University will remit the share of the Consultant accordingly.

6. Remuneration paid to an individual faculty member for consultancy as his share in one academic year should not exceed his total salary for the year. Any amount in excess of this prescribed limit due to a faculty member will be remitted to the University development fund.

7. Quaterly statements of consultancy services rendered by each faculty shall be forwarded by the Dean, Consultancy for information and record of the Vice-Chancellor. This statement will also show the totals of fees received by individuals up to date in the academic year.

8. D.A./T.A. are to be paid by the client as per agreement.

9. The Consultant can use the institute facilites on payment basis as per serial No. 11 of these guidelines. 10. The consultancy should not interfere with the normal teaching/ research work of the Department / University and other duties which may be assigned to staff by University authorities.

11. Before accepting the consultation job, the faculty member shall obtain the approval of the Dean, Consultancy through the Head of the Department giving the following details : a) Name and address of the Clients / Organization

b) Title of the Consultancy job.

c) A brief description of the work to be done.

d) Name of the staff members and other outside experts who will be involved in giving their consultancy.

e) Whether the consultancy will make use of any University facilities like lab. Equipments or lab. Staff.

f) An estimate of the charges proposed to be recovered from the client under the following headings -

i) Expenses to be incurred on lab. Work /O.T.A./ honorarium to staff of lab, and others who are not Consultants.

ii) Cost of material used in carrying out this consultancy.

iii) Computer charges.

iv) Charges for use of lab. equipments and instruments

v) T.A./D.A. for visits to site etc.

vi) Administrative / overhead charges to be paid to the University.

vii) The technical fees

The expenses under the first four categories will be on actual basis

and savings will be credited to the University Development Fund.

The administrative charges and charges for use of equipment /

Instrument will be decided by the University as a percentage of the total amount of fees to be charged so that the proportion remains same for all cases of consultation. However, for individual consultancy where labs facilities are not needed, no charges may be levied for use of equipments and instruments. The expense on labour and material should be regulated as per the usual procedure of the University.

Out of the fee stated above at serial No. 7, (Clause - (f) of serial No. 11) 40% will be credited to the University Development Fund of which half of the 40% shall be allocated to the Department concerned. Remaining 60% will be paid to the consultant, subject to the upper limit stated earlier.

The above break up of the consultancy charges is for the internal administrative values of the University only and may not be given to the client for whom lump sum figure of total consultancy charges may be quoted.

Chapter - 63

1[M.D. UNIVERSITY RESEARCH DEVELOPMENT AND PATENT COUNCIL] 1.

Name of the Council

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

2. Head Office

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

3. Aims and Objects

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

a) Advancement of learning and education in all disciplines, in particular promoting and providing for research and development in Sciences, Engineering, Medical Sciences, Ayurvedic, Social Sciences, Humanities, Commerce, Management, Law and Education.

b) Establish, maintain, run research centre/(s) and/or given grant-in-aid to such research centre/(s) established within the jurisdiction of M.D. University for conducting study and research in the fields mentioned in clause 3 (a) : c) Establish, maintain, and/or give grant-in-aid to individual Institutions, Department, Centres for encouragement of research and development work in the field mentioned in clause 3 (a) for the benefit of the society;

d) Promote, give grant-in-aid and/or maintain Institutions, Departments, Centres for the promotion and diffusion of knowledge in the field mentioned in clause 3(a) for the benefit of teachers and students of Maharshi Dayanand University;

1. Approved by the Executive Council vide Reso. No. 47 dt. 23-06-2006

e) Upgrade or facilitate laboratories and libraries in educational research Institutions, Departments and Centres of M.D. University.

f) Support teachers/senior functionaries visiting India and abroad to enhance and strengthen the research and academic development activities of Maharshi Dayanand University.

g) Promote and/or give grant-in-aid for publicatioin of learned research work including research papers of seminar or conferences.

h) Promote and/or give grant-in-aid for registration of patent.

i) Give grant-in-aid for holding or attending conferences, seminars, workshop, symposium, etc. at the National / International Level.

j) Sanction research scholarship to students/teachers including supply of books to researchers and such other assistance as may be useful to them in their research/studies in India and abroad;

k) Institute awards of excellence for promoting research in the fields mentioned in Clause 3(a);

l) Generate activities and research in service of mankind, including the protection of the environment, communal harmony and national integration, the uplift of the under privileged, women and handicapped;

m) Promote and/or give grant-in-aid for any other purpose as the Research & Development Advisory Committee may decide from time to time;

n) Support and Co-ordinate Industry-Institute Partnership Cells in various technical departments of the University.

o) Undertake all acts, deeds and things connected with, incidental to, and germane to the aforesaid aims and objects.

4. Dean, Research & Development

1) There shall be a Dean, Research & Development who shall

be the overall incharge of the Research, Development and Patents Council and shall manage its affairs.

2) The Dean, Research & Development shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the teachers of the University, who shall not be below the rank of Professor, on such terms and conditions as the Vice-Chancellor may recommend to the Executive Council.

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

4) The Dean, Research & Development shall discharge the duties and functions in furtherance of the aims and objects as listed in clause 3, and execute the decisions of the Research, Development and Patents Council Advisory Committee.

5) The Dean, Research & Development shall be incharge of day-to-day functioning of Radha Krishnan Foundation Fund.

6) The Dean, Research & Development shall operate Academic & Research Activities Fund.

7) The Dean Research & Development shall discharge such other duties and functions as may be assigned to him by the Vice-Chancellor from time to time.

5. Research, Development and Patents Council Advisory Committee

1) There shall be an Advisory Committee consisting of the following :

a)Vice-Chancellor — Chairperson

b)Dean, Research & Development — Convener

c) Dean, Academic Affairs

d) All the Deans of the Faculties

e) Honorary Members : Not more than two honorary members distinguished in education, research, industries, corporate sector, etc. to be nominated by the Chairperson.

2) In the absence of the Chairperson, the Dean, Research & Development shall chair the meeting of Advisory Committee. 3) The Advisory Committee shall advise on the promotion of research and development activities of the University, particularly, in respect of the matters lists in clause 3.
4) The term of the Honorary members shall be two years, extendable by another one year by the Vice-Chancellor.

6. Meeting of the Advisory Committee

1) At least one meeting of the Advisory Committee shall be held during each academic year, which will be called Annual Meeting.

2) Other meetings of the Advisory Committee can be called by the Dean, Research & Development in consultation with the Vice-Chancellor.

3) At all the meetings of the Advisory Committee, two fifths of the members shall constitute the quorum. 4) The vacancies, if any,

in the Advisory Committee shall not invalidate any of the proceedings of the Committee.

7. Officer (s) and staff of the Council

1) The Vice-Chancellor may appoint, any officer(s) and supporting staff for smooth functioning of the Research, Development and Patents Council.

2) The Vice-Chancellor shall determine the terms and conditions for the appointment of such officer(s) and the staff.

8. Powers and Functions of the Advisory Committee

1) The Advisory Committee shall frame the guidelines from time to time for the purpose of administering the Research, Development and Patents Council. 2) The Advisory Committee shall exercise overall supervision

and superintendence of the Council and all the matters incidental thereto.

3) The Advisory Committee may take steps for raising donations and contributions, and mobilization of resources from individuals, organizations, business houses, philanthropists, alumni, etc. for M.D. University Research & Development Fund.

4) The Advisory Committee may accept any donations, contributions, etc. by Cheque/Bank Draft or movable or immovable property upon such terms, as it may deem fit. 5) The Advisory Committee may transfer the funds received from any funding agency for the research project/scheme to the Research & Development Fund.

6) The Advisory Committee may transfer any other available funds relating to research, development, academic activities, etc. of the University or as may be received from time to time to the Research & Development Fund.

7) The Advisory Committee shall constitute Research & Development Corpus Fund.

8) The Advisory Committee shall, from and out of the income realized from the properties, assets and funds of the Research Development and patents Council and from grant-in-aid from the Government of India or the State Government and from any other source which it may get, spend such sum(s) of money as it deem proper towards the furtherance and achievements of the objectives of the Research, Development and Patents Council and maintenance of the properties of the Council.

9) The audited accounts of the Research, Development and Patents Council shall be adopted at the annual meeting of the Advisory Committee.

9. Funds and Accounts

1) The assets, together with all donations and contributions, in any

form made for the said purpose from time to time and the

rents, profits and income thereof and the stocks, funds and properties representing the same shall be held in a separate account namely, Maharshi Dayanand University Research and Development Fund.

2) No part of the Research & Development Fund shall be spent for any purpose other than the objective of the Council.

3) The Account shall be maintained in a nationalized Bank situated on the M.D. University Campus.

4) The bank account shall be operated by the Finance Officer.

10. Amendment of the Constitution

1) A proposal for the amendment of the Constitution of the Research, Development and Patents Council shall require the affirmative vote of not less than two thirds of the members present and voting of the Research, Development and Patents Council Advisory Committee.

2) Such a proposal shall be placed before the Executive Council of the University for its consideration and approval.

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

Chapter - 64

1[MAHARSHI DAYANAND UNIVERSITY ALUMNI ASSOCIATION CONSTITUTION]

1. Name of the Association :

The name of the Association shall be the Maharshi Dayanand University Alumni Association (hereinafter referred to as the Association).

2. Head Office

The Head Office of the Association shall be at the M.D. University, Rohtak (Haryana), India.

3. Aims and Objects :

The Association shall be a non-government, non-political and non-profit making organization devoted to the following aims and objects :

a) To foster the spirit to brotherhood and

comradeship amongst the alumni of the University.

b) To arrange and collect funds to finance welfare and other schemes in the University as approved by the Association.

c) To arrange social and cultural functions.

d) To support financially poor and the needy students for their higher studies.

e) To help the students of the University in placement.

f) To further the interests of the M.D. University, Rohtak in general.

g) To provide a forum for the alumni of the University for exchange of ideas and views on educational, cultural, social and academic matters.

h) To publish literature, papers, journals, directory, etc. for the fulfillment of the objectives of the Association.

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1. Approved by the Executive Council vide Reso. No. 16 dt. 29-11-2007

i) To look after the interests of the alumni of the University.

j) To open branches of the Association in other towns.

k) To do all other acts in furtherance of the objects of the Association.

4. Membership

1) Persons who have obtained a degree from this University as a regular student of any of the University Teaching Departments (except the students of Directorate of Distance Education) shall be entitled to be enrolled as members of the Association.

2) CATEGORIES OF MEMBERS : There will be the following categories of members :

a) Life Members

b) Ordinary Members

c) Teaching-Members : Members of the teaching staff of the University even though they may not be graduates of this University.

d) Honorary Members : Not more than ten honorary members distinguished in education, services, industries, corporate sector, etc. may be nominated by the President for a period of three years.

e) The members of MDU Alumni Association shall be called "ARYANS".

3) SUBSCRIPTION FOR MEMBERSHIP

a) Life Members : Rs. 500/- payable in one installment

b) Ordinary Members : Rs. 100/- per annum

5. Office bearers :

1) The following shall be the office bearers of the Association :

a) President : The Vice-Chancellor of the University ex-officio.

b) Director Alumni-He shall be appointed/nominated by the

President from amongst the Teachers of University Teaching Departments.

c) Vice-President : To be elected by the Executive Committee of the Association.

d) Secretary : To be elected by the Executive Committee of the Association.

e) Joint Secretary-cum-Treasurer : To be elected by the Executive Committee of the Association.

2) The term of the office bearers shall be three years (except Director Alumni who shall be appointed by the Vice-Chancellor)

3) The first office-bearers of the Association shall be nominated by the President. They will continue till the first ordinary meeting of the elected Executive Committee where the office bearers (except the President) shall be elected.

6. Executive Committee :

1) The Executive Committee of the Association shall consist of 15 members including the office bearers. The Executive Committee shall frame the bye-laws of the Association. However, such bye-laws shall not be contrary to any provisions of M.D. University, Rohtak Act, Statutes and Ordinances.

2) The Members of the Executive Committee shall be elected by the life members of the Association.

3) The term of the elected members of the Executive Committee shall be three years.

4) The first members of the Executive Committee shall be nominated by the President. They will continue till the first Annual General Meeting of the Association where the new Executive Committee Members shall be elected.

7. Duties and Functions of the Office Bearers :

1) PRESIDENT :

a) The President shall preside over meetings of the

Association, meetings of the Executive Committee and all other functions that may be organized by the Association.

b) The President shall be the custodian of the property and interests of the Association.

c) He may call special meetings of the Executive Committee/ Association if a written requisition signed by at least 5 members in case of Executive Committee and 50 members in case of the Association is presented to him.

2) DIRECTOR ALUMNI

a) He shall perform the duties and functions of the President in the absence of the President or in the event of his disability.

b) He shall perform such other duties and functions as may be entrusted to him by the President.

3) VICE-PRESIDENT

He shall perform the duties and functions of the Director Alumni in the absence of Director Alumni. He shall perform such functions as may be entrusted to him by the President.

4) SECRETARY

a) He will be the custodian of all the records and documents of the Association.

b) He will be responsible for the safe custody of the funds of the Association and will operate bank accounts jointly with the Treasurer on behalf of the Association.

c) He will call and arrange meetings of the Executive Committee and the Association in consultation with the President.

d) He will record the minutes of the meetings of the Executive Committee and the Association. e) He will represent the Association in all legal proceedings

and sign all legal documents on behalf of the Association.

f) He will maintain an up-to-date register of members and of all subscription and donations.

g) He will maintain property register and all such registers as may be necessary in connection with the work of the Association.

5) JOINT SECRETARY -CUM-TREASURER

a) He will assist the Secretary in the discharge of his duties and functions.

b) He will act as Secretary in absence of the Secretary of the Association.

c) He will be responsible for maintaining accounts of the Association and operate bank account jointly with the Secretary of the Association.

d) He will perform such other duties and functions as may be entrusted to him by the Executive Committee.

8. Meeting of the Association :

1) Kind of Meetings :

a) At least one meeting of the Association shall be held during each calendar year, which will be called the 'Annual General Meeting'.

b) Other general meetings can be called by the Secretary in consultation with the President.

c) Requisition meeting shall be called by the President, if a written requisition signed by at least 50 members is presented to him stating the business for which the meeting is desired to be called.

2) Business to be Transacted at the Annual General Meeting:

a) to consider and adopt the Annual Report of the Secretary;

b) to consider and approve the Audit Report for the previous year;

c) to consider and approve the Annual Budget Estimates for the next year;

d) to elect members of the Executive Committee;

e) to consider resolutions sent in by members or to be moved by the President or the Secretary;

3) Requisition meeting of the Association will transact only the business for which the meeting has been requisitioned.

4) Quorum of meetings of the Association

50 members shall constitute a quorum for all kinds of meetings of the Association. If quorum is not present within half-an-hour of the time of the meeting, the meeting automatically shall be adjourned for the same day and shall be held after 15 minutes of the adjournment at the same venue. However, for adjourned meeting no quorum shall be necessary.

5) Chairman :

The President of the Association or in his absence the Director Alumni/Vice-President will preside the meetings of the Association. In the absence of both of them, one of the members present will be voted to the Chair.

9. Meetings of the Executive Committee :

1) a) At least one meeting of the Executive Committee shall be held during each calendar year. This will be called Ordinary Meeting of the Executive Committee.

b) Requisition meeting shall be called by the President if a written requisition signed by at least five members of the Executive Committee is presented to him stating the business for which the meeting is desired to be called.

c) Requisition meeting of the Executive Committee will transact only that business for which the meeting has been requisitioned.

d) Five members of the Executive Committee shall constitute the quorum.

2) **Business to be transacted at the ordinary meeting**

a) To recommend the Annual Report of the Secretary to be placed in the Annual General Meeting of the Association for consideration and approval.

b) To recommend the Audit Report of the previous year and the Annual Budget Estimates for the next year to be placed in the Annual General Meeting the Association of consideration and approval.

c) To appoint the Auditors

d) To elect office bearers of the Association, other than the President.

3. Chairman

The President or in his absence the Director Alumni/Vice-President of the Association will preside over the meetings of the Executive Committee. In the absence of both, one of the members of the Executive Committee present at the meeting will be voted to the chair.

10. Notices of Meetings :

i) Meetings of the Association shall be called at notice of at least 10 days. However, meetings can be called, in case of emergency, at a shorter notice, as may be determined by the President.

ii) Meetings of the Executive Committee shall be called at a notice of at least 10 days. However, in case of emergency, the meeting may be called at a shorter notice, as may be determined by the President.

11. Voting and Decisions :

All decisions will be taken at the meeting of the Association and the Executive Committee by a majority of votes of members present and voting. In case of equal division of votes, the Chairman will have a casting vote.

12. Funds and Accounts :

i) The Funds of the Association shall consist of the subscriptions received from the members, donations, gifts, etc. from any individual or organization.

ii) No part of the fund of the Association shall be spent for any purpose other than the objectives of the Association.

iii) The account shall be maintained in a nationalized bank situated on the M.D. University Campus.

iv) The bank account will be operated by the Secretary jointly with the Treasurer of the Association.

v) There shall be annual audit of the Accounts by the Auditor(s) to be appointed by the Executive Committee of the Association.

13. Amendments of the Constitution :

i) A proposal for the amendment of the Constitution of the Association shall be considered at the Annual General Meeting only. A proposal for an amendment shall be sent to the Secretary of the Association at least one month before the date of the Meeting and shall be circulated by the Secretary of the Association to all the members at least ten days before the Annual General Meeting.

ii) For considering an amendment of the Constitution not less than 100 members of the Alumni Association shall be required to be present at the Annual General meeting.

iii) Subject to the provision made in clause (ii) above, an amendment of the constitution shall require the affirmative vote of not less than two-third of the members present and voting.

14. If there is any doubt about the interpretation of any clause or sub clause of the constitution and the bye-laws, the interpretation of the President shall be final and binding.

MAHARSHI DAYANAND UNIVERSITY ALUMNI ASSOCIATION, ROHTAK

MEMBERSHIP FORM

Please enrol me as Member of the Association. I am sending Rs. 500/- / Rs. 100/- as Life/Ordinary Membership Fee. (Fee may be sent through a crossed account payee bank draft drawn in favour of the Secretary, M.D. University Alumni Association, Rohtak alongwith this form).

Name : _____ (in block letters)
Father's Name : _____ Date of Birth : _____ Designation & Office Address _____
_____
_____Pin Code _____ Residential Address _____
_____

Telephone Office : _____Res. _____ e-mail : _____Mobile No. _____ Present Occupation _____

Academic Attainments

Degree(s) obtained from the M.D. University from which obtained	Year in which obtained	Name of the Teaching Department
_____		1.
_____		2.
_____		3.

_____ Notable Achievements or any other particulars deserving special mention

_____

_____

(Please use additional sheet if required)

Particulars of payment of Membership fee.

DD No. _____Dated _____Amount _____ Drawn on_____ I shall be abide by the provisions of the Constitution and Bye-laws of the Association Date : _____

SIGNATURE

Chapter - 65

1[CODE OF PROFESSIONAL ETHICS FOR TEACHERS]

1. TEACHERS AND THEIR RESPONSIBILITIES :

Whoever adopts teachings as a profession assumes the obligation to conduct himself/hershelf in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should :

i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community ;

ii) Manage their private affairs in a manner consistent with the dignity of the profession;

iii) Seek to make professional growth continuous through study and research;

iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

v) Maintain active membership of professional organizations and strive to improve education and profession through them;

vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;

vii) Co-operate and assist in carrying out functions relating to the

educational responsibilities of the college and the University

1. Approved by the Executive Council vide Reso. No. 26 dt. 12.10.2012

such as; assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS Teachers should :

i) Respect the right and dignity of the student in expressing his / her opinion;

ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;

vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

vii) Pay attention to only the attainment of the student in the assessment of merit;

viii)Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

ix) Aid students to develop an understanding of our national heritage and national goals; and

x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should :

i) Treat other members of the profession in the same manner as they themselves wish to be treated; ii) Speak respectfully of other teachers and render assistance for professional betterment;
iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES :

Teachers should :

i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest; ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand; iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices; v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
vi) Should adhere to the conditions of contract;
vii) Give and expect due notice before a change of position is made; and refrain from availing themselves of leave except on

unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF :

i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and

ii) Teachers ahould help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS :

Teachers should :

Try to see through teachers bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

Teachers should :

i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

ii) Work to improve education in the community and strengthen the community's moral and intellectual life;

iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; and

v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

Chapter-66

1[RULES FOR SUPPLY OF COPIES OF ANSWER BOOKS]

1. These rules may be called the Maharshi Dayanand University Supply of Copies of Answers Books Rules, 2013.

2. These Rules shall be deemed to have come into force with effect from the date of their approval by the Executive Council, or from such other date as may be prescribed by the Vice-Chancellor.

3. A candidate who has appeared in a University examination shall be entitled to apply for photo copy/photo copies of such answer book(s) as may be required by him within 30 days of the declaration of his result. No such application

form in this behalf shall be entertained by the University after the expiry of the stipulated period on any pretext or ground whatsoever.

4. A candidate who is desirous of applying for supply of photo copy/ copies of answer book(s) , shall have to download the prescribed Application Form from the website of the University and submit the same to the designated officer within the stipulated period.

5. No application for supply of photo copy/copies of answer book(s) shall be entertained unless it is accompanied by a fee of Rs. 600/- per answer book or such other fee as may be prescribed by the Executive Council from time to time, with the University Cashier or by Demand Draft drawn in favour of the Finance Officer, M.D. University, Rohtak. However, no such application form shall be entertained unless it is sent through Speed Post to the Assistant Registrar (Secrecy), M.D. University, Rohtak; or deposited with him personally on all working days within the stipulated period.

6. Notwithstanding the provision contained in rules 3 & 4 above, no photo copy/copies of answer book(s) shall be given to any third party, including any institution/college or to the print/electronic media for display or for commercial use or for any other purpose whatsoever.

7. Any dispute as to whether any such application form has been received within the time limit prescribed by the University or not, shall be decided by the Vice-Chancellor or such other officer as may be so appointed by the Vice- Chancellor in this behalf, whose decision shall be final.

1. Approved by the E.C. Vide Reso. No. 12 dated 18-09-2013.

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8. The University shall be liable to provide photo copy/copies of the answer book(s) within 10 working days after the receipt of the application form, unless it is not possible to do so for any unforeseen able reason, beyond the control of the University. In such a case, the University shall inform the applicant explaining the reason for delay or for its inability to provide the photo copy/ copies of the answer book(s) not beyond 15 days of the receipt of the application form.

9. No photo copy/copies of the answer book(s) shall be given to the applicant unless all identification marks, such as the name of the Examiner/Evaluator or any other official associated with the examination is properly eclipsed/defaced beyond recognition. Any dereliction, omission or negligence by the official concerned in this behalf shall render him liable for punishment under the Service & Conduct Rules of the University.

10. The applicants shall have to furnish an undertaking in the prescribed format (Available on the University website along with the Application Form) that neither he nor any other person acting on his behalf, shall challenge the standard of evaluation or, in any manner, misuse or allow to be misused the photo copy/copies of the answer book(s). It shall, however, be open to them to point out discrepancies in totalling of marks, un-marked questions or part thereof or similar other error, if any, within 10 days of the receipt of photo copy/copies of answer book(s).

11. The applicant shall be entitled to seek re-checking of the marks on the basis of the photo-copy/copies of answer book(s). However, no representation or request whatsoever other than those relating correction in totaling error or unmarked question(s) or part thereof shall be entertained. In order to remove any doubt/ ambiguity, it is further provided that no request for re-

evaluation of answer books shall be entertained under these rules, under any circumstance.

12. Notwithstanding any other provision contained in any part of the University Calendars, the decision taken by the competent authority of the University in respect of marks/grades awarded, shall be final and binding on the candidate concerned.