

CALENDAR VOLUME - III

Rules & Regulations and Ordinances other than Examinations

(As amended up to January, 2024)



Indira Gandhi University
Meerpur, Rewari

(Established Under Haryana Act. No. 29 of 2013)

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Chapter-1

Distinguished Visiting Faculty, Honorary Faculty, Visiting Professor, Visiting Fellow, Adjunct Faculty, Scholar's in Residence, Chair Professor, Professor Emeritus, Floating Faculty, Advisors and consultants in the University

Preamble

Given the 21st Century requirements, the expectations from the higher education system have undergone a significant shift over the last few years. The current massive expansion phase in higher education requires that faculty resources be augmented by utilizing the services of superannuated academics, reputed scientists, engineers, industry professionals, artists, civil servants including skilled professionals, both serving and retired. It is well realized that there is lot of creative talent and intellectual resources available within the country that are not formally connected to the higher education system. It is imperative that the expertise and experience of such individuals, who are outside the main stream academic system, flow into our universities. This would enhance, strengthen and improve the quality of teaching, training and research. Therefore, renowned experts, professionals and research from diverse fields having distinguished credentials are required to be invited / engaged as Distinguished visiting faculty, Honorary Faculty, Visiting Professor, Scholars-in-Residence, Adjunct Faculty, Professor Emeritus, Chair Professor and Floating Faculty as their association with not only cumulatively enrich academic milieu of the University but also stimulate quality and globally comparable research.

(I) Distinguished Visiting Faculty

- (1) The senior academicians, government officers, industry personnel and eminent personalities who have made significant contribution to the knowledge in the concerned/allied/relevant/applied disciplines are eligible to be invited as Distinguished Visiting Faculty.
- (2) Distinguished Visiting Faculty shall be provided an honorarium of Rs.5000/- (Rs. Five Thousand Only) per hour to a maximum of Rs.10000/- (Ten Thousand Only) (Added by Executive Council vide resolution No. 56 of its meeting held on 7/7/2022).
- (3) **Terms and Conditions:**
 - (a) The Distinguished Visiting Faculty shall be from outside the University.
 - (b) Normally, the duration of visit of Distinguished Visiting Faculty must not exceed two days per singly visit and maximum of two visits per month. If the concerned department, wish to engage the Distinguished Visiting Faculty for more than two days per visit/ two visits per month, prior permission of Vice-Chancellor be obtained.
 - (c) Distinguished Visiting Faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back.
 - (d) There is no minimum period of appointment of Distinguished Visiting Faculty.

(4) Broad expectations:

- (a) Distinguished Visiting Faculty be engaged in substantial scholastic activity using facilities of the institute and contribute academic services to the institute.
- (b) Mentoring of faculty towards teaching and research.
- (c) Delivery of public lectures on contemporary issues.

(II) Honorary Faculty

- (1) The purpose of appointment of Honorary Faculty is to recognize the presence of intellectual and scholarly resources available outside the University mainstream with rich, varied background and experience and have the ability to enrich academic as well as research ecosystem of the University. The University may also engage distinguished academicians including its own retired faculty members by conferring on them the status of "Honorary Faculty".
- (2) A professional who is active in the sectors of industry, business and commerce, arts, literature, public administration and the practice of law with urge to payback to society may be appointed as honorary faculty.
- (3) Honorary Faculty shall be provided an honorarium of Rs.5000/- (Rs. Five Thousand) per day of service (having minimum interaction of 2 hours per day)

(4) Terms and Conditions:

- (a) Honorary Faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back.
- (b) No reimbursement for hiring accommodation will be permissible.
- (c) Normally, the duration of visit of Honorary Faculty must not exceed two days per single visit and maximum of two visits per month. If the concerned department, wish to engage the Honorary Faculty for more than two days per visit/ two visits per month, prior permission of Vice-Chancellor be obtained.
- (d) There is no minimum period of appointment of Honorary Faculty.

(5) Broad expectations:

- (a) Honorary Faculty commits to be engaged in substantial scholastic activity using facilities of the institute and contribute academic services to the institute.
- (b) Mentoring of faculty towards teaching and research.
- (c) The Honorary Faculty will be expected to have a significant presence within the University by delivering lectures, conducting seminars and participating in discussions concerning new courses of study projects and areas of research.

(III) Visiting Professor

- (1) A Visiting Professor should be an outstanding scholar who has contributed significantly to the discipline with proven credentials in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector i.e. industry, should be considered for

appointment Visiting Professor. Due weightage will be given for other honors and awards such as national awards and international awards, patents granted, membership of high level Committees of State and Central Government organizations etc.

- (2) A Professor should not be appointed as a Visiting Professor in the same University in which he/she has held a post immediately before superannuation.
- (3) If a superannuated person is appointed as a visiting professor, the honorarium payable should not exceed Rs. 100,000/ p.m. excluding any superannuation benefits. A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to Rs.1,50,000/ p.m. In case a person serving in an Indian University is appointed as visiting professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University.

(4) Terms and Conditions:

- (a) The appointment of visiting professor is independent of sanctioned strength but normally doesn't exceed 02 per department.
- (b) It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave or any kind of leave permissible by the parent University without pay.
- (c) If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel. Visiting Professor appointed may be paid travel expenses within India in accordance with the rules of the University.
- (d) The maximum tenure of appointment of a Visiting Professor is two years and the minimum of not less than three months.

(5) Broad expectations:

- (a) Stimulate the activities for quality research and master and Ph.D levels besides playing mentoring and inspirational roles.
- (b) Sharing of real time experiences and practical knowledge.
- (c) Facilitating industry institutes interactions and entrepreneurial activities.
- (d) Mentoring of faculty towards teaching and research.

(IV) Scholars-in-Residence

- (1) The purpose of Scholars-in-Residence appointment is to strengthen the University's research or professional activities and to foster co-operative arrangements between the University and eminent persons at national and international levels.
- (2) Senior Professionals and specialists from research and professional organizations and those with PSUs and business corporations, with post-graduate or doctoral

qualifications and with academic and research credentials will be eligible for appointment as Scholars-in-Residence.

- (3) This scheme will be open to overseas professionals and specialists (both Indian and Foreign origin)
- (4) The Scholars-in-Residence will be provided a consolidated remuneration of Rs.1,00,000 (Rs. One Lac) per month. Travel expenses may be met in accordance with the rules of the University.

(5) Terms and conditions:

- (a) It is expected that the parent institution will grant academic/duty leave with pay and usual allowance for the duration of the appointment as Scholars-in-Residence.
- (b) The minimum tenure of a Scholars-in-Residence should not be less than three months and maximum up to 24 months.
- (c) On the request of Scholars-in-Residence, the University may allow the split up of period of engagement. However, the duration of visit of Scholars-in-Residence should not be less than 3 months per visit and maximum of two visits per year.

(6) Broad Expectations:

- (a) To conceive new areas for project and research.
- (b) Mentoring of faculty and research scholars towards high and research.
- (c) To conduct a limited number of post-graduate classes.

(V) Adjunct Faculty

- (1) The purpose of appointment of adjunct faculty is to be enable higher educational institutions to access the eminent teachers, researchers, professionals and specialists from reputed research institutes, PSUs, business corporations to encourage interdisciplinary collaboration in teaching and research. Such interactions are expected to foster trans-disciplinary approach and synergize the outside 'real world' experience with the inside intellectual pursuits in the University.
- (2) The professionals, experts, officials and managers having experience of working in HEIs, reputed research organizations, PSUs, business corporations, NGOs and professional associations, civil servants and skilled professionals working in organized and unorganized sectors known for their hands on skilling techniques and expertise or eligible to be engaged as adjunct faculty.
- (3) Adjunct Faculty will be provided an honorarium of Rs. 5000/- (Rs. Five Thousand) per day of service (having minimum engagement of 2 hours) subject to a maximum ceiling of Rs. 1,00,000/- (Rs. One Lac) per month.
- (4) Terms and conditions:**
 - (a) Adjunct faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back for a maximum of two visits per month.

- (b) The strength of adjunct faculty may not exceed 25% of the sanctioned strength of faculty in the University.
- (c) The adjunct faculty should be appointed for a period of one year at first instance. The tenure may be extended on annual basis as per monitoring criteria.

(5) Broad expectations:

- (a) Adjunct faculty is expected to share his/her domain expertise for improvement in academics, research, startup and innovation, placement, consultancy, human resource and other activities.
- (b) Adjunct faculty may also contribute to the institution's activities like counseling of students, developing new course(s) and pedagogical improvements.
- (c) Adjunct faculty will be expected to teach courses directly related to his/her specific expertise and professional experience or the areas of his specialization.
- (d) Adjunct faculty may also be involved in the Ph.D coursework based on his/her professional and research proficiency adjudged by the concerned institution.

(VI) Professor Emeritus

- (1) Emeritus Professor is an honorary title, recognizing distinguished academic service. It may be conferred upon fully retired professors who meet the eligibility criteria as per UGC norms. Emeritus professor provide an opportunity to the superannuated teachers who have been actively engaged in research and teaching programmes in the preceding years to undertake research, without any restriction of position or pay scales.
- (2) The Eligibility conditions for appointment as Professor Emeritus are as follow:
 - (a)The University may confer the title of Professor Emeritus on a Professor of the University after his/her retirement, if he/she has served in such capacity for at least 10 years in the I.G. University out of total of 15 years service in the University.
 - (b)The title will be conferred only on the scholar who has made outstanding contribution to his/her subject through his/her published work. Number of such publications in the last 7 years of his/her career should be substantial.
 - (c)The Professor should have been constantly engaged in the research throughout his/her carrier upto the year of his/her superannuation as apparent by research publications in National and International journals of repute, research project guided, thesis supervised and /or books, monographs etc. favorably reviewed by competent authority in the field.
 - (d)He/She has supervised some major research projects assigned by well known agencies.
 - (e)He/She has been a recipient of national/international award/fellowship from extremely reputed national/international agency. It must be checked that the agency does not merely award this honor against some sort of payment of money.
- (3) Honorarium at par with UGC norms excluding any superannuation benefits shall be provided to University appointed emeritus professor.

(4) Terms and Conditions:

- (a) The Professor Emeritus will be entitled for office accommodation and lab facilities (if required) in the Department for 5 years at first instance and the tenure may be extended for a period of another 5 years subject to his/her contribution in his/her first tenure as well the recommendation of the Departmental Committee.
- (b) He/She shall not be a member of any administrative body of the University such as Board of Studies, Faculty, Executive Council, Court etc. though he/she shall be the ex-officio member of the Academic Council without voting right for a period of 5 years in the beginning of his/her tenure as Professor Emeritus.
- (c) The consultancy project undertaken and IPR generated during the tenure of Professor Emeritus shall be governed by the University consultancy and IPR policies.
- (d) A person who avails the Professor Emeritus from any funding agency to work at I.G University, Meerpur is not eligible to be considered for the grant of Professor Emeritus from I.G. University, Meerpur.
- (e) The maximum age limit of 70 should be adopted for appointment.

(5) Broad expectations

- (a) Professor Emeritus mentor the young faculty for research and also to submit research proposals to funding agencies.
- (b) Professor Emeritus must publish atleast one research/review article in SCOPUS/ICI indexed journals in each academic year.
- (c) Professor Emeritus may co-supervise Ph.D students of the University.
- (d) Professor Emeritus may accept teaching assignment of one course (including Theory & Practical) on the request of the Department without having any detrimental impact on the total teaching workload of the Department
- (e) Research Publications/Projects or any other academic/research work of Professor Emeritus during the period shall be reported in the corresponding Annual Report of the University.

(VII) Chair Professor

- (1) The objective of Chair Professorship is to utilize the expertise of highly qualified and experienced professionals in academics and research in a specific area relevant to the chair.
- (2) Prominent professionals who have worked in well-recognized teaching/research institutions in India. An existing regular faculty/Honorary faculty/Emeritus Professor/ Adjunct faculty at IGU may appointed/ engage as an Chair Professor.
- (3) Terms and Conditions:
Remuneration and period of engagement may be fixed as per terms and conditions of sponsoring agency/donor.
- (4) Broad expectations:

- (a) To engage in research and, in turn, contribute to the advancement of knowledge in the area of the study.
- (b) To design and execute short-term capacity-building programmes for teachers in higher education focused towards the designated disciplines of the chair.
- (c) To publish articles/research papers/reports/books/monographs.
- (d) To participate in teaching and Ph.D program of the Department of School in which it is located.

(VIII) Floating Faculty

- (1) To meet out the requirement of National Education Policy-2020 and Choice Based Credit System adopted by the University many courses have been/ are being developed cutting across the rigid disciplinary areas. The paucity of relevant expertise is experienced to address the requirement of many such courses having multi-disciplinary nature. Therefore, the provision of Floating Faculty is needed to address the various departments in this regard.
- (2) The eminent scholars including those who may have retire as professors from this University or any other University or similar Higher Education/ Research Institutions in India and abroad are eligible for engagement as floating faculty on contract for a specific period.
- (3) The floating faculty shall not be assigned to any particular department but the incumbent of such posts will serve more than one department based on his/her expertise/experience and workload of the concerned department(s). Dean, faculty of Interdisciplinary studies may initiate the process of appointment/engagement of Floating Faculty to address the needs of various departments. A separate budget head to be created in the Faculty of Interdisciplinary Studies for engagement of Floating Faculty.
- (4) Floating Faculty will be provided and honorarium of Rs.1,00,000/- (Rs. One Lac) per month.

(5) Terms and Conditions:

- (a) Floating Faculty should be appointed for a period of six months at first instance. The tenure may be extended as per requirement.

(b) Broad expectations:

- (i) Floating Faculty will be expected to teach courses directly related to his specific expertise and professional experience or the areas of his/her specialization. He/She may also contribute to the institution's activities like counseling of students, developing new course(s) and pedagogical improvements.
- (ii) Floating Faculty may also be involved in the Ph.D coursework based on his/her professional and research proficiency adjudged by the concerned institution.

IX Selection Criteria

The Distinguished Visiting Faculty, Honorary Faculty, Visiting Professor, Scholars-in-Residence, Adjunct faculty, Chair Professor and Floating Faculty will be appointed/engaged by the competent authority. The mode of appointment of above posts is as follows:

(1) By Invitation:

The Curriculum Vitae of eminent academicians/Scientist/Professionals/Artists /Administrators with proven credentials in their respective fields identified and recommended by the concerned Department/Centre/Institute/Faculty for engagement shall be placed before the Committee comprising of following:

- (i) Dean Academic Affairs (Chairman)
- (ii) Dean of the concerned faculty
- (iii) Head of the concerned Department
- (iv) One External Expert (Nominated by the Vice Chancellor)
- (v) Registrar (Secretary)

Final recommendation of the Committee would be forwarded to the Vice Chancellor for approval.

1. On receipt of applications in response to advertisement.

The advertisement will place the rolling advertisement on its website for the engagement of Distinguished Visiting Faculty, Honorary Faculty, Visiting Professor, Scholars-in-Residence, Adjunct Faculty and Floating Faculty etc. The applications received in response to the rolling advertisement on the University website shall be examined by the Committee comprising of following:

- (i) Dean Academic Affairs (Chairman)
- (ii) Dean of the concerned faculty
- (iii) Head of the concerned Department
- (iv) One External Expert (Nominated by the Vice Chancellor)
- (v) Registrar (Secretary)

The candidates recommended by the Committee may be called for interaction with the committee. If required, and the final recommendation of the Committee would be forwarded to the Vice Chancellor for approval.

2. Selection Procedure for Professor Emeritus:

- (i) The Professor Emeritus aspirant shall approach the Vice-Chancellor with biodata within 6 months before his/her retirement.
- (ii) The bio-data shall be placed before the committee consisting of the following:
 - Dean Academic Affairs (Chairman)
 - Dean of the concerned faculty
 - Two senior professors from concerned department/allied areas nominated by the Vice-Chancellor.
 - One member of the Academic Council nominated by the Vice-Chancellor.
 - Two outside experts from the concerned area nominated by the Vice-Chancellor.

Final recommendation of the committee would be forwarded to the Vice-Chancellor for approval.

Note: The following terms and conditions shall be applicable to Distinguished Visiting Faculty, Honorary Faculty, Visiting Professor, Scholars-in-Residence, Chair Professor, Adjunct Faculty and Floating Faculty.

- The maximum age limit of 70 should be adopted for engagement, however in exceptional cases on the recommendation of the monitoring committee with reasons recorded may recommended the case up to 75 years.
- All such appointments are independent of faculty strength except in case of Adjunct Faculty.
- The offer of appointment shall be issued by Establishment Branch.

Monitoring Criteria:

The concerned faculty (Distinguished Visiting Faculty, Honorary Faculty, Visiting Professor, Scholars-in-Residence, Adjunct Faculty and Floating Faculty) shall submit a report on his/her contribution towards academics/ research/ corporate life to the Centre/Institute/Department/Faculty on annual or tenure basis whichever is earlier. The report shall be considered by committee comprising of following:

- (i) Dean Academic Affairs (Chairman)
- (ii) Dean of the concerned faculty
- (iii) Head of the concerned Department
- (iv) One External Expert (Nominated by the Vice Chancellor))
- (v) Registrar (Secretary)

The continuation/ renewal of concerned faculty is subject to the recommendation of the Committee.

X Guidelines For Appointment of Consultants and Advisors

The world is undergoing rapid change in knowledge landscape with various dramatic scientific and technological advances. The recent National Education Policy is a path breaking initiative to reengineer the education system, reboot human intellect and create new opportunities with futuristic vision. The emerging educational landscape will require regular interactions among faculty, researchers, industry professionals, thought leaders, consultants and advisors to build next generation education system. Since all the expertise may not be available in the University, the University may need to engage suitable professionals as Consultants/Advisors to address the knowledge gap and challenges our education system is facing.

A Consultant is usually engaged for a defined task to solve the identified problems and challenges. He/She is also expected to take care of the problems on his/her own and recommend the solutions.

An Advisor is a person having deep knowledge across the multiple domains and has experience in working in different capacities. An Advisor can identify the issues and challenges on his/her own and share his/her opinion/insight with stakeholders. In addition to providing advice/suggestions to University leadership, an Advisor may act as mentor/guide to the Human Resources of the University around his/her area of expertise.

General Terms and conditions:

- (1) The initial engagement for a person(s) as consultant(s)/Advisor(s) would be for a period of one year or for the period as decided by the University.
- (2) The review of the contact of consultant(s)/Advisor(s) will be done on tenure or annual basis whichever is less.
- (3) The appointment of consultant(s)/Advisor(s) is a temporary nature against the specific job. The consultant(s)/Advisor(s) will not be entitled for any benefit/compensation/ absorption/regularization of service with University.
- (4) The University may terminate a contract of a consultant/Advisor if the consultant/Advisor:
 - (a) unable to address to assigned work.
 - (b) refuses the follow directions of the reporting/controlling officer or competent authority.
 - (c) quality of output on assigned work is not to the satisfaction of the University.
 - (d) lack of Honesty and integrity.

The University reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant/Advisor. Termination shall be effected by written notice served on the consultant/Advisor and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

However, the University may immediately dispense with services of the consultant/Advisor without any notice period if the conduct and activities of such consultant/Advisor are detrimental to the smooth functioning of the University.

Desirable expertise, experience and age limit of consultant/Advisor

- The consultant/Advisor should have a desirable expertise as recommended by the concerned Office/Centre/Department/Institute in the specific area for which the University wishes to engage them.
 - The experience required in the specified area of expertise for different categories consultant/Advisor are as follows
 - Advisor- More than 15 years
 - Consultant (Junior)-5-10 years
 - Consultant Senior -10-15 years
 - Chief Consultant- More than 15 years
 - The consultant/Advisor should have effective communication and interpersonal skills with a strong flair for the depth examination relating to requisite field.
 - Normally, the maximum age limit for engagement of consultant/Advisor will be 70 years. However, in exceptional cases, engagement may be upto 75 years.
- Remuneration: The maximum amount of remuneration payable to Advisor and different categories of Consultants shall be as under

Category of engagement*	Remuneration**
Advisor	70,000-90,000/month
Consultant (Junior)	40,000-50,000/month
Consultant (Senior)	50,000-70,000/month
Chief Consultant	70,000-90,000/month

*The category of engagement and remuneration shall be recommended by the Selection Committee based on the qualification, experience, expertise and achievement of the person concerned.

**In case the nature of assignment requires periodic or intermittent engagement rather than full-time/continuous engagement, the remuneration of Rs. 5000/ day may be paid to the Chief Consultant/ Advisor. In such cases, the duration of visit of Chief Consultant/ Advisor should not exceed three days in a week. However, TA/DA will be paid for maximum two visits in a month as per entitlement.

Allowances: Consultants shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport facility, Residential Accommodation, Personal staff and Medical Reimbursement etc. However, outstation Chief Consultant/ Advisor may be provided with Faculty House/Transit accommodation free of cost as and when required depending upon the availability of such accommodation with the University. They have to pay on account of food charges.

TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultant/Advisor is not permitted at all. However, they should require to travel inside the country in connection with the official work of University. TA/DA as admissible as per rules will be paid to him/her after obtaining approval of competent authority.

Keeping in view of the requirement, the concerned Office/Department/Centre/Institute etc. may seek relaxation from Vice-Chancellor in terms and conditions of engagement. However, the total remuneration (excluding TA/DA) paid in a month shall not exceed the upper limit of monthly remuneration mentioned in the table of remuneration of these guidelines.

XI Procedure for selection of Consultants/Advisors:

The Curriculum Vitae of experienced Professional with proven credentials in specified area identified and recommended by the concerned Office/Department/Centre/Institute for engagement as Consultant/Advisor shall be placed before the Selection Committee comprising of the following:

- (i) Senior professor nominated by the Vice-Chancellor (Chairman)

- (ii) One Internal Expert from concerned Office/Department/Centre/Institute nominated by the Vice-Chancellor
- (iii) One External Expert in the relevant field (Nominated by Vice-Chancellor)
- (iv) Registrar (Member Secretary)

Final recommendation of the committee would be forwarded to the Vice-Chancellor for

approval.

Note: (a) The offer of appointment shall be issued by Establishment Branch.

(b) No Consultant/Advisor shall be allowed to join without submitting an undertaking towards acceptance of the terms and conditions as mentioned in the offer letter

Chapter 2

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) Two Experts nominated by the Vice-Chancellor whenever deemed necessary by him/her; 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 member/s shall hold office for two years.
3. 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.
4. 50% of the members shall form the quorum. Fraction will be ignored while deferring the quorum.
5. 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.
 - (b) to consider and to recommend on matters relating to organization, 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.

Chapter-3

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. Dean Academic Affairs | Member |
| 3. All the Deans of Faculties | Member |
| 4. Registrar | Member |
| 5. Chairpersons of the University Teaching Departments | Member |
| 6. Two research scholars nominated by the Vice-Chancellor. | |
| 7. Librarian | Member Secretary |

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

3. The Library Committee shall -

- frame rules for the management of the Library, subject to the approval of the Academic Council;
- arrange for the stock taking of the Library;
- prepare an annual report on the working of the Library for submission to the Academic Council by the end of the December every year;
- prepare the annual budget estimates of the Library for submission to the authorities concerned;
- allocate annual grants for purchase of books and periodicals (both recurring and non-recurring) among the subjects of study and research in the University.
- liaise with other Universities in India.

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.

Chapter- 4

University Finance

1. The Vice-Chancellor shall exercise general supervision over the funds of the University and shall advise as regard its financial policy.
2. Subject to the powers of the Executive Council, Vice-Chancellor or an officer authorized by him/her, shall manage the property and investments of the University.
3. All funds and moneys belonging to the Indira Gandhi University shall be kept in the name of the Indira Gandhi University in the Punjab National Bank, (University Campus Branch) 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 Punjab National Bank.
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 authorized 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, authorized to attend to these funds, the Vice-Chancellor shall take such action as he/she deems necessary for their proper performance.
6. The Vice-Chancellor may, in consultation with the Executive Council, authorize the Registrar, the Chairperson of a Department 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/she may consider necessary.
7. The Director, Local Audit Haryana, through his/her 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 authorized 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. The Vice-Chancellor shall have the power of re-appropriation of funds within the budget head provision from one sub-head and detailed-head to another.

Chapter-5

Minimum qualifications For The Posts Of Senior Professors, Professors, Associate Professors, Assistant Professor And Other Academic Staff in Universities and Colleges; Revision of Pay Scales And Other Service Conditions Pertaining to Such posts

In supersession of Financial Commissioner and Principal Secretary to Govt of Haryana, Higher Education Department vide memo No. KW-7/18-2009 C-IV(3) dated 21/07/2011; Minimum qualifications for the posts of Senior Professors, Professors, Associate Professors, Assistant Professors and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts have been notified by Principal Secretary to Govt. of Haryana, Higher Education Department Haryana vide Memo No. 7/79-2017 C/IV(3) dated 11/11/2022 and the same has been adopted by Executive Council vide Resolution No. 43 of its 36th meeting held on 23/12/2022. The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, University Assistant Librarian/College Librarian, University Deputy Librarian, University Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports have been specified in these regulations.

1. Qualifications for Assistant Professor (University and Colleges)

- (1) The National Eligibility Test (NET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the State.

Provided that candidates who have been awarded a Ph.D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degree) Regulation 2016 and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D candidates shall be exempted from the requirement of NET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- (a) The Ph.D degree of the candidate has been awarded in regular mode only;

- (b) The Ph.D thesis has been evaluated by at least two external examiners;
- (c) An open Ph.D viva voce of the candidate has been conducted;
- (d) The candidate has published two research papers from his/her Ph.D work out of which at least one is in a refereed journal;
- (e) The candidate has presented at least two papers, based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

- (2) The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.
- (3) A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Backward Classes 'A' & 'B' (Non-creamy Layer) of Haryana/Differently-abled (a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- (4) A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D Degree holders who have obtained their Master's Degree prior to 19th September, 1991.
- (5) A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.
- (6) The Ph.D Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
- (7) The Ph.D Degree shall be a mandatory qualification for appointment to the post of Associate Professor in Universities but it shall be a mandatory qualification for promotion with effect from 3 years (5 years in case of college teachers) from the date of issue of this notification by the State Government.
- (8) The Ph.D Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities with effect from 3 years from the date of issue of this notification by the State Government

- (9) (i) A Master Degree with 55 % marks (or an equivalent grade on appoint scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University or an equivalent degree from an accredited foreign University. (ii) Beside fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D degree in accordance with the University Grant Commission, Minimum Standards and Procedure for Award of M.Phil/Ph.D Degree) regulations 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.

NET/SLET/SET is the minimum requirement for the direct recruitment for the Assistant Professor for those who do not have a Ph.D Degree. But holders of Ph.D as per UGC guidelines are exempted from NET/SLET/SET and thereby eligible for the direct appointment of the Assistant Professor (amended by Additional Chief Secretary Govt. of Haryana, Higher Education Department Haryana vide Memo No. 7/79-2017 C-IV(3) dated 03.08.2023.

- (10) The 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 teaching positions. Further, the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) may be allowed by their respective institutions to take study leave for pursuing Ph.D degree.

Note : No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in these Regulations.

2. Direct Recruitment for the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor:

Eligibility (A or B):

- A. (i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

- ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

Provided, the candidates registered for the Ph. D programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:-

- (a) The Ph.D degree of the candidate has been awarded in a regular mode;
- (b) The Ph.D thesis has been evaluated by at least two external examiners;
- (c) An open Ph.D viva voce of the candidate has been conducted;
- (d) The Candidate has published two research papers from his/her Ph.D work, out of which at least one is in a refereed journal;
- (e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

- B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University(Shanghai).

Note: The Academic score as specified in Appendix II (Table 3A) for Universities shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview. Selection of Assistant Professors in Govt Aided Private Colleges shall be made as per criteria determined by the State Govt. from time to time based on UGC regulations.

II. Associate Professor:

Eligibility:

- (i) A good academic record, with a Ph.D Degree in the concerned/allied/relevant disciplines.
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (iii) 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 with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2

III. Professor

Eligibility (A or B):

- A.** (i) An eminent scholar having a Ph.D degree 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 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
- (ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

- B.** An outstanding professional, having a Ph.D degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

IV. Senior Professor:

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

- (i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC- listed journals, significant research contribution to the discipline, and engaged in research supervision.
- (ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.
- (iii) The selection shall be based on academic achievements, favorable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.

- (iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC –listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per these Regulations.

V. Qualifications for appointment of Assistant Professor, Associate Professor and Professor for the discipline Pharmaceutical Sciences.

The qualifications of Assistant Professor, Associate Professor and Professor in the Department of Pharmaceutical Sciences will be same as mentioned above for respective posts. With addition to “Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments”, as per Regulations of the Pharmacy Council of India. *(Approved by Executive Council vide resolution no 70 of its 40th meeting held on 09.11.2023)*

VI. Qualifications for appointment of Assistant Professor and Associate Professor for the discipline Computer Science & Engineering (B.Tech.) will be as per AICTE /UGC norms.

For Assistant Professor:

(a) Engineering/ Technology

B.E./ B.Tech./ B.S. and M.E. /M. Tech./ M. S. or Integrated M.Tech. in relevant branch with first class or equivalent in any one of the degrees.

For Associate Professor:

(b) Engineering/ Technology

(i) Ph. D degree in the relevant field and First class or equivalent at either Bachelor’s or Master’s level in the relevant branch

AND

(ii) At least total 7 research publications in SCI journals/UGC/AICTE approved list of journals and a total research score of seventy five (75) as per the criteria given in **Appendix II, Table 2.**

AND

(iii) Minimum of 8 years of experience in teaching/research/industry out of which at least 2 years shall be Post Ph. D experience.

(Approved by Executive Council vide resolution no 70 of its 40th meeting held on 09.11.2023)

VII. College Principal:

Eligibility:

(i) Ph.D degree

(ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.

(iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.

(iv) A minimum of 110 Research Score as per Appendix II, Table 2

3. Direct Recruitment for the disciplines of Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Assistant Professor:

Eligibility:

(i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.

(ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:

(a) Ph.D degree has been awarded to the candidate in a regular mode

(b) The Ph.D thesis has been evaluated by at least two external examiners;

(c) An open Ph.D viva voce of the candidate has been conducted;

(d) Candidate has published two research papers from his/her Ph.D work, out of which, at least one is in a refereed journal;

(e) The candidate has presented at least two research papers based on his/her Ph.D work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ ICSSR or any other similar agency.

Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).

II. Associate Professor:

Eligibility:

(i) Good academic record, with a doctoral degree.

- (ii) Performing ability of a high professional standard.
- (iii) Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.
- (iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

III. Professor:

Eligibility (A or B):

- A.**
 - (i) An eminent scholar having a doctoral degree
 - (ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and/ or research at the University/National level institutions
 - (iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,
 - (iv) Has a total research score of 120, as per Appendix II, Table 2.

OR

B. A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

- (i) Having Masters degree, in the relevant subject
- (ii) Has been 'A'-grade artist of AIR/Doordarshan
- (iii) Has Ten years of outstanding performing achievements in the field of specialization
- (iv) Has made significant contributions in the field of specializations and ability to guide research;
- (v) Has participated in National/International Seminars/Conferences/Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;
- (vi) Has the ability to explain with logical reasoning the subject concerned, and
- (vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

4. Direct Recruitment for Drama Discipline:

I. Assistant Professor

Eligibility

- (i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D programme, prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

- (a) The Ph.D degree of the candidate has been awarded in the regular mode;
- (b) The Ph.D thesis has been evaluated by at least two external examiners;
- (c) An open Ph.D viva voce of the candidate has been conducted;
- (d) The candidate has published two research papers from his/her Ph.D work out of which at least one must be in a refereed journal;
- (e) The candidate has presented at least two research papers based on his/her Ph.D work in conferences/ seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.

Note:

1. The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

II. Associate Professor:

Eligibility:

- (i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.

(ii) Eight years experience of teaching in a University/College and/ or research in a University/national- level institutions equal to that of Assistant Professor in a University/College.

(iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

III. Professor:

Eligibility (A or B):

A. An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialization, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

OR

B. A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

(i) Master's degree, in the relevant subject;

(ii) Ten years of outstanding performing achievements in the field of specialization;

(iii) Made significant contribution in the field of specialization;

(iv) Guided research;

(v) Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;

(vi) Ability to explain with logical reasoning the subject concerned;

(vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

5. Direct recruitment for Yoga Discipline

I. Assistant Professor:

Eligibility (A or B):

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

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time.

OR

- B.** A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D Degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of issue of this notification by the State Government.

II. Associate Professor

- (i) A good academic record, with a Ph.D degree in the subject concerned or in a relevant discipline.
- (ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).
- (iii) A minimum of eight year's experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer- reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.

III. Professor

Eligibility (A or B):

- A.** (i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.
- (ii) A minimum of ten years of teaching experience in a University/College or in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

OR

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

6. Qualifications, Experience and Other Eligibility Requirements For Appointment of Occupational Therapy Teachers

I. Assistant professor

A Bachelor's Degree in Occupational Therapy (B.O.T./B.Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognized University

II. Associate Professor

- (i) Essential : A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years experience as Assistant Professor.
- (ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognized by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.

III. Professor

- (i) Essential: Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Th.O./M.Sc. O.T.), with ten years of total experience in Occupational Therapy.
- (ii) Desirable: Higher Qualification, such as Ph.D degree in any discipline of occupational therapy recognized by the UGC, and published work of high standard in peer- reviewed or UGC listed journals.

IV. Principal / Director /Dean:

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.O.Th./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

- (i) The senior-most Professor in the institution shall be designated as the Principal / Director /Dean.
- (ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

7. Qualifications, Experience and other Eligibility Requirement for appointment of Physiotherapy Teachers

I. Assistant Professor

Bachelor's Degree in Physiotherapy (B.P/T./B.Th./P./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

II. Associate Professor

- (i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight year's experience as Assistant Professor.
- (ii) Desirable: Higher Qualification, such as Ph.D degree in any discipline of Physiotherapy recognized by the UGC, and published work of high standard in peer-reviewed or UGC listed journals.

III. Professor

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience.

Desirable:

- (i) Higher Qualification like Ph. D in any subject of Physiotherapy recognized by U.G.C;
- (ii) Published work of high standard in peer -reviewed or UGC- listed journals.

IV. Principal / Director /Dean

Essential: Master's Degree in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

Note:

- (i) Senior-most Professor shall be designated as the Principal / Director /Dean.
- (ii) Desirable: Higher qualification like Ph.D in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

8. Minimum Qualifications For Direct Recruitment To The Posts Of University Assistant Librarian / College Librarian, University Deputy Librarian And University Librarian

I. University Assistant Librarian / College Librarian

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

(iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

- (a) The Ph.D degree of the candidate has been awarded in the regular mode
- (b) The Ph.D thesis has been evaluated by at least two external examiners;
- (c) Open Ph.D viva voce of the candidate has been conducted;
- (d) The candidate has published two research papers from his/her Ph.D work out of which at least one is in a refereed journal;
- (e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. University Deputy Librarian

- (i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.
- (ii) Eight years experience as an Assistant University Librarian/College Librarian.
- (iii) Evidence of innovative library services including integration of ICT in library.
- (iv) Ph.D Degree in library science/ Information science/Documentation Science/Archives and manuscript keeping/computerization of library.

III. University Librarian

- (i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.
- (ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years experience as a College Librarian.

(iii) Evidence of innovative library services, including the integration of ICT in a library.

(iv) A Ph.D Degree in library science/information science/documentation /archives and manuscript-keeping.

9. Minimum Qualifications for the posts of Assistant Director/Professor of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports (DPES)

I. Assistant Director of Physical Education and Sports in University or Assistant Professor of Physical Education and Sports in College

Eligibility (A or B):

A. (i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)

(ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.

(iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

(a) The Ph.D degree of the candidate has been awarded in regular mode;

(b) The Ph.D thesis has been evaluated by at least two external examiners;

(c) Open Ph.D viva voce of the candidate has been conducted;

(d) The candidate has published two research papers from his/her Ph.D work out of which at least one is in a refereed journal;

(e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: (i) The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

(ii) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

- (iii) Passed the physical fitness test conducted in accordance with these Regulations.

OR

- B.** An Asian game or common-wealth games medal winner who has a degree at least at Post-Graduation level.

II. Deputy Director of Physical Education and Sports in University

Eligibility (A or B):

- A.** (i) A Ph.D in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.
- (ii) Eight years experience as University Assistant DPES/Assistant Professor of Physical Education and Sports/College DPES.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance of teams/athletes for competitions like State/National/Inter-university/Combined University, etc.
- (v) Passed the physical fitness test in accordance with these Regulations.

OR

- B.** An Olympic Games/ World Cup/ World Championship medal winner who has a degree at least at the Post-Graduation Level.

III. Director of Physical Education and Sports in University

- (i) A Ph.D in Physical Education or Physical Education and Sports or Sports Science.
- (ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.
- (iii) Evidence of organizing competitions and coaching camps of at least two weeks' duration.
- (iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

IV. Physical Fitness Test Norms

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

(b) On the 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:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 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

10. Selection Committees and Guidelines on Selection Procedure:

10.1 Selection Committee Composition

I. Assistant Professor in the University:

(a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons:

- (i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.
- (ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
- (iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
- (iv) Dean of the Faculty concerned, wherever applicable not below the rank of Professor.
- (v) Head/Chairperson of the Department/School concerned.
- (vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

(b) Four members, including two outside subject experts, shall constitute the quorum.

(c) The Registrar shall be the Secretary of the "Selection Committee".

II. Associate Professor in the University

(a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:

- (i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.

- (ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - (iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.
 - (iv) Dean of the faculty, wherever applicable not below the rank of Professor.
 - (v) Head/Chairperson of the Department/School not below the rank of Professor.
 - (vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum.
- (c) The Registrar shall be the Secretary of the "Selection Committee".

III. Professor in the University

- (a) The Selection Committee for the post of Professor in the University shall consist of the following persons:
- (i) Vice-Chancellor who shall be the Chairperson of the Committee.
 - (ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.
 - (iii) Three experts in the subject/field concerned to be nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - (iv) Dean of the faculty, wherever applicable not below the rank of Professor.
 - (v) Head/Chairperson of the Department/School not below the rank of Professor.
 - (vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice- Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) At least four members, including two outside subject experts, shall constitute the quorum.
- (c) The Registrar shall be the Secretary of the "Selection Committee".

IV. Senior Professor

- (a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:
- (i) Vice Chancellor who shall be the Chairperson of the Committee.
 - (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years experience in the subject/field concerned nominated by

the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.

- (iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - (v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.
 - (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/Minority /Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.
- (c) The Registrar shall be the Secretary of the "Selection Committee".

V. Assistant Professor in Colleges including Private and Constituent Colleges:

In Govt-Aided colleges, the existing system for selection shall continue as per their service rules under Haryana Affiliated Colleges (Security of Service) Act 1979 and rules framed thereunder by the Haryana Government from time to time.

VI. College Principal

All posts of College Principals in Govt-Aided Colleges shall be filled through direct recruitment according to the existing system for selection as per their service rules under Haryana Affiliated Colleges (Security of Service) Act 1979 and rules framed thereunder by the Haryana Government from time to time.

VII. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians, Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

11. Probation and Confirmation

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

- (2) The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
- (3) Subject to Clause 11 of this Regulation, 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 the probation period after following the due process of verification of satisfactory performance.
- (4) The probation and confirmation rules shall be 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*.

12. Career Advancement Scheme Regulations

The Career Advancement Scheme shall be effective prospectively i.e. from the date of modification by DHE vide memo No. 7/79-2017 C -IV (3) dated 11/11/2022. Provided that in the event of any candidate become eligible for promotion under Career Advancement Scheme, the criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations by State Government. However, if a candidate becomes eligible for promotions under CAS during the period from 01.01.2016 to the date of notification, his/her case shall be governed by the provisions of existing scheme wherever applicable.

- I. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table I of Appendix II.
- II. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- III. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- IV. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables 1, 2, 4 and 5 by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

- (i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- (ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- (iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- (iv) The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.
- (v) The Selection Committee specifications as contained in Clauses 10.1 (I-IV) shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

V. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

VI. **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 and DBT, etc. including Govt. Aided Private Colleges of Haryana should be counted for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held 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 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.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments and the candidate has applied for direct recruitment through proper channel only.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university and the incumbent was selected to the permanent post in continuation to the Ad-hoc or temporary or contractual service without any break;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause

VII. "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:

A. For University teachers:

- (i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;
- (ii) The Dean of the Faculty concerned;
- (iii) The Head/Chairperson of the Department/School; and
- (iv) One subject expert in the subject concerned nominated by the Vice-Chancellor

from the University panel of experts.

VIII. B. For Govt-Aided private College teachers:

- (i) Dean of Colleges
- (ii) Nominee of the Director, Higher Education Haryana
- (iii) Nominee of the Vice-Chancellor
- (iv) Subject Expert
- (v) Principal of the concerned college

Note: The quorum for this committee shall be three which will include one subject expert/University nominee and DHE nominee as per existing practice.

IX.C. For University Assistant Librarian:

- (i) The Vice-Chancellor shall be the Chairperson of the Committee;
- (ii) The Dean of the Faculty concerned;
- (iii) The Librarian, University Library; and
- (iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

X.D. For University Assistant Director, Physical Education and Sports:

- (i) The Vice-Chancellor shall be the Chairperson of the Committee;
- (ii) The Dean of the Faculty concerned;
- (iii) The Director, Physical Education and Sports; and
- (iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/University nominee.

XI. The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

- (a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
- (b) In Appendix II, Table 4 for each of the cadre of Librarian; and
- (c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports shall recommend to the Executive Council/Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

XII. The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

XIII. For all Selection Committees specified in these Regulations, Head of Department / Teacher-Incharge should be either in the same or higher rank/position than the rank/position for which the interview is to be held.

13. Selection Procedure

I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the

weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5. However, In case of Govt-Aided colleges, the existing criteria for selection shall continue or as framed by the Haryana Government from time to time.

- II. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/BC/Minority/Women/ Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, 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 State Government, in relation to the categories mentioned above, are strictly followed during the selection process.
- III. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations for both the direct recruitment and the CAS promotion.

14. The Assessment of the performance of College and University teachers for the CAS Promotion

The Assessment of the performance of College and University teachers for the CAS Promotion is based on the following criteria:

- (i) **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- (ii) **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/ methodology courses, development of e-contents and MOOCs, organizing seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- (iii) **Administrative Support and Participation in Student's Co- curricular and Extra-curricular Activities.**

I. Assessment Process

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher-in-charge etc. The submission should be through the Head of the Department(HOD)/teacher-in-charge.

Step 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clause 12 of these Regulations.

II. Assessment Criteria and Methodology:

- (a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;
- (b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 5 of Appendix II is applicable to Assistant Directors/ College teachers of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

III. The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

IV The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations by State Government. However, if a candidate becomes eligible for promotions under CAS during the period from 01.01.2016 to the date of notification, his/her case shall be governed by the provisions of existing scheme wherever applicable.

V. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be

considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

- VI. The Selection Committee specifications as contained in Clauses 10.1 (I-IV) shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- VII The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table I of Appendix II.
- VIII The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- IX For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- X. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
 - (i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - (ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - (iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

15. Stages of Promotion Under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/Associate Professors/Professors

- A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 12 of these Regulations.

B. Career Advancement Scheme (CAS) for Colleges teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D/M.Phil./ PG Degree in Professional courses.

- (i) Attended one Orientation course of 21 days' duration on teaching methodology; and
- (ii) Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOCs course during the assessment period.

CAS Promotion Criteria

A teacher shall be promoted if;

- (i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- (ii) The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- (1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- (2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of

MOOCs course/contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- (ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- (1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.
- (2) A Ph.D degree in subject relevant /allied/relevant discipline shall be mandatory with effect from 5 years from the date of issue of this notification by the State Government.
- (3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria

A teacher may be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1, and
- (ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria

A teacher shall be promoted if;

- (i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1.
- (ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.
- (iii) Incumbent Associate Professors who have completed three years as Associate Professor on 1st January 2016 and having Ph.D degree as on that date, shall be re-designated as Professor w.e.f. 1st January 2016 and placed at the appropriate Academic Pay Level if they fulfil all the above mentioned eligibility conditions. If they do not fulfil the above conditions of Research Publications and Research Score as on that date, they are to fulfil these conditions within three years from the date of issue of this notification by the State Government. They shall be promoted to the post of Professor w.e.f. 1st January 2016 but only after the fulfilment of these conditions.
- (iv) Incumbent Associate Professors who have not completed three years as Associate Professor on 1st January 2016, shall be re-designated as Professor and placed at the appropriate Academic Pay Level after the completion of 3 years service as Associate Professor and Ph.D degree if they fulfil all above mentioned eligibility conditions. If they do not fulfil the conditions of Research Publications and Research Score as on that date, they are to fulfil these conditions within three years from the date of issue of this notification by the State Government. They shall be promoted to the post of Professor w.e.f. the date of completion of eligibility conditions (1) and (2) but only after the fulfilment of all eligibility conditions.
- (v) After three years from the date of this notification, all the conditions for the promotion of Professor under CAS shall be mandatory and no relaxation of time shall be given to fulfil the conditions regarding research publications and research score.
- (vi) Promotion to the post of Professor under CAS shall not affect the original seniority already fixed by the Department in that cadre.

C. Career Advancement Scheme (CAS) for University teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)

Eligibility

- (i) An Assistant Professor who has completed four years of service with a Ph.D degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D/M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- (ii) Attended one Orientation course of 21 days duration on teaching methodology;
- (iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOCs course during the assessment period; and
- (iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria

A teacher shall be promoted if;

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- (ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility

- (i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- (ii) A Ph.D Degree in the subject relevant/allied/relevant discipline shall be mandatory with effect from 3 years from the date of issue of this notification by the State Government.
- (iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher

Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

(iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria

A teacher shall be promoted if;

- (i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- (ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility

- (1) Assistant Professor who has completed three years of service in Academic Level 12/Selection grade.
- (2) A Ph.D Degree in the subject concerned/allied/relevant discipline shall be mandatory with effect from 3 years from the date of issue of this notification by the State Government.
- (3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- (4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- (5) Evidence of having guided at least one Ph.D candidate.

CAS Promotion Criteria

A teacher shall be promoted if;

- (i) He/She gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility

- (1) An Associate Professor who has completed three years of service in Academic Level 13A.
- (2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- (3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- (4) Evidence of having successfully guided doctoral candidate.
- (5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria

A teacher shall be promoted if;

- (i) He/She gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- (ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility

- (i) Ten years experience as a Professor.
- (ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

D. Career Advancement Scheme (CAS) for Librarians

Note:

- (i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 15.4 (B) and 15.4 (D), of these Regulations for Colleges/Institutions and for Universities, respectively.**
- (ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11)

Eligibility

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil. or a Ph.D degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and**
- (ii) Training, Seminar or Workshop on automation and digitalization, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.**

CAS Promotion Criteria

An Assistant Librarian/College Librarian may be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and**
- (ii) The promotion is recommended by a screening-cum-evaluation committee.**

II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/Academic level 12)/College Librarian (Selection Grade/Academic level 12)

Eligibility

- (1) He/She has completed five years of service in that grade.**
- (2) He/She has done any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii)**

Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria

An individual shall be promoted if:

- (i) He/She gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- (ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

- (1) He/She has completed three years of service in that grade.
- (2) He/She has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria

An individual shall be promoted if:

- (i) He/She gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarian (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:

- (1) He/She has completed three years of service in that grade.
- (2) He/She has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week (five days)

duration in lieu of every single course/programme of at least two weeks (ten days duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

- (3) Evidence of innovative library services, including the integration of ICT in a library.
- (4) A Ph.D Degree in Library Science/Information Science/Documentation /archives and Manuscript- Keeping.

CAS Promotion Criteria

An individual shall be promoted if:

- (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- (ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports

Note:

- (i) **The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 15.4 (B) and 15.4 (D), of these Regulations for Colleges/Institutions and for Universities, respectively.**
- (ii) **The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College teachers of Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.**

I. From Assistant Director of Physical Education and Sports (Academic Level 10)/Assistant Professor of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/Assistant Professor of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility

- (i) He/She has completed four years of service with a Ph.D degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil. or Ph.D degree.
- (ii) He/She has attended one Orientation course of 21 days' duration; and

- (iii) He/She has done any one of the following: (a) Completed Refresher / Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria

An individual may be promoted if:

- (i) He/She gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and
- (ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ Assistant Professor of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / Assistant Professor of Physical Education and Sports (Selection Grade/Academic Level 12)

- (1) He/She has completed five years of service in that grade.
- (2) He/She has done any two of the following in the last five years:
- (i) Completed one course/programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria

An individual may be promoted if;

- (i) He/She gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and;
- (ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ Assistant Professor of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ Associate Professor of Physical Education and Sports (Academic Level 13A)

- (1) He/She has completed three years of service.
- (2) He/She has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching-Learning- Evaluation Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria

An individual may be promoted if;

- (i) He/She gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- (ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/Associate Professor of Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/Professor of Physical Education and Sports (Academic Level 14) shall be the following:

- (1) He/She has completed three years of service.
- (2) He/She has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching- Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- (3) Evidence of organizing competitions and coaching camps of at least two weeks duration.
- (4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter- university/combined university, etc.
- (5) A Ph.D in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria

An individual may be promoted if;

- (i) He/She gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- (ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

- V. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit-specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D, M. Phil. or M.Tech. and LL.M degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

16. Other Terms and Conditions

I. Promotion

When an individual gets a promotion, his/her new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

II. Allowances and Benefits

- (i) Other allowances and benefits, such as Home town Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres shall be as applicable as per the relevant rules as notified by the State Government from time to time for Universities and Colleges.
- (ii) Pension, Gratuity, ex-gratia compensation, Medical Benefits etc. shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges including affiliated and constituent Colleges

as the case may be as per the relevant rules as notified by the State Government from time to time for Universities and College.

17. Workload

The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It shall be necessary for the teacher to be available for at least Five and half hours daily in the University/College as per existing regulations. However, in the academic interest of the institution and students, Principal or Head of the institution/University may retain the teachers beyond the minimum stay hours and it shall be obligatory on the part of the teachers to comply with any such orders. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

For Universities:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

For Colleges

Direct teaching hours shall be as per existing rules irrespective of the post as Assistant Professor or Associate Professor or Professor and as prescribed by the State Government from time to time.

A relaxation of two hours per week in the workload may, however, be given to Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work.

18 Service Agreement and Fixing of Seniority

I. At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

II. The self-appraisal methodology, as per clauses 13 to 15 and all the sub-clauses contained therein and as per Tables 1, 2, 4 & 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

III. Inter-seniority between the direct recruited and teachers promoted under CAS

For Universities:

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of

the respective candidates. However, rules and regulations of the State Government shall apply, for all matters of seniority.

For Colleges:

As per existing rules/practice or as decided by the Govt. from time to time shall apply.

19. Teaching Days

The Universities/Colleges must have at least 180 teaching, i.e., there shall be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays.

The above provision is summarized as follows:

Categorization	Number of weeks : 6-days a week pattern	
	University	College
Teaching and Learning Process	30 weeks (180 days)	30 weeks (180 days)
Admissions, Examinations, and preparation for Examination	12	10
Vacations	8	10
Public Holidays (to increase and adjust teaching days accordingly)	2	2
Total	52	52

20. Duty Leave, Study Leave and Sabbatical Leave (For Colleges)

For college teachers, the existing rules namely Haryana Civil Services (Leave) Rules 2016 and Haryana Affiliated Colleges (Leave) Rules 2002 or as amended from time to time shall apply.

(i) Other Kinds of Leave Rules For Permanent Teachers of Colleges

As per prevalent rules or as decided from time to time by Government of Haryana shall apply.

21. Selection of Pro Vice-Chancellor/ Vice-Chancellor:

I. Pro Vice- Chancellor

The Pro-Vice-Chancellor shall be appointed by the Government on such terms and conditions of service as may be determined by the Government and he shall exercise such duties as prescribed by the State Government. He shall not be below the rank of a Professor with minimum 08 years of experience as Professor or an officer of the level of Secretary to Government of Haryana belonging to All India Services.

II. Vice- Chancellor

- (i) A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organization with proof of having demonstrated academic leadership.
- (ii) The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be persons of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the Search cum-Selection Committee shall give proper weightage to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Visitor/Chancellor. One member of the Search cum-Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.
- (iii) The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.
- (iv) The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits. The selection of Vice-Chancellor shall be made by the State Government as per provisions made from time to time.

22. Code of Professional Ethics

I. Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself 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/her 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 teacher should be calm, patient and communicative by temperament and amiable indisposition.

Teacher should:

Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

- (i) Manage their private affairs in a manner consistent with the dignity of the profession;
- (ii) Seek to make professional growth continuous through study and research;
- (iii) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (iv) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (v) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vi) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (vii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (viii) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (ix) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity 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 making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

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 the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) 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:

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians Teachers should:

Try to see through teachers' bodies and organisations, 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;
- (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.

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should:

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;

- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
 - (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
 - (ii) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavor.

24. Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- (i) The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- (ii) There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D degree.
- (iii) In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D/M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.

- (iv) All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- (v) The Ph.D degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- (vi) Research clusters shall be created amongst the universities/colleges/research institutions within the State for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilization of resources and to create synergies among higher education institutions.
- (vii) An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
- (viii) These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- (ix) All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

Note:

- 1. Issues/Clarification on any of the above mentioned clause shall be resolved as per the memo issued by Principal Secretary to Govt. of Haryana, Higher Education Department Haryana vide Memo No. 7/79-2017 C/IV(3) dated 11/11/2022.**
- 2. Any clause mentioned in the above Memo No. 7/79-2017 C/IV(3) dated 11/11/2022 and not covered in this chapter shall also be strictly adhered to.**

Pay Matrix

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay(Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalization Entry Pay (Rs.)	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
1						
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	-
10	75,200	89,900	1,04,100	1,71,400	1,88,200	-
11	77,500	92,600	1,07,200	1,76,500	1,93,800	-
12	79,800	95,400	1,10,400	1,81,800	1,99,600	-
13	82,200	98,300	1,13,700	1,87,300	2,05,600	-
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	-
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	-
16	89,800	1,07,300	1,24,200	2,04,700	-	-
17	92,500	1,10,500	1,27,900	2,10,500	-	-
18	95,300	1,13,800	1,31,700	2,17,100	-	-
19	98,200	1,17,200	1,35,700	-	-	-
20	1,01,100	1,20,700	1,39,800	-	-	-
21	1,04,100	1,24,300	1,44,000	-	-	-
22	1,07,200	1,28,000	1,48,300	-	-	-
23	1,10,400	1,31,800	1,52,700	-	-	-
24	1,13,700	1,35,800	1,57,300	-	-	-
25	1,17,100	1,39,900	1,62,000	-	-	-
26	1,20,600	1,44,100	1,66,900	-	-	-
27	1,24,200	1,48,400	1,71,900	-	-	-
28	1,27,900	1,52,900	1,77,100	-	-	-
29	1,31,700	1,57,500	1,82,400	-	-	-

30	1,35,700	1,62,200	1,87,900	-	-	-
31	1,39,800	1,67,100	1,93,500	-	-	-
32	1,44,000	1,72,100	1,99,300	-	-	-
33	1,48,300	1,77,300	2,05,300	-	-	-
34	1,52,700	1,82,600	2,11,500	-	-	-
35	1,57,300	1,88,100	-	-	-	-
36	1,62,000	1,93,700	-	-	-	-
37	1,66,900	1,99,500	-	-	-	-
38	1,71,900	2,05,500	-	-	-	-
39	1,77,100	-	-	-	-	-
40	1,82,400	-	-	-	-	-

Appendix II

Table 1

Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above – Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer- reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved/undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities
<p>Overall Grading: Good: Good in teaching and satisfactory or good in activity at Sl. No. 2</p>		

OR

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

(Appendix II Contd.)

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D award letter, etc.,)

S.No.	Academic/Research Activity	Faculty of Sciences/ Engineering/ Agriculture/Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/Arts/Social Sciences/Library/ Education/Physical Education/Commerce/ Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy		

	and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Contentwriter/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		
	Ph.D	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded

.	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- (i) Paper in refereed journals without impact factor - 5 Points
 - (ii) Paper with impact factor less than 1 - 10 Points
 - (iii) Paper with impact factor between 1 and 2 - 15 Points
 - (iv) Paper with impact factor between 2 and 5 - 20 Points
 - (v) Paper with impact factor between 5 and 10 - 25 Points
 - (vi) Paper with impact factor >10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- (1) Paper presented if part of edited book or proceeding then it can be claimed only once.
- (2) For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- (3) *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Document and 6: Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- (4) The research score shall be from the minimum of three categories out of six categories.

Table 3A

(Appendix II Contd.)

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% =13	55% to less Than 60% =10	45% to less than 55% =05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% =23	55% (50% in case of SC/ST/OBC (non- creamy layer)/PWD) to less than 60% =20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience (2 marks for one year each) #	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/	03			

	Government of India / Government of India recognised National Level Bodies)	
	State-Level (Awards given by State Government)	02

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A)**
- | | |
|---------------------------------|--------------------|
| (i) M.Phil.+Ph.D | Maximum – 30 Marks |
| (ii) JRF/NET/SET | Maximum – 07 Marks |
| (iii) In awards category | Maximum – 03 Marks |

(B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	-	100

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

Table 3B

(Appendix II Contd.)

Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 21	60% to less than 80% =19	55% to less than 60%= 16	45% to less than 55% =10
2.	Post-Graduation	80% & Above = 25	60% to less than 80% =23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% =20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2 marks for one year each) #	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National	03			

	Level Bodies)	
	State-Level (Awards given by State Government)	02

However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note : (A)

(i) M.Phil. +Ph.D	Maximum	-	25 Marks
(ii) JRF/NET/SET	Maximum	-	10 Marks
(iii) In awards category	Maximum	-	03 Marks

(B) Number of candidates to be called for interview shall be decided by the college.

(C) Academic Score	-	84
Research Publications	-	06
<u>Teaching Experience</u>	-	<u>10</u>
<u>TOTAL</u>	-	<u>100</u>

(D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

Table 4

(Appendix II Contd.)

Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, interalia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website 	<p>90% and above – Good</p> <p>Below 90% but 80% and above - Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminars/workshops related to library activity or on specific books or genre of books.</p>	<p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar /workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then</p> <p>OR</p> <p>If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory – At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p>

		<p>OR</p> <p>Good – 100% Catalogue database made up to date</p> <p>Satisfactory- 90% catalogue database made up to date</p> <p>Unsatisfactory - Catalogue database not upto mark.</p> <p>(To be verified in random by the CAS Promotion Committee)</p>
4.	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>
5.	<p>(i) Digitization of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extra curricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good - Involved in any two activities</p> <p>Satisfactory - At least one activity</p> <p>Not Satisfactory - Not involved/undertaken any of the activities.</p>
Overall Grading	<p>Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p>	

	Not satisfactory : If neither good nor satisfactory in overall grading.
<p>Note :</p> <ol style="list-style-type: none"><li data-bbox="161 387 1433 465">(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.<li data-bbox="161 488 1433 611">(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.<li data-bbox="161 633 1433 712">(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.	

Table 5**(Appendix II Contd.)****Assessment Criteria and Methodology for Directors of Physical Education and Sports**

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.
3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.

5.	<p>(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition.</p> <p>(ii) Being invited for coaching at state/national level.</p> <p>(iii) Organizing at least three workshops in a year.</p> <p>(iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extra curricular college activities.</p>	<p>Good: Involved in any two activities.</p> <p>Satisfactory: 1 activity</p> <p>Not Satisfactory : Not involved/undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item1 and satisfactory/good in any two other items.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.</p>	
<p>Note:</p> <p>i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI
(A State University Established under Haryana Act No. 29 of 2013)
(Recognized u/s 12-B & 2 (f) of UGC Act,1956)

Application proforma for promotion under Career Advancement Scheme (CAS) for teachers.

[Professor (Academic Level 14) to Senior Professor (Academic Level 15)]

Faculty: _____
Department /Institute: _____
Notification Reference No. _____ **Date:** _____

Paste Self-attested Recent Passport Size Photograph

Part-A:		
General Information and Academic Background		
1	Name (in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Current Designation &Academic Level	
5	Date of Promotion as Professor/Eligibility	
6	Stage/Level for which you are an applicant for promotion under CAS	
7	Date of Eligibility for Promotion to Senior Professor (Academic Level 15)	
8	Date of Birth	
9	Nationality	
10	Marital Status	
11	The Category you belong to (SC/GEN/EWS/DSC/BC-A/BC-B/PwBD)	

12	Address for Correspondence (with Pin Code)	
13	Permanent Address (with Pin Code)	
14	Mobile No:	
	E-mail:	

15. Academic Qualification (Graduation onwards)

Examination	Name of the Board/University	Year of Passing	% of marks	Division Class/ Grade	Subject	Awards/Medals /Prize/Merit, if any
Bachelor Degree						
Master Degree						
M. Phil						
Ph.D		Subject:..... Topic of Thesis:..... Affiliation of Ph.D Guide: Year of Award of Degree: Name of the University that has awarded the Ph.D Degree:Field of Specialization:				

16. Educational and other Institutions/Organizations served (in chronological order):

Designation	Department	Duration		Experience		Pay Scale and Grade Pay with Academic Level
		From	To	Year	Month	

17. Total Teaching experience as regular faculty in college/University:

Under Graduate: Post Graduate:

18. Total Research Experience:

19. Areas of Research:

.....

20. List of major publications (Please attach the list):

Publications	Published	In Press	Accepted for Publication	Communicated for Publication	In Preparation
Books (Independently)					
Books (Jointly)					
Chapters in Edited Books (Independently)					
Chapters in Edited (Jointly)					
Research Papers (Independently)					
Research Papers (Jointly)					
Patents (Independently)					
Patents (Jointly)					

21. Guidance/Supervision of Ph.D Thesis:

- a) Total number of candidates who have been awarded Ph.D under supervision:
b) Number of Candidates who have been awarded Ph.D under supervision after promotion as Professor:
(Give details as under)

S. No.	Name of the candidate	Title of Thesis	Date of award of Degree	Name of the University	Supervisor/ Co-Supervisor	Page Nos. of supporting documents

22. (A) List of best Ten (10) research publications after promotion as Professor for consideration of evaluation for promotion.

(Please attach 05 sets of these publications and 07 lists of these best ten publications during assessment period in the following format):

S. No.	Title of the paper with name of authors as appearing in the publication	Journal, Volume, Year, Issue Page Numbers	Whether First author /Corresponding author/ Supervisor	Whether Journal is peer reviewed/ UGC listed/ SCOPUS Indexed	Impact factor as per Clarivate/ Thomson Reuters, if applicable	ISSN/ ISBN	DOI (if available)	Page Nos. of supporting document
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**B (i) Research Publications (Chapter in Books/Monograph) other than Peer-Reviewed Journal articles:
(After promotion as Professor):**

S. No.	Chapter in a Book/ Monograph	Title of the paper with name of authors as appearing in the publication	Book Title, editor, Publisher Year, Page Numbers	Whether published by International publishers or National/State and Central Govt./Local publications with ISSN/ISBN No./Monographs published without ISBN/ISSN No./Edited conference proceedings/refresher course proceedings/business games/case studies, etc.	ISSN/ ISBN No. if any	Authors

(ii) Books published other than Peer-Reviewed Journal articles and chapter in Books:

(After promotion as Professor):

S. No.	Book Title, Publisher, Year	Name of authors as appearing in the publication.	Published by International publishers/ National publishers or State and Central Govt. Publications	Text book/ Edited book/ Reference book	ISBN

C. Completed and ongoing research projects and consultancy:

(After promotion as Professor):

S. No.	Title & Type of project (Sponsored/consultancy) (Major/Minor) carried out or ongoing	Agency	Period	Grant/Amount sanctioned Mobilized (Rs. in Lakhs)

D. (i) Invited Lectures delivered or Papers presented at National or International Conference/Seminar/Workshops/Symposia etc.:

(After promotion as Professor)

S. No.	Title of Invited Lecture/ paper presented	Name of Conference/Seminar / Workshops/Symposia etc.	Date(s) of the event	Organized by	Whether International/National/State/ Regional/ University or College Level

(ii) Organization of Refresher Courses/ Conferences/ Seminars/ Workshops/ Symposia, etc.:

(After promotion as Professor)

S. No.	Name of the event	Date(s) of the event	Organized by	As a member of organizing/	Whether International/National/Sta

	organized			advisory committee	te/Regional/ University or College Level

**(iii) Academic Contribution through participation in quality enhancement/sustenance efforts:
(After promotion as Professor)**

S. No.	Member of University Court/Executive Council/Academic Council/Court/IQAC/IAEC/Human Ethics Committee/High Powered Purchase Committee/Central Purchase Committee/ ICCASH/House allotment committee/NAAC committee/Health advisory committee/UG or PG Board-of Studies (of any university or institute)/RDC of other universities/Governing body of college (s) or institute(s) etc.	From	To

**23. Contribution to the corporate life of the University:
(Such as Dean/Proctor/ Chief Warden/Director/Chairperson, etc.):**

24. Life member / Fellow of professional academic bodies/ societies:

25. Awards/ recognition from national/ international organizations:

26. Any other relevant information (if not mentioned earlier):

27. List of enclosures: Attach a list of all enclosures with index and page numbers. All the supporting documents should be sequentially numbered and self-attested

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

Date:

Signature of candidate



INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI
 (A State University Established under Haryana Act No. 29 of 2013)
 (Recognized u/s 12 (b) & 2 (f) of UGC Act, 1956)

Application proforma for promotion of Teachers under Career Advancement Scheme (CAS).

(As per revised guidelines on minimum qualifications for appointment of teachers and other academic staff college in Universities and Colleges and measures for the maintenances of Standards in Higher Education, based on University Grants Commission Regulations 2018 notified by State Govt. of Haryana vide Memo No.7/79-2017 C-IV (3) dated 11.11.2022)

Tick (✓) which is applicable: -

?For Promotion of Assistant Professor(from AcademicLevel10 to AcademicLevel11)

?ForPromotion of Assistant Professor(from AcademicLevel11 to AcademicLevel12)

?ForPromotion of Assistant Professor(AcademicLevel12)to Assoc.Professor(Academic Level1 3A)

?For Promotion of Associate Professor (AcademicLevel13A) to Professor(Academic Level14)

Application for the Post/Academic Level_____ to Post/Ac
 Level_____

Faculty _____

Department /Institute: _____

Notification Reference No._____ Date: _____

Paste self
 attested
 Recent
 Passport
 size
 Photograph

Part-A: General Information and Academic Background		
1	Name (in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Department/Subject	
5	Date of Birth	
6	Nationality	
7	Marital Status	

8	Gender	
9	The Category you belong to(GEN/SC/DSCBC-A/BC-B/EWS/ESM/PwBD)	
10	Address for Correspondence (with Pin Code)	
11	Permanent Address (with Pin Code)	
12	Mobile No.	
	E-mail	
13	Present Designation &Academic Pay Level	
14	Date of Last Promotion/Eligibility,ifany	
15	Date of Eligibility for Promotion to Post/Academic Level applied for (Asper CASPromotion Criteria)	

16.Academic Qualifications (From Matric onwards):-

Examination	Name of the Board/Unive rsity	Year of Passi ng	% of marks	Division Class/Grade	Subject
High School/ Matriculation/ Hr. Sec.					
Intermediate/ (10+2)					
B.A./B.Sc/B.Tech./ B.Pharm/B.Com/U G Programme					
M.A/M.Sc./M.Tech. /M.Pharm./M.Com. /PG Programme					
Others (NET/JRF/SLET/ Lectureshipexamin ation) (ifany)					

M.Phil					
Ph.D		Subject:..... Topic of Thesis:..... Affiliation of Ph.D Guide:..... Year of Award of Degree:..... Name of the University that has awarded the Ph.D Degree:..... Field of Specialization:.....			
Any other Exam.					

17. Areas of Research:

.....

.....

18. Appointment(s) held prior to joining Indira Gandhi University, Meerpur.

(Mention only if past service has been counted by the University)

Name of Employer	Designation	Nature of Appointment	Date of Joining	Date of leaving	Salary with Grade Pay/Level	Reason for leaving

(Verified by Estt-T

Branch)

19. Posts held with Indira Gandhi University, Meerpur (Attach relevant documents)

AGP/Academic Level	Designation	Pay Scale	Duration		Experience	
			From	To	Year	Month
Academic Level 10						
Academic						

Level 11						
Academic Level 12						
Academic Level 13 A						

20. Periods spent by the Teacher on different kinds of leaves.

(To be filled only in the case of promotion under CAS)

Type of Leave	Designation	Pay Scale and AGP	Duration	
			From	To
Maternity Leave				
Child Care leave				
Study Leave				
Medical Leave				
Extraordinary Leave (without Pay)				
Deputation				
Others (Please specify)				

21. Total teaching experience:

(a) Teaching: P.G. Classes(inYears)U.G.Classes (in years)

(b) Research:

22. Post-Doctoral Research Experience in years (as Post-Doctoral Fellow, Research Scientist, Research Associate etc.):

23. Details of Orientation/Refresher/Research Methodology/FDP/STP/MOOC Courses etc. attended:

Name of the Course	Place	Duration	Name of Academic Staff College/HRDC	Sponsoring Agency

24. (a) Total No. of Research papers published: (Not Abstract but Full paper only)

International Journals	
National Journals	
Total	

(c) List of best publications to be considered towards eligibility and for assessment

(Please read instructions for the requirement of minimum number of publications)

S N	Title of the paper with name of authors as appearing in the publication	Journal, Volume, Issue Year, Page Numbers	Whether first author / corresponding author/Supervisor	Whether Journal is refereed/UGC listed/SCOPUS Indexed	Impact factor as per Clarivate/Thomson Reuters, if applicable	ISSN / ISBN	DOI (if available)	Page No. of supporting documents
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

25. Awards /Prizes/Honours/ Recognitions (if any):

.....

26. List of enclosures. Please attach a separate list of all the enclosures with index and page numbers. All the attached documents must be sequentially numbered and self-attested

Declaration

I certify that foregoing information given by me is correct and complete to the best of my knowledge and belief and no material/ information has been concealed. I am not aware of any circumstance(s) which may impair my fitness for employment.

Name and Signature

Place:

Date:

Appendix-II

PART-B

(Applicants are required to refer the relevant provisions of State Govt. of Haryana notification vide Memo No. 7/79-2017 C-IV (3) dated 11.11.2022 relating to PBAS Proforma before filling this section)

TABLE-1

(Assessment Criteria and Methodology for University/College Teachers)

Applicable only for the candidates for promotion under CAS

ACTIVITY-1 (Assessment Period From: _____ to _____)

Assessment Period	Total Classes Assigned	Number of Classes Taught	% Teaching = (Number of Classes Taught/Total Classes assigned) × 100)	Average of % teaching during the assessment period	Average Grading of Assessment Period [80% & above- Good Below 80% but 70% & above - Satisfactory Less than 70%- Not Satisfactory	Page No. of supporting documents
Year 1						Certificates of classes taught issued by the Chairperson/Director /Principal/Controlling Head is to be attached
Year 2						
Year 3						
Year 4						
Year 5						
Year 6						
Grade verified by the Chairperson/Director/Principal						

Signature of Chairperson/Director/Principal

ACTIVITY2: Involvement in the University/College Students-Related Activities/ Research Activities

(Assessment Period: From _____ to _____)

Assessment Period	Activity	No. of activities claimed	Description of activities	No. of activities verified	Average Grading of Assessment Period Good -involved in at least 3 activities Satisfactory - 1-2activities Not-satisfactory -not involved / undertaken any of the activities	Page No of supporting documents
Year 1	a. Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator, Warden etc.					
	b. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.					

	c. Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, Nodal Officer, Incharge, Deputy Coordinator and community services.					
	d. Organising seminars/ conferences/ workshops, other college/university activities.					
	e. Evidence of actively involved in guiding Ph.D students.					
	f. Conducting minor or major research project sponsored by national or international agencies.					

	g. At least one single or joint publication in peer reviewed or UGC list of Journals.					
Year 2	As above					
Year 3	As above					
Year 4	As above					
Year 5	As above					
Year 6	As above					
Total number of activities						
Average=Total activities/Assessment Years						
Grade verified by the Chairperson/Director/Principal						

Note:

- **Number of activities can be within or across the broad categories of activities**
- For the purpose of assessing the grading of Activity at Table-1 and Table-2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.
- Score be claimed by the applicant should be supported with copies of relevant documents.

Appendix-II

TABLE-2

(Methodology for University and College Teachers for calculating Academic/Research Score)

(Assessment will be based on evidence(s) produced by the teacher such as: copy(ies) of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filed and approval letters, student’s Ph.D award letter/notification, etc.)

Summary of Grading Criteria and Academic and Research Scores:

(Note: Please read the instructions given for calculating Score claimed in each category)

Assessment Period: From _____ To _____

1.Research papers Published in Peer Reviewed or UGC Listed Journals

Sl. No.	Title of the paper (In Format given below Eg: R.K.Gupta,R.S.harmaetc.,	DOI, if available	ISSN/ISBN	Whether peer reviewed?	Whether UGC listed? If yes, Give Impact Factor (if any)	As per Clarivate/ Thomson Reuters list	Are you the First Corresponding/Principal (Supervisor) author?	Score Claimed				Page No of supporting documents	Score verified
								Score without augmentation	Augmentation score	Score claimed with augmentation	Applicable Total Score - (70% or 30%)		
Total Research Score													

Criteria:

- (a) 08 Points per publication for Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences
- (b) 10 Points per publication for Faculty of Languages/ Humanities/ Arts/Social Sciences/Library/Education/Physical Education/Commerce/ Management and other related disciplines
- (c) **The Research score for research papers would be augmented as follows: *(Impact factor to be determined as per Clarivate Thomson Reuters List)**
- | | |
|------------|--|
| <u>I</u> | Papers without impact factor by 5 points |
| <u>ii</u> | Papers with impact factor less than 1 by 10 points |
| <u>iii</u> | Papers with impact factor between 1 and 2 by 15 points |
| <u>iv</u> | Papers with impact factor between 2 and 5 by 20 points; |
| <u>V</u> | Papers with impact factor between 5 and 10 by 25 points; |
| <u>Vi</u> | Papers with impact factor above 10 by 30 points; |
- d) Two authors: 70% of total value of publication for each author
- More than two authors: 70% of total value of publication for the First/Principal (Supervisor)/Corresponding author and the remaining 30% of total value of publication for each of the joint authors.
- e) **Documentary Proof:** Attach front and back pages of Journal, index of contents, proof of indexing, proof of Impact Factor(Clarivate/ Thomson Reuters list for Impact Factor), proof of Peer reviewed, proof of UGC list, proof of Refereed/ISBN/ISSN, whatever is applicable. **If the proof, according to the claim, is not attached, then no Score will be awarded), it shall be responsibility of the applicant to attach the relevant proof.**

2(a) Books Authored

i Books authored & Published by International Publishers

(Attach documentary proof of International publisher)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	No. of Authors	ISBN	Score claimed	Page No of supporting documents	Score verified
Total Research Score									

ii Books authored & Published by National Publishers

(Attach documentary proof of National publisher)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	No. of Authors	ISBN	Score claimed	Page No of supporting documents	Score verified
Total Research Score									

iii Chapters in Edited Book

S.No.	Title of the book	Name of the Publisher	Place of Publication	ISBN/ ISSN No.	Title of Chapter	Name of the Author of the Chapter	Page No. of Chapter	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
Total Research Score											

iv Editor of Book by International Publishers

(Attach documentary proof of International publisher)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	Are you the Ist Editor?	ISBN	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
Total Research Score										

v Editor of Book by National Publishers

(Attach documentary proof of National publisher)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	Are you the Ist Editor?	ISBN	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
Total Research Score										

Criteria For Table 2 (a)

International Publishers:	12 Points
National Publishers:	10 Points
Chapter in edited book:	05 Points
Editor of book by International Publisher:	10 Points
Editor of book by National Publisher:	08 Points

2(b) Translation works in Indian and Foreign Languages (by qualified faculties)

i. Chapters or Research Papers

S. No.	Title of the paper	Name of the Publisher	Place of Publication	Year of Publication	Are you the First Corresponding/ Principal (Supervisor) author?	ISBN	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
Total Research Score										

ii. Translation work of Book (by qualified faculties)

S. No.	Title of the book	Name of the Publisher	Place of Publication	Year of Publication	Are you the First Corresponding/ Principal (Supervisor) author?	ISBN	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
Total Research Score										

Criteria for point No 2 (b):

Chapter or Research Paper:

03 Points

Book :

08 Points

Note: Attach front, index and back pages justifying the claim showing the ISBN/ISSN No.

3. Creation of ICT mediated Teaching Learning pedagogy and content and Development of new and innovative courses and curricula

(a) Development of Innovative pedagogy Contributions

S.No.	Title of Teaching Learning pedagogy developed	Nature/Innovation/methods	Research Claimed	Score
Total Score				

Criteria:

05 Points per Pedagogy or Method

(b) Design of New Curricula and Courses (ICT Mediated)

S. No.	Title of curricula/courses	Level of Academic Programme	Research Score Claimed	Page No of supporting documents	Score verified
Total Research Score					

Criteria:

02 Points per curricula or course

(c) Development of Complete MOOCs in 4 Quadrant (4 Credit Course)

S. No.	Title of MOOCs	Credit Hours	Level of Academic Programme	Score claimed	Page No of supporting documents	Score verified
Total Research Score						

Criteria:

- a) Development of complete MOOC with 04 quadrants (04 credits) 20 Points (In case of MOOCs of lesser Credits 5 marks/credit)
- b) MOOCs (developed in 04 quadrants) per module or lecture 05 points per module or lecture MOOCs
- c) Content writer/subject matter (at least 01 quadrant) per module 02 points per module Course
- d) Coordinator for MOOCs (04 credit course) 08 Points (In case of MOOCs of lesser Credits 2 marks/credit)

(d) Development of E-Content in 4 quadrants for a Complete Course / E-Book

S. No.	Title of MOOCs	No. of modules/ lectures	Level of Academic Programme	Score claimed	Page No of supporting documents	Score verified
Total Research Score						

Criteria:

Development of e-content in 04 quadrants for a complete course or e-book	12 Points
e-content (Developed in 4 quadrants)	05 Points per module
Contribution to development of e-content (at least 01 quadrant)	02 Points per module
Editor of e-content for complete course/paper/e-book	10 Points

Note: Each activity should be claimed by the applicant with supporting documents.

4. (a) Research Guidance (Attach proof)

Category	No. of thesis submitted *	No. of Degree awarded	Single or Joint Supervision as guide or Co-guide	Score claimed	Page No of supporting documents	Score verified
Ph.D						
M.Phil.						
P.G. Dissertation						
Total Research Score						

Criteria:

Ph. D (Degree Awarded)	10 Points	(1)	Submit Ph.D Notification/Certificate of Submission
Ph. D (Thesis Submitted)	05Points	(2)	M.Phil certificate issued by COE; P.G. Dissertation/ project completion certificate issued by concerned HOD.
		Note:	
M. Phil	02 Points	(3)	For Joint supervision of research students, the formula shall be 70% of the total score for supervisor and co- supervisor. Supervisor and Co- Supervisor, both shall get 7 marks each.
PG	02 Points	(4)	Score of thesis submission will be claimed only if the Ph.D degree has not been awarded.

(b) Research Projects Completed

Sl. No.	Title of the Project	Names of PI and co-PIs (mention all)	Funding Agency	Grant Sanctioned	Duration		Score Claimed	Page No of supporting documents	Score verified
					From	To			
Total Research Score									

Criteria:

More than 10 lakhs:

10 Points

Less than 10 lakhs:

05 Points

Note: Joint Projects: Principal Investigator and Co-Investigator would get 50% each

(c) Research Projects Ongoing

S. No.	Title of the Project (More than 10 lakhs)	Names of PI and co-PIs (mention all)	Funding Agency	Grant Sanctioned	Duration		Score Claimed	Page No of supporting documents	Score verified
					From	To			
Total Research Score									

Criteria:

More than 10 lakhs : 05 Points

Less than 10 lakhs : 02 Points

Note: Joint Projects: Principal Investigator and Co-Investigator would get 50% each

(d) Consultancy carried out

Sl. No.	Title and Nature of the Project	Agency to which consultancy is offered	Amount of consultancy received	Duration of consultancy project		Score Claimed	Page No of supporting documents	Score verified
				From	To			
Total Research Score								

Criteria:

03 points each consultancy project

5 (a) Patent

S. No.	Patent Details	Name of Patentee	File No& Date of grant	Patent granted by International/National /State/Central Agency	Score claimed	Page No of supporting documents	Score verified
Total Research Score							

Criteria:

International: 10 Points

National: 07 Points

(b) Policy Document (submitted to an International Body/Organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Govt. or State Govt.)

S. No.	Title of the Documents	Name of International body/ National/State Organization with Address	Date of Submission	Date of acceptance	Research Score Claimed	Page No of supporting documents	Score verified
Total Research Score							

Criteria:

International: 10 Points

National: 07 Points

State Govt.: 04 Points

(c) Awards / Fellowship

S. No.	Title of the Awards/Fellowship	Type of awards/Fellowship (International/National)	Awarding Agency	Year of Award and Duration	Score claimed	Page No of supporting documents	Score verified
Total Research Score							

Criteria:

International:

07 points

National :

05 points

6. Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conferences

(i) Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences/ [(International (Abroad))]

S. No.	Title of the Lecture/Title of the paper	Title of Conference/ Seminar/ Workshop	Organized by	Name of the Country	Duration	Score claimed	Page No of supporting documents	Score verified
Total Research Score								

(ii) Invited lectures/ Resource Person/ paper presentation in Seminars/ Conferences [International (Within Country) / National/ State/ University]

S. No.	Title of the Lecture/Title of the paper	Title of Conference/ Seminar/ Workshop	Organized by	International/ National/ State/ University	Score claimed	Page No of supporting documents	Score verified
Total Research Score							

(iii) Full paper in Conference(s) proceedings

S.No.	Title of the Paper	Title of Conference/ Seminar/ Workshop	Name of the Journal	ISSN/ ISBN.No	International/ National/State / University	Applicable Total Score - (70% or 30%)	Score claimed	Page No of supporting documents	Score verified
Total Research Score									

Criteria for Point No. 06:

International(Abroad):	07 per Lecture or Paper presented
International (within country):	05 per Lecture or Paper presented
National:	03 per Lecture or Paper presented
State/University:	02 per Lecture or Paper presented

- Note:**
- (1) **Paper presented, if part of an edited book or proceedings, then it can be claimed only once**
 - (2) **Claim of papers published as full paper in conference proceedings will be counted only once, either in the form of paper presented or in conference proceeding.**

Applicant Claimed Score: _____

<p>SUMMARY OF RESEARCH SCORE Total Claimed Score (1 to 5(a)+5(c) = X Total Claimed Score (5(b) to 6) = Y Combined Research Score X+Y=Z Assessment Period from _____ to _____</p>							
Year	Claimed Score						Total Claimed Score
Research Score in categories 1 to 5(a) & 5(c)	1	2	3	4	5	6	
Research Score in categories 5(b) & 6							
Total Research Score							

Illustration: For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Documents and 6: Invited lectures /Resource Person/paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The total research score according to 30% capping will be calculates as under:

(i) If Y is less than or equal to 30% of total research score (Z), than total research score will remained unchanged as $Z = X+Y$

(ii) If Y is greater than 30% of total research score (Z), then $Y = \frac{3X}{7}$ the modified/ revised total research score shall be $Z = \frac{10X}{7}$

7

7

I hereby solemnly certify that

1. All my publications/books submitted for promotion are original.
2. My publications/books are in the concerned/allied/related field in which I am applying for the promotion under CAS.
3. The decision of the scrutiny committee/experts with regard to the quality of my publications shall be final and it shall have binding on me. I understand that scrutiny committee/expert's decision with regard to consider or reject any of my publication in context of its quality shall be final.
4. I also certify that the publications/books submitted by me do not fall under the category of plagiarism.
5. A copy (soft as well as hard copy) of the complete applications form has been submitted to the Director, IQAC for information & record.

Place :

(Signature of Candidate)

Date :

FORWARDED BY CHAIRPERSON OF THE DEPARTMENT

Certified that Mr./Ms./Dr.....has been working asin the Department/Institute since..... The application of.....Subject/Departmentfor the promotion to the post of..... (from Academic Level.....to Academic Level.....)in the Pay Band/ Academic Level..... is recommended and forwarded for further process.

Date:

**Chairperson of the Department
Signature with seal**

Appendix-1

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D award letter, etc.)

Sr. No.	Academic/ Research Activity	Faculty of Sciences/ Engineering/Agri culture/ Medical/ Veterinary Sciences	Faculty of Languages/ Humanities/Arts/ Social Sciences/ Library/ Education/ Physical Education/ Commerce/ Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC-Listed Journals.	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	a) Books authored which are published by:		
	International publishers	12	12
	Nationals publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	a) Development of Innovative Pedagogy	05	05

	b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (in case of MOOCs of lesser credits 05 marks / credit).	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit).	08	08
	d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/paper/e-book	10	10
4.	a) Research guidance		
	Ph.D	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/PG dissertation	02per degree awarded	02 per degree awarded
	b) Research Projects completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05

	c) Research Project ongoing:		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	d) Consultancy	03	03
5.	a) Patents		
	International	10	10
	National	07	07
	*Policy Document (submitted to an International Body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government).		
	International	10	10
	National	07	07
	State	04	04
	b) Award /Fellowship		
	International	07	07
	National	05	05
6.	*Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once).		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State / University	02	02

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Routers list):

- i. Paper in refereed journals without impact factor - 5 points
- ii. Paper with impact factor less than 1 -10 points
- iii. Paper with impact factor between 1 and 2 - 15 points
- iv. Paper with impact factor between 2 and 5 - 20 points
- v. Paper with impact factor between 5 and 10 - 25 points
- vi. Paper with impact factor >10 - 30 points

- a) Two authors: 70% of total value of publication for each author.
- b) More than two authors 70% of total value of publication for the First/Principal/ Corresponding author and 30% of total value of publication for each of the joint authors.
Joint Projects: Principal Investigator and Co-Investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- * For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b): Policy Documents and 6: Invited lectures /Resource Person/paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI

Annual Self-Appraisal Report

Part-I

(To be filled by the Teacher)

Assessment Year		
1.	Name	
2.	Designation	
3.	Residential Address, Phone No. and Email ID	
4.	Grade/Cell	
5.	Date of first appointment at IGU	
6.	Date of appointment on present post	
7.	Date of superannuation	
8.	Qualification	
9.	Confirmed/on probation	
10.	Date of confirmation	
11.	Additional qualifications acquired during the year, if any	
1.	<p>Activity: Teaching (Number of classes taught/total classes assigned)* 100% (classes taught includes sessions on tutorials, lab and other teaching related activities)</p> <p>Grading Criteria: 80% & above –Good Below 80% but 70% & above-Satisfactory Less than 70% -Not satisfactory</p>	
Sr. No.	Activity	Self Appraisal
1(a)	Number of theory/tutorial/practical classes assigned during the year	
1(b)	Number of theory/tutorial/practical classes taught during the year	
1(C)	Percentage of actual theory/tutorial/practical classes taught out of classes assigned	
1(d)	Punctuality and regularity in taking classes	
2.	<p>Activity: Involvement in the university students related activities/research activities</p> <p>Grading Criteria: Good-Involved in at least 3 activities Satisfactory -1-2 activities Not-satisfactory- Not involved/ undertaken any of the activities</p> <p>Note:</p>	

Number of activities can be within or across the broad categories of activities		
2(a)	Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator, Warden etc. (Attach separate sheet, if necessary)	
2(b)	Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation. (Attach separate sheet, if necessary)	
2(c)	Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community service. (Attached separate sheet, if necessary)	Participation in National/International conferences/seminars/workshops. (Attach separate sheet, if necessary)
2(d)	Organising seminars/conferences/workshops, other college/university activities. (Attach separate sheet, if necessary)	
	Participation in National/International conferences/seminars/workshops. (Attach separate sheet, if necessary)	
2(e)	Active involvement in guiding Ph.D students (with Evidence). (attached separate sheet, if necessary)	
2(f)	Details of minor or major research projects(s) sponsored by national or international agencies. (attached separate sheet, if necessary)	
2(g)	Single or joint publication(s) in peer reviewed or UGC list of Journals. (attached separate sheet, if necessary)	
2(h)	Single or joint publication(s) in peer reviewed or UGC list of Journals & Chapter in Books. Books at national & international level. (attached separate sheet, if necessary)	

Any other relevant information:

.....

.....

.....

.....

Signature.....
Name of the Teacher.....
Department.....

Note:

- 1) Please get the format retyped in case the space provided is not adequate
- 2) Please attach the documentary evidence to support your claim where necessary
- 3) Please keep one copy of this in your records

Part-II**(Detailed Assessment by the Reporting Officer)****ASAR Year:**

Name (Teacher) :

Designation:

Date of Appointment:.....

1.	Activity: Teaching (Number of classes taught/total classes assigned)* 100% (classes taught includes sessions on tutorials, lab and other teaching related activities) Grading Criteria: 80% & above –Good Below 80% but 70% & above-Satisfactory Less than 70% -Not satisfactory	
Sr.No.	Activity	Grading (as per the criteria prescribed in UGC Regulations, 2018)
1(a)	Number of theory/tutorial/practical classes assigned during the year	
1(b)	Number of theory/tutorial/practical classes assigned during the year	
1(C)	Percentage of actual theory/tutorial/practical classes taught out of classes assigned	
1(d)	Punctuality and regularity in taking classes	
2.	Activity: Involvement in the university students related activities/research activities Grading Criteria: Good-Involved in at least 3 activities Satisfactory -1-2 activities Not-satisfactory- Not involved/ undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities	
2 (a)	Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-ordinator, Warden etc. (Attach separate sheet, if necessary)	
2(b)	Examination and evaluation duties assigned by the college/ university or attending the examination paper evaluation. (Attach separate sheet, if necessary)	
2(c)	Student related co-curricular, extension and	

	field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS , Nodal Officer, Incharge, Deputy Co-ordinator and community service. (Attached separate sheet, if necessary)	
2(d)	-Organising seminars/conferences/workshops, other college/university activities. (Attach separate sheet, if necessary)	
	-Participation in National/International conferences/seminars/workshops. (Attach separate sheet, if necessary)	
2(e)	Active involvement in guiding Ph.D students (with Evidence). (attached separate sheet, if necessary)	
2(f)	Details of minor or major research projects(s) sponsored by national or international agencies. (attached separate sheet, if necessary)	
2(g)	Single or joint publication(s) in peer reviewed or UGC list of Journals. (attached separate sheet, if necessary)	
2(h)	Single or joint publication(s) in peer reviewed or UGC list of Journals & Chapter in Books. Books at national & international level. (attached separate sheet, if necessary)	
Observations of the Reporting Officer on the Following Points:		
3.	Decision-making ability	
4.	Planning ability	
5.	Involvement and Dedication	
6.	Conduct of the Teacher	
7.	Integrity of the Teacher	

Overall Grading:.....

Note: The Reporting Officer is required to award the overall grading in accordance with UGC Regulations, 2018 which provides as under:

Good: Good in teaching and satisfactory or good in activity at SI. No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at SI. 2.

Not Satisfactory: If neither 'Good' not 'Satisfactory' in overall grading.

For more details, the Reporting Officer(s) may refer the necessary guidelines provided in Appendix-II (table-1) of UGC Regulations on Minimum Qualifications of Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.

Signature:

Name:

Date of appointment as Dead/Head:

(Seal of Reporting Officer)

Date:

Note:

1. Opinion/remarks be such that it be sustained with valid reasons
2. Retain one copy with you

Part-III

(Remarks of the Reviewing Officer)

ASAR Year:

Name of the Teacher:

Designation:

Date of Appointment:

1. Specific remarks on the assessment of the Reporting Officer:
2. Adverse remarks, if any, at items in the self-appraisal and/ or comments of Reporting Officer:
3. Grading Level on the basis of performance and conduct of the Faculty member (Good/Satisfactory/Not Satisfactory):
.....

4. Any other remarks:
.....
.....

Signature:

Name:

Date of appointment as Dean/Head:

(Seal of Reviewing Officer)

Date:

Note:

1. Opinion/remarks be such that it be sustained with valid reasons
2. Retain one copy with you

Vice-Chancellor

Chapter - 6
ORDINANCE
[SERVICE RULES FOR NON- TEACHING EMPLOYEES OF
INDIRA GANDHI UNIVERSITY, MEERPUR
PART - I

1.1 These rules may be called the Indira Gandhi University Non- Teaching Employees Service (Terms and conditions) Rules.

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/her 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 Indira Gandhi University, Meerpur, Act, 2013 (Haryana Act No. 29 of 2013) 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 preceding the day on which he/she 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 Travelling 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.

(vii) 'Duty' means and includes -

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.

a) Joining time

b) 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, any other authority; and

b) 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/her 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/she 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 in 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/she performs the duty of a post on which another person holds lien. An employee may also officiate on 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/her 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 on 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/her 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/she held the post substantively while performing his/her 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/her 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/she has been appointed substantively.
- (xxxi) 'Temporary Post' means a post carrying a definite rate of pay sanctioned for a 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 Indira Gandhi University, Meerpur.

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 appropriate 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) Group A - The post of Deputy Registrar, equivalent and above.
- (ii) Group B- Persons from Superintendent and equivalent and up to the level of Assistant Registrar but not included in Group A.
- (iii) Group C : Persons from Clerk and upto the level of Deputy Superintendent and equivalent but not included in categories Group - A and Group - B above.
- (iv) Group - D : All Class-IV employees of the University.

6. Appointing/ Punishing Authority

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

- I. Executive Council - For Group A & Group B posts carrying FPL-7 and above.
- II. Vice-Chancellor - For Group B & Group C posts carrying FPL-2 to FPL- 6.
- III. Registrar - for Group-D posts carrying DL/FPL-1 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 Group 'A' and 'B' Officers except as defined under Section-9 of the Act but the matter shall be reported to the Executive Council.
- (b) **Registrar** - All Group 'C' and 'D' officials with the approval of the Vice-Chancellor, unless otherwise provided under the Act and Statutes of the University.

6.3 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 the Institution/Chairperson of the Department or the Branch Officer to which they are attached.

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

7. 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/she has attained the age of 18 years and more than 42 years as on closing date prescribed for receipt of applications for the post (*As per Haryana Government, General Administration Department (General Services-III Branch) letter no. 22/06/2021-1GS-III dated 25.03.2022 and additional Chief Secretary to Govt. of*

Haryana, Chandigarh letter vide memo no. 18/86-2023 UNP(1) dated 21.11.2023.)

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 temp/adhoc basis: to the extent of period for which the post has been held by him/her 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 employee who die in harness;
 - (c) Widows of defense personnel, including BSF/CRPF, who die in harness.

8. Character Verification

- 8.1** No person shall be appointed to any post in the University, unless she/he satisfies the appointing authority that he/she possesses good character and does not bear any antecedents which render him/her 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/her confirmation becomes due;
 - (ii) in case, subsequent to the appointment, any concealed/ adverse facts come to the notice of the University regarding his/her character and antecedents, his/her services shall be liable to be terminated forth with, irrespective of the confirmation.

9. Medical Fitness

- 9.1** Every person appointed on probation shall get himself/herself 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/her 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/she 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, Store Keepers, Accountants, Assistants, etc., Eligible employees will be promoted within their own cadres subject to Rule 13.2.

12. Mode of Recruitment

Recruitment to a post shall be made by any of the following processes or procedure:

- (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 compete with others.

13.2 (i) The registrar shall be appointed by the Chancellor on the advice of the Government (as per University act 12).

- (iii) The post of Controller of Examinations being selection post shall be filled up only by direct recruitment after inviting applications as per procedure specified under Clause 13.1(i). 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.

- (iv) The appointment on the post of Finance Officer shall be made only from Senior Accounts

Officer of SAS cadre (adopted memo no. 18/438-2016 UNP (2) dated 27.06.2017 issued by O/o DHE Haryana by the Executive Council vide resolution no 10 of 13th meeting held on 06.09.2017).

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

- (i) Bypromotion : 75% (on seniority-cum-merit basis)
(ii) By direct recruitment : 25%

Qualification and experience for the post of Deputy Registrar (By Promotion)

1. An Assistant Registrar possessing Master Degree with 50% marks
2. Minimum 5 years experience as Assistant Registrar

OR

Total 10 years experience as Deputy Superintendent /Superintendent/Assistant Registrar

OR

Total 20 years experience as Assistant /Deputy Superintendent/ Superintendent/Assistant Registrar

OR

Total 25 years experience as JDEO/Clerk/Assistant/Deputy Superintendent/ Superintendent

3. Knowledge of Hindi/Sanskrit up to Matric/10th standard.
4. Should have working knowledge of computer applications.

Qualification and experience for the post of Assistant Registrar (By Promotion)

1. A Superintendent possessing Master Degree with 50% marks
2. Minimum 5 years experience as Superintendent

OR

Total 15 years experience as Assistant/ Deputy Superintendent/Superintendent

OR

Total 20 years experience as JDEO/Clerk/Assistant/Deputy Superintendent/ Superintendent

3. Knowledge of Hindi/Sanskrit up to Matric/10th Standard
4. Should have working knowledge of computer applications

a. All posts upto the level of Superintendent, Deputy Superintendent and Assistant may be filled up by 100% promotion (seniority-cum-merit basis)

Qualification and experience for the post of Superintendent (By Promotion)

1. A Deputy Superintendent possessing Bachelor's Degree.
2. Total 10 years experience as Assistant/Deputy Superintendent

OR

Total 12 years experience as JDEO/Clerk/ Assistant/ Deputy Superintendent.

3. Knowledge of Hindi/Sanskrit up to Matric/10th Standard.
4. Should have working knowledge of computer applications.

Qualification and experience for the post of Deputy Superintendent (By Promotion)

1. An Assistant possessing Bachelor's Degree
2. Minimum 06 years experience as Assistant.

OR

Total 08 years experience as JDEO/Clerk/ Assistant

3. Knowledge of Hindi/Sanskrit up to Matric/10th Standard.
4. Should have working knowledge of computer applications.

Qualification and experience for the post of Assistant (By Promotion)

1. Bachelor's Degree with minimum 5 years' experience as Clerk/JDEO.

OR

10+2 with 10 years experience as Clerk/JDEO

2. Knowledge of Hindi/Sanskrit up to Matric/10th Standard.
3. Should have working knowledge of computer applications.

15. 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/she holds a lien, except at his/her own written request or on account of proven inefficiency and/or misbehaviour.
- (d) There shall be no joining time on transfer from one office/Branch/Department to another office/Branch/Department in the university.
- (e) Not joining the duty shall be construed as misconduct and willful absence from duty.

NOTE :

1. Provided that a University employees of the rank of Superintendent and below should ordinarily be transferred atleast 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/she holds a lien.

16. 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-se-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 their respective quotas shall be maintained.

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

17. Probation and Confirmation

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/her 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.

17.1 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/her 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/her immediately prior to such promotion or extend the period of his/her probation to the extent as specified under these rules.
- (ii) In case of a person appointed by direct recruitment, the appointing authority may terminate his/her service or extend the period of his/her probation to the extent as specified in Clause 17.1 of these rules.

17.2 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.

18. Date of Commencement of Probation of persons first appointed Temporarily

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

19. Notice required for termination / discontinuation / resignation from service:

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

Provided further that the employee, in lieu of such notice, shall be liable to pay to the University, a sum equal to his/her 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/her from the University on this account, if any.

19.2 The services of a temporary/contractual employee may be terminated with such notice as may be specified, in terms of his/her appointment or on payment of pay and allowances in lieu of such notice by either side. The period of notice may, however, be waived off 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.

19.3 The appointing authority may terminate the services of an employee appointed on probation at any time during the period of his/her probation without assigning any reason, on giving one month's notice or one month's salary in lieu thereof.

20. Handing over charge

An employee before leaving the University service or on transfer shall hand over the charge of his/her post to a duly authorized employee and shall return to the University all books, apparatus, furniture, etc. issued to him/her. He/she shall also pay all charges due from him/her for occupation of residential quarter, water, conservancy and electricity charges, etc. If he/she fails to do so, University may recover the amount due from him/her on account of these and any other such charge from his/her last salary or from any amount due to him/her.

Provided further that in case of transfer of an employee from one office/Department/Branch to another, the charge shall be handed over to concerned employee as directed the competent officer/authority and same shall be counter signed by the Chairperson of the Department/Branch Officer/Office Incharge. Departments/Branches/Offices shall maintain a record/file pertaining to the charge given or taken by the employees.

21. Increments

- (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/she 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 1st of January or 1st of July as per Haryana Govt. Service rules, (2016).

22. Service counting for increment

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/her officiating or temporary service in the higher post, shall, if he/she 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 be counted for increment;
- (ii) Period spent on foreign service or deputation shall count for increment and released at the time of his/her rejoining on his/her substantive post.
- (iii) Service rendered in a temporary post shall count for increment provided the appointment to the post had been made in a prescribed time scale.

Leave other than Extraordinary Leave without pay, counts 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/her proceeding on leave.

NOTE:

1. Extraordinary Leave without pay may count for 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 converted into leave other than Extraordinary leave (without pay) on consideration of gravity of circumstances.

23. Higher Start/Advance Increment(s)

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/she shall be entitled to increment in the same manner as if he/she had reached his/her position in the scale in the ordinary course and in the absence of a specific order to the contrary, he/she 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/her annual increment.
(ii) Such increment(s) may be given strictly as per Haryana Government Rules/Policy from time to time.
3. The appointing authority may sanction a higher start than the minimum of the grade in the case of a person joining this University after leaving regular service on a permanent post in Haryana Government or in autonomous body/institution/corporation established by Haryana Govt., on production of Last Pay Certificate provided there is no break of service while joining this University and the person has applied through proper channel.

24. Fixation of Pay

- 24.1 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/her initial pay.
- 24.2 The initial pay of an employee, who is appointed to another higher post, shall be regulated as under :

If he/she holds a lien on a permanent post, at the stage next above his/her 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/she will draw the minimum as initial pay.

NOTE :

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

- 24.3 The holder of a post, the pay of which is changed shall be treated as if he/she 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/her option retain his/her old post until the date of his/her next increment in the old scale.

26. Fixation of Pay on Reduction to a Lower Post

On transfer to a lower grade or post as a penalty, an employee may be allowed, by the competent 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/she is reduced to a lower grade or post or to a lower stage in his/her 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.

27. Personal pay, Honorarium and Fee

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

28. Date of reckoning of pay and allowances

An employee shall commence to draw the pay and allowances of a post from the date he/she 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/she ceases to hold that charge on whatever account.

29. Payment during suspension

- 28.1 An employee during the period of suspension shall receive only subsistence allowance at the immediately preceding his/her suspension.

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

28.3 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.

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

28.5 On receipt of the reply of the charge-sheet from the suspended employee, the competent authority may appoint an Inquiry Officer within one month of the receipt of the reply.

28.6 No payment under clause 28.1 & 28.3 shall be made to an employee under suspension unless he furnishes a certificate that he/she 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/she is so deemed to have been placed or continued to have remained under suspension, he/she shall not be entitled to the subsistence and other allowances equal to the amount by which his/her earnings fall short of subsistence and other allowances that would otherwise be admissible to him/her.

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

30. Payment on reinstatement

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

(a) If honourably acquitted

If he/she 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 shall 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/her in a case falling under (b) if the employee makes a written submission in this regard.*

31. Cessation of Pay & allowances

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

32. Office liable to be declared vacant

If an employee absents himself/herself from duty for seven days consecutively without express permission of the competent authority, the office held by him/her shall be declared vacant, after following due process, and the employee shall forfeit salary for the period of such absence.

33. Abolition of post

A three months' notice shall be given to a permanent University employee before his/her services are dispensed with on the abolition of his/her 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/her emoluments for the period for which the notice actually falls short of stipulated three months, shall be paid to him/her in addition to the retirement benefits to which he/she may be entitled under the University rules.

34. Resignation

- 33.1 A University employee shall resign his/her job, by serving a three months' notice or by giving such notice as may be required under the terms of appointment held by him/her with the approval of the appointing authority.
- 33.2 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.
- 33.3 The appointing authority may in public interest to be stated in writing permit a person to withdraw his/her resignation on the following conditions:
 - (i) that the resignation was tendered by the employee for some compelling reasons which did not reflect on his/her 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, unless the Vice-Chancellor directs otherwise.

35. Retirement

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 employee as per Haryana Government rules.

36. Premature / Voluntary retirement

35.1 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/her unfit to continue in service.

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

35.2 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 competent authority in exceptional circumstances.

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

35.4 A notice of voluntary retirement, given before completion of 20 years' qualifying service shall require acceptance by the competent 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

(i) 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

(ii) 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 / competent authority issues an order to the contrary before the expiry of period of notice.

- 35.5 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.

37. Compulsory retirement

- 36.1 The appointing authority shall, if on examination and material placed before him/her 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/her notice of not less than three months in writing or three months' pay and allowances in lieu of such notice:

(i) If he/she is a Group -A employee : after he/she has attained the age of 50 years;

(ii) If he/she is a Group - B or C employee : after he/she has attained the age of 55 years.

- 36.2 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.

38. Service benefits

Employees of the University (other than those specified in clause 4 Part II of these rules) shall be entitled to the benefits of the contributory provident fund and gratuity etc. 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.

39. Termination of service

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 discharge 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/she shall be given three months' notice in writing or be paid three months' salary in lieu of notice period.

40. Service Book

- 39.1 A record of service in respect of every University employee shall be maintained in his/her

service book. The service book shall be maintained and kept by Establishment Branch. 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. 200/-.

39.2 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/her 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/herself personally and attest the date of birth entry in token of his/her 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 (Group D) employees or holder of other posts, where the minimum academic qualifications is not laid down and the employee has 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 as a proof of age.*
2. *In case where only the year of birth of an employee is entered, the 1st 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 be taken to be the date.*
3. *Date of birth cannot be altered unless the employee concerned applies for correction of his/her age as recorded, within two years from the date of his/her 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 therefrom. 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/her satisfaction that the date of birth as originally given by the applicant was a bonafide mistake and that he/she has derived no unfair advantage therefrom.*

39.3 (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.

39.4 It is the duty of every employee to see that his/her service book is properly maintained. He/she shall also be required to put his/her signature at appropriate place as and when there is any

change in his/her emoluments, as a proof of his/her having verified his/her entries. The Officer-in-charge of service books may permit the employee concerned to examine his/her service book at any time.

41. Personal Files

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

- (a) All orders imposing any of the penalties as mentioned in Part- III of these rules.
- (b) All communications conveying adverse remarks.
- (c) Letters of appreciation for outstanding work performance of an overall assessment of his/her work and conduct during the year.
- (d) Any other letter/order, the competent authority may direct.

42. Confidential Reports

The Chairperson/Incharge of Departments/Branch Officers and the Registrar, as the case may be, shall report confidentially on the work and conduct of the employee(s), in accordance with rules made by the Executive Council separately in this behalf.

43. Withholding of payment of emoluments of University employees suspected of having committed embezzlement

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/her removal may direct that, unless he/she 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 /her 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/her.

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.

44. Residuary conditions of service

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)

1. These rules may be called the Indira Gandhi University, Meerpur Non-Teaching Employees (Punishment & Appeal) Rules.

2. Definitions

In these rules, unless the context otherwise requires:

- (a) "**Appointing authority**" in relation to University employee means-
- (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 Indira Gandhi University, Meerpur, Rewari.
- (c) "**Punishing Authority**" means the authority competent under these rules to impose on a University employee any of the penalties specified in part 5 of these rules.
- (d) "**Service**" means a service under the University.
- (e) "**University**" means Indira Gandhi University, Meerpur.
- (f) "**University employee**" means any person appointed to a teaching, 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 Indira Gandhi University, Meerpur.

3. Application of rules

- 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 these apply to any person or not, the matter shall be referred to the Vice-Chancellor, who shall decide the same.

4. 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/her is contemplated or is pending; or
- (b) where a case against him/her in respect of any criminal offence is under investigation, inquiry 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/her detention, if he/she 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/her conviction, if, in the event of a conviction for an offence, he/she 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 inquiry 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, decides to hold a further inquiry against him/her 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 till 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/her during the continuance of that suspension, the authority competent to place him/her 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.

5. Penalties

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

5.1 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.

5.2 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 or 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/she 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 within the 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/her appointment;
- (ii) Stoppage of an employee at the efficiency bar in the timescale on grounds of his/her unfitness to cross the bar.
- (iii) non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his/her case to a service, grade or post for promotion to which he/she 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/she is considered after trial to be unsuitable for such higher service, grade or post or on administrative grounds unconnected with his/her conduct.
- (v) reversion to his/her 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/her appointment or the rules and orders governing probation;
- (vi) suspension pending inquiry;
- (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/her 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 post 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.

6. 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 part 5 of these, except the officers of the University as defined under Section 9 of the University Act.

7. 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

8. 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/she has been given a full and reasonable opportunity of being heard, showing cause and of defending himself/herself against the action proposed to be taken against him/her.
- 8.2** Whenever the punishing authority is of the opinion that there are grounds for inquiring into truth of any imputation of misconduct or misbehavior 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 inquiry 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 recorded 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/her to submit, within a reasonable time, ordinarily not exceeding two weeks, to state in writing, whether he/she admits the truth of all or any of the allegations, what explanation or defence, if any, he/she has to offer and whether he/she 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 Inquiry Officer shall be appointed to hold a regular inquiry:
- (b) The competent authority may appoint a University employee or a legal practitioner to be known as the "Presenting Officer" to present on his/her behalf the case and lead evidence before the Inquiry Officer in support of statement of allegations / articles of charge (s);
- (c) The employee against whom a charge is being inquired into, shall be allowed to obtain the assistance of an in-service or retired University employee, if he/she so desires in order to lead his/her defence before the Inquiry Officer.
- (d) In case a counsel is engaged by the competent authority to present his/her case before the Inquiry Officer, the charged employee shall also be entitled to engage the services of a counsellor to represent his/her 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/she may wish, provided that the Inquiry 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/herself under clause 8.3, the decision there on of the punishing authority shall be final.
- 8.8** All notices from the Inquiry Officer shall, unless personally served, be deemed to have been served when sent by registered post to the employee at his/her last known address.
- 8.9** If the charged employee to whom a copy of article of charges has been delivered does not submit his/her written statement of defence on or before the date specified for the purpose or does not appear in person before the Inquiry Officer or otherwise fails or refuses to comply with the provisions of this rule, the Inquiry Officer shall proceed to hold the inquiry ex-parte.
- 8.10** The charged employee shall appear in person before the Inquiry Officer on such date and time

and at such venue as the Inquiry 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 Inquiry 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 Inquiry Officer. The Inquiry Officer may also put such questions to the witnesses as he/she thinks fit and proper for a fair investigation.
- 8.12** Before the close of the case, on behalf of the competent authority, the Inquiry Officer, may in his/her discretion allow the Presenting Officer to produce evidence not included in the list given to the charged employee or may himself/herself 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/she so demands, an adjournment for three clear days before the production of such new evidence. The Inquiry 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/her written statement any of the charges or has not submitted any written statement in his/her defence, the Inquiry Officer shall ask him/her to state as to whether he/she pleads guilty or has any defence to make. If the charged employee pleads guilty to all or any of the charges, the Inquiry Officer shall record his/her plea, sign the record and obtain the signature of the employee thereon.
- 8.14** The inquiring 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 Inquiry Officer shall, if the employee fails to appear before him/her 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/she 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/her.
 - (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/her 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 Inquiry 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 Inquiry Officer may for reasons to be recorded in writing, refuse the

requisition of such the documents as in his /her 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 Inquiry Officer, unless the Inquiry Officer is satisfied on written requisition by the authority having the custody or 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/her defence orally, or in writing as he/she may prefer. If the defence is made orally, it shall be recorded by the Inquiry Officer and charged employee shall be required to sign the recorded statement.
- 8.19** The evidence/witness on behalf of the charged employee shall then be produced. The employee may examine such evidence/ witness himself/herself or any person on his/her behalf, if he/she so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross- examination, re-examination and examination by the Inquiry Officer.

The Inquiry Officer, may for the reasons to be recorded in writing, refuse to call any witnesses cited by the employee.

- 8.20** The Inquiry Officer, may, after the charged employee closes his/her case and if the employee has not examined the evidence/witness himself/herself, shall generally question him/her on the circumstances, appearing against him/her in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him/her.
- 8.21** The Inquiry 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/her general behaviour has been such as to be unbecoming of his/her position, or that he/she has failed to reach or to maintain a reasonable standard of efficiency, he/she 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 part 5 of this chapter 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/her deposition in defense.
- 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/her conviction on a criminal charges, or where an authority empowered to remove him/her or reduce him/her in rank is satisfied that, for some reason, to be recorded in writing it is not reasonably practicable to give him/her an opportunity of showing cause against action proposed to be taken against him/her or if it is considered expedient not to give that person an opportunity.

8.25 Whenever an Inquiry Officer, after having heard and recorded the whole or any part of the evidence, is unable to proceed with the inquiry for any reason whatsoever, and is succeeded by another Inquiry Officer, the Inquiry Officer so succeeding, may act on the evidence already recorded by his/her predecessor. If the predecessor Inquiry Officer has partly recorded by himself, the evidence on any charge, the successor Inquiry Officer may accept and act on the same and proceed further with the process from that stage onward.

Provided that if the succeeding Inquiry 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/she may recall, examine, cross-examine and re-examine any such witness as here in before provided.

8.26 After conclusion of the inquiry, a report shall be prepared by the Inquiry Officer which shall contain -

- (a) the articles of charges and the statement of the imputations of misconduct or misbehavior;
- (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 there for.

8.27 If, in the opinion of the Inquiry Officer, the proceedings of the Inquiry establish any article of charges is different from the original articles of the charges, he/she may record his/her 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 been afforded a reasonable opportunity of defending himself /herself against the same.

8.28 The Inquiry Officer, where he/she is not himself/herself the punishing authority, shall forward to the punishing authority the records of inquiry which shall include:

- (i) the inquiry report;
- (ii) the written statement of defence, if any, submitted by the charged employee;
- (iii) the oral and documentary evidence produced during the course of the inquiry;
- (iv) written briefs, if any, filed by the Presenting Officer and/or the charged employee during the course of inquiry;
- (v) the orders, if any, made by the punishing authority with regard to the inquiry.

9. ACTION ON THE INQUIRY REPORT

9.1 The punishing authority, if it is not itself the inquiring authority may, for reasons to be recorded, in writing, remit the case to the inquiring authority for further inquiry and inquiring authority shall there upon proceed to hold further inquiry according to the provisions contained in Clause 8 Part IV, as far as may be.

9.2 After inquiry 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 Clause 5 (vi to xi) Part III, be supplied with a copy of the report of the Inquiry Officer and be called upon to show cause, within reasonable time, not ordinarily exceeding one month asking him/her to show cause as to why the inquiry report be not accepted against the particular penalty proposed to be inflicted upon him/her. Any representation submitted by him/her 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 Inquiry Officer, the point or points of such disagreement, together with a copy of the report of the Inquiry Officer and brief statement of the grounds of such disagreement shall also be supplied to the employee calling upon him/her 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/her.
- 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 Clauses (5) & (6) Part-III.
- 9.5** If disciplinary authority having regard to its findings of the inquiry on all or any of the articles of charges is of the opinion that any of the penalties specified in Clauses 5 (i to v) Part III should be imposed on the University employee, it shall notwithstanding anything contained in Clause 10 Part IV, make an order imposing such penalty.
- 9.6** If the punishing authority having regard to the findings of the inquiry on all or any of the articles of charges and on the basis of the evidence adduced during the inquiry, is of opinion that any of the penalties specified in Clauses 5 (vi to xi) Part III 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.

10. Procedure for Imposing Minor Penalties

- 10.1** Subject to Clause 8.4 and 9.2 Part IV, no order imposing on an employee any of the penalties specified in clause 5 (i to v) Part III shall be made except after-
- (a) informing the employee in writing of the proposal to take action against him/her and of the imputations of misconduct or misbehavior on which it is proposed to be taken, and giving him/her a reasonable opportunity of making such representation as he/she may wish to take against the proposal;
 - (b) holding an inquiry as in Clauses 8 Part IV in every case in which the authority is of the opinion that such an inquiry is necessary;
 - (c) taking the representation, if any, submitted by the employee under clause 10.1 (a) and the record of inquiry, if any, held under clause 10.1 (b) into consideration;
 - (d) recording a finding on each imputation of misconduct or misbehavior.

10.2 Notwithstanding the procedure specified in Clause 10.1 Part IV, if the punishing authority after giving reasonable opportunity to the employee to show cause against the imputations of misconduct or misbehavior leveled against him/her, is of the opinion that minor penalties as specified in clause 5 (i to v) Part III contained in this part should be imposed on the employee, without holding an inquiry in the manner laid down in Clause 8 Part IV, he/she shall record the reasons therefor, in writing, and shall pass a speaking order accordingly.

11 Communication of Order

A copy of the order made by the punishing authority along with a copy of the inquiry report, a statement of findings of the punishing authority together with brief reasons for its disagreement with the findings of the Inquiry Officer, if any (unless already supplied) shall be delivered to the employee either by hand or by registered post.

12 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 Clause 12.1 Part IV shall specify the authority competent to function as the punishing authority for the purpose of such common proceedings.

PART - V

13. Appeals

13.1 Right to Appeal

Subject to provision contained in Clause 13.3 Part V, 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/Statutes. An appeal against an order/decision of the Executive Council shall lie with the Chancellor as provided in the Act and Statutes.

13.2 Orders Against Which No Appeal Lies

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 inter locutory 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 Inquiry Officer during the course of an inquiry under Clause 8 Part IV.

13.3 Orders Against Which Appeal Lies

A University employee may prefer an appeal with the next higher authority against any disciplinary action as provided in Section-10 (14) of the University Act and decision of such Appellate Authority shall be final.

14. Period of Limitation

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/her inability to prefer the same within the prescribed time limit.

15. Consideration of Appeal

15.1 In case of appeal against an order of suspension, the Appellate Authority shall consider whether in the light of the provisions of Clause 4 Part II having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

15.2 In the case of an appeal against an order imposing any of the penalties specified in Clause 5 Part III 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, in adequate 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.

15.3 Every employee aggrieved by the order of punishing authority, preferring an appeal shall do so separately in his/her own name and not collectively.

16. Review

Notwithstanding anything contained in these rules :

- 16.1** the appellate authority, within 45 days of the date of the order proposed to be reviewed; or
- 16.2** 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 inquiry 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 inquiry 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 inquiry in the manner laid down under the rules.

17. Manner of Presentation of Appeal or Review

Every appeal or application for review preferred under these rules, shall contain material 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.

18. Withholding of Appeals or Application for Review

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 to reconsider 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.

19. Order of Reinstatement

When an employee who has been dismissed or suspended is reinstated, the authority reinstating him/her shall make an order specifying therein:

19.1 Whether the employee may draw, for the period of his/her absence from duty, any pay and allowances in addition to his/her pay and allowance admissible under these clauses.

19.2 Whether such period may be treated as duty for all any particular purpose.

20. Revision

After an appeal or second appeal provided in Clause 13 Part V has been rejected, an employee to whom these rules apply, may apply for revision to such superior authority as may be prescribed (part V of this chapter) by the Executive Council, on grounds of any material irregularity in the proceedings/conduct of the Inquiry Officer/appellate authority or on the discovery of new and important facts/evidence which could not, with due diligence, be produced by him/her when the orders against him/her were passed or on account of some mistake or error on the face of record, but such new and important facts/evidence shall be strictly relevant to the case.

21. Power of Superior Authority to Revise Orders of an Sub-Ordinate Authority

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 Clause 5 Part III 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 Clause 5 Part III.

22. Savings and Power to Relax Rules

Nothing in these rules shall apply in so far as it is inconsistent with the provisions of the Act, Statutes and Ordinances of the University as amended from time to time. Any matter relating to the conditions of service of an employee for which no provision is made under these rules, shall be determined as per the Haryana State Government Rules on the subject.

PART VI

Conduct Rules for Indira Gandhi University, Meerpur Employees

1. These rules may be called the Indira Gandhi University, Meerpur Employees Conduct Rules. These shall apply to all employees appointed in the University. Provided that nothing in these rules shall apply to:
 - (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 context otherwise requires;

(a) 'the University' means the Indira Gandhi University, Meerpur.

(b) 'University employee' means any person appointed to any service or post in connection with the affairs of the University.

3. 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/her salary is drawn from sources other than from the Consolidated Fund of the University.

a. '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 employee or not but does not include a wife or husband, as the case may be, separate from the University employee, 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/her, 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.

4. 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/her control and authority.
- (ii) No University employee shall, in the performance of his/her official duties, or in the exercise of powers conferred on him/her act otherwise than in his/her best judgement, except when he/she is acting under the direction of his/her 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/her 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 2 (ii) Part VI shall be construed as empowering a University employee to evade his/her 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.

5. Employment of Near Relatives of University Employees in Companies or Firms Enjoying University Patronage/ Privileges.

- (1) No University employee shall use his/her position or influence directly or indirectly to secure employment for any member of his/her family in any company or firm enjoying University Patronage/Privileges.
- (2) No Group-A officer shall, except with the previous sanction of the University permit his/her son, daughter or other dependent to accept employment in any company or firm with which he/she 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.

- (3) A University employee shall, as soon as he/she becomes aware of the acceptance by member of his/her family of an employment in any company or firm intimate such acceptance to the prescribed authority and shall also intimate whether he/she has or had any official dealings with that company or firm.

Provided that no such intimation shall be necessary in the case of Group-B Officer, if he/she has already obtained the sanction of, or sent a report to the University under Clause 5 (1) Part VI.

- (4) No University employee shall in the discharge of his/her official duties deal with any matter or give or sanction any contract to any undertaking or any person, if any member of his/her family is Director/CEO/Owner in that undertaking or under that person or if he/she or any member of his/her 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/her superior official and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

6. Taking part in Politics and Elections

- (i) No University employee shall be a member of or be otherwise associated with, any political activity or any Organization which takes part in politics and nor shall he/she 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/her 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/her family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he/she 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 Clause 6 (2) Part VI, the decision of the University, thereon shall be final.
- (iv) No University employee shall canvass or otherwise, interfere with, or use his/her 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/her right to vote, but where he/she does so, he/she shall give no indication of the manner in which he/she 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/she assists in the conduct of an election in the due performance of a duty imposed on him/her by or under any law for the time being in force.

Explanation

The display by a University employee on his/her personal, vehicle or residence of any electoral symbol shall amount to using his/her influence in connection with an election within the meaning of this clause 6.

Notwithstanding the above Provision Executive council may permit a teacher to contest election to the Parliament/State Legislative Assembly or such like bodies in such a manner or on such

terms and conditions as it may deem appropriate.

7. 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.

8. Demonstration and Strikes

No University employees shall :

- (i) engage himself/herself 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/her service or that of any other University employee.

9. 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 prior sanction of the University or the prescribed authority or except in the bonafide discharge of his/her duties:
 - (a) publish a book himself/herself 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/her 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 misutilized after affording reasonable opportunity of being heard.

10. Criticism of University

No University employee shall, in any radio broadcast or in any document published in his/her 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 Government;

Provided that nothing in this rule shall apply to any statements made or views expressed by a University employee in his/her official capacity or in the due performance of the duties assigned to him/her.

11. Evidence before Committee/any other Authority

- (i) Save as provided in Clause 3 Part VI, no University employee shall except with the prior sanction of the University, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (ii) Where any sanction has been accorded under 11 (i) Part VI, 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 inquiry before an authority appointed by the University, Parliament or a State Legislature;
 - or
 - (b) evidence given in any Judicial inquiry;
 - or
 - (c) evidence given at any Departmental inquiry ordered by the University or authorities subordinate to the University.

12. Unauthorized Communication of the Information

No University employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof; or information to any University employee or any other person to whom he is not authorized to communicate such document or information.

13. Subscriptions

No University employee shall except with the prior sanction of the University or of the prescribed authority, ask for or accept contributions to or otherwise associate himself/herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

14. Gifts

- (1) Save as otherwise provided in these Rules, no University employee shall accept or permit any member of his/her family or any other person acting on his/her 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/her near relatives and friends but he/she 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/her family or any other person acting on his/her behalf to accept any gift without the sanction of the University, if the value there of exceeds.
- (a) Rs. 10,000/- in the case of a University employee holding any Group A or Group B post; and
 - (b) Rs. 5,000/- in the case of a University employee holding any Group C or Group D post.

14.1 Prohibition of Dowry

No University employee shall ;

- (i) give or take or a bet the giving or taking of dowry; or
- (ii) demand, directly or indirectly, from the parents or guardian 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.

15. Public Demonstration in honour of University employees

No University employee shall, except with the prior sanction of the University, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his/her 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 the honour of a University employee or any other University employee on the occasion of his/her 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 himself/herself to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Group C or Group D employees under any circumstances for the entertainment of any University employee not belonging to Group C or Group D, is forbidden.

16. Private trade or Employment

1. No University employee shall, except with the prior 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/she shall, within a period of one month of his/her undertaking any such work, report to the University giving full details.
- (ii) his/her official duties do not thereby suffer;
- (iii) he/she 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/she shall not seek election to any such office without the prior 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/her wife or any other member of his/her family; or
 - (ii) for a candidate for an elective office referred to in the above provision, shall be deemed to be a breach to this clause.
2. Every University employee shall report within one month to the University if any member of his/her 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 condition that :

- (i) he/she shall, within a period of one month of his/her taking part in such activity report to the University giving full details;
- (ii) his/her official duties do not thereby suffer;
- (iii) he/she 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/she 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/her for any public body or any private person without the sanction of the prescribed authority.

17. 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/her family or any person acting on his/her behalf to make investment which is likely to embarrass or influence him/her in the discharge of his/her official duties.
- (3) If any question arises whether any transaction is of the nature referred to in Clause 17 (1) & (2) Part VI, the decision of the University there on 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/herself or through any member of his/her 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/her authority or with whom he/she is likely to have official dealings, or otherwise place himself /herself under any pecuniary obligation to such person, or
 - (b) lend money to any person at interest or in a manner where by return in money or in kind is charged or paid;

Provided further that a University employee may, with the prior sanction of the University enter into any transaction referred to in sub-clause (a) or (b).

(ii) when a University employee is appointed or transferred to a post of such nature as would involve him/her in the breach of any of the provision of Clause 17 (2) or (4), he/she 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.

18. Insolvency and Habitual Indebtedness

A University employee shall so manage his/her 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/her or for adjudging him/her 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/she had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the University employee.

19. Movable, immovable and valuable property

- (1) Every University employee shall on his/her appointment to any service or post and thereafter at such intervals as may be specified by the University submit a return of his/her assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding ;
 - (a) the immovable property inherited, owned, acquired or held on lease or mortgage, by him /her or his/her spouse or any member of his/her 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/her or his/her spouse or any other member of his/her family.
 - (c) other movable property inherited or similarly owned, acquired or held by him/her or his/her spouse or any other member of his/her family, and
 - (d) Debts and other liabilities incurred directly or indirectly by him/her or his/her spouse or any other member of his family.

NOTE :

- (I) Clause 19 (1) shall not ordinarily apply to Grade-D employees, but the University may direct that it shall apply to any such University employee or class of employees.
- (II) In all returns, the value of item of movable property worth less than Rs. 10,000/- 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.
- (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/her 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/her own name or in the name of a member of his/her family, he/she 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:

- with a person having official dealings with the University employee; or
- otherwise than through a registered or reputed dealer.

(5) 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/her on his/her behalf or by any member of his/her 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.

(6) The University may exempt any category of University employee belonging to Group-C or D from any of the provisions of this rule except sub clause (4). No such exemption shall, however, be made without the concurrence of the competent authority of the University.

Explanation

(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, motorcycles or any other means or conveyance; and
- (iv) Refrigerators, TV, AC and other electronic goods.

(2) "Prescribed Authority" means :

- (i) the Executive Council in the case of University employee holding any Group A and B post except where any lower authority is specified by the University for any purpose.
 - Vice-Chancellor in the case of a University employee holding any Group A post;
 - Registrar in the case of a University employee holding any Group B post;
- (ii) 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/she is administratively subordinate as member of that cadre.

20. 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/her private character or any act done by him/her in his/her private capacity and where any action for vindicating his/her private character or any act done by him/her in private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.

21. Canvassing

No University employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/her interest in respect of a matter pertaining to his/her service under the University.

22. 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-clause (1) or (2). 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.

23. 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/she may happen to be for the time being;
- b. take due care that the performance of his/her 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.

24. Interpretation

If any question arises relating to the interpretation of these clauses, it shall be referred to the

Vice-Chancellor for a clarification whose decision thereon shall be final.

25. Delegation of Power

The University may, by a general or special order, direct that any power exercisable by it or any Chairperson of the Department under the rules (except the powers under clause 23 part VI) 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.

26. 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 - 7

Leave Regulations

1. Scope

These regulations shall apply to all Indira Gandhi University, Meerpur 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 (such employees 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 group 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 dependent upon him/her. Not more than one wife is included in a family for the purpose of this rule.

NOTE

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

- (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 Indira Gandhi University, Meerpur 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 employee 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 pay drawn on the day before the leave commences.
- (l) An Officer of the Indira Gandhi University, Meerpur. Officers of the University will be divided into the following Categories -

Group-A i) Senior Professors, Professors, Associate Professors, Assistant Professors etc. and any other member of the teaching staff recognized as Officer of Group 'A' by the Executive Council.

ii) The post of Deputy Registrar, equivalent and above.

Group - B Persons from Superintendent, equivalent and upto the level of Asstt. Registrar but not included in category 'A' above.

Group - C Person from Clerk, equivalent and upto the level of Deputy Superintendent, equivalent but not included in categories 'A' and 'B' above.

Group- D Persons including all other Class-4 employees of the 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 description may be refused or revoked by the competent authority.
- (b) When an employee is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases. The period from the date on which he/she starts to join his/her post may be treated as on duty but he/she will draw leave salary only until he/she joins his/her post. In addition, he/she 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.
- (ii) 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/her.
- (b) No University employee who has been granted leave on medical certificate will be allowed to return to duty without his/her 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

- (i) An employee who remains absent after expiry of his/her leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority.
- (ii) Willful absence from duty for more than a week may involve forfeiture of appointment. The employee may not be allowed to resume the duties while the case to declare his/her 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/she shall be deemed to have resigned and shall accordingly cease to be in the University service.

8. Conversion of one kind of leave into another kind

- (i) 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/her at the time leave was granted, but he/she cannot claim such conversion as a matter of right.
- (ii) 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/her in excess shall be recovered and any arrears due to him/her shall be paid.

9. 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.

10. 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/she shall not, during the probation, be deprived of the benefit of leave rules applicable to his/her permanent post.

11. 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.

12. The following kinds of leave would be admissible to the members of the teaching staff

- (i) Casual Leave
- (ii) Special Casual Leave
- (iii) Earned Leave
- (iv) Half Pay Leave
- (v) Commuted Leave
- (vi) Maternity Leave
- (vii) Leave for anti-rabic treatment
- (viii) Quarantine Leave
- (ix) Hospital Leave
- (x) Leave not due
- (xi) Extraordinary Leave
- (xii) Academic Leave
- (xiii) Duty Leave
- (xiv) Study Leave
- (xv) Sabbatical Leave
- (xvi) Child-care Leave
- (xvii) Paternity Leave

13. The following kinds of leave would be admissible to the members of the Non-teaching staff

- (i) Casual Leave
- (ii) Special Casual Leave
- (iii) Earned Leave
- (iv) Half Pay Leave
- (v) Commuted Leave
- (vi) Maternity Leave
- (vii) Leave for anti-rabic treatment
- (viii) Quarantine Leave
- (ix) Hospital Leave
- (x) Leave not due
- (xi) Extraordinary Leave
- (xii) Duty Leave
- (xiii) Compensatory Leave
- (xiv) Child-care Leave
- (xv) Paternity Leave

14. Casual Leave

- (a) The number of casual leave that may be granted to non-teaching and teaching staff in one Calendar year shall be as follows
 - (i) to employees with 10 years service or less: 10 days in a calendar year
 - (ii) to employees with more than 10 years service but less than 20 years service : 15 days in a calendar year

(iii) to employees with more than 20 years : 20 days in a calendar year) service

Provided that in case of employees joining / leaving the University service during the course of a year, it will be granted as under:

- (i) On joining during the first quarter or leaving : Full during the fourth quarter.
- (ii) On joining during the second quarter or leaving : 3/4th during the third quarter.
- (iii) On joining during the third quarter or leaving : 1/2 (half) during the second quarter.
- (iv) On joining during the fourth quarter or leaving : 1/4th during the first quarter.

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 towards the casual 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.
- (c) Casual leave can not be carried over to the next leave year.
- (d) An employee on casual leave is not treated as absent from duty and his/her pay is not intermitted.
- (e) In the case of Ex-servicemen, the period of Military service shall be counted towards civil service for grant of Casual Leave.

15. Special Casual Leave

In addition to casual leave, special casual leave to the extent mentioned below may be granted, in accordance with Haryana Civil Service Rules (Leave) 2016:

- (a) Male Government employees having not more than two living children, who undergo Vasectomy operation in Government Hospital under the Family Welfare Programme for the first time may be granted special casual leave not exceeding six working days. If vasectomy operation is undergone for the second time on account of failure of first operation, special casual leave not exceeding six days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.
- (b) Female Government employees having not more than two living children, who undergo Tubectomy operation in Government Hospital, whether puerperal or non- puerperal, shall be granted special casual leave for not exceeding fourteen working days. If Tubectomy operation is undergone for the second time on account of failure of first operation, special casual leave not exceeding fourteen working days shall be granted again on production of a certificate from the medical authority

concerned to the effect that the second operation was performed due to the failure of the first operation.

- (c) Female employees having not more than two living children who undergo salpingectomy operation after Medical termination of pregnancy (MTP) may be granted special casual leave not exceeding fourteen days.
- (d) Male shall be entitled to special casual leave for three days to look after his wife who undergo gynaecological sterilization or puerperal sterilization operation.
- (e) Special Casual 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/her special Casual leave account for the aforesaid purpose. The maximum special casual leave allowed in the aforesaid manner is to be 5 days.
- (f) 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.
- (g) Special casual leave to Government employee injured in terrorists violence while on duty:

A Government/University employee who fall victim to the terrorist violence on duty and is injured, the period spent by him/her for recovery in hospital and thereafter for rest shall be treated as special casual leave subject to the following conditions that:- (i) the employee concerned shall produce a certificate from the competent civil authority that he has been injured in terrorist action; (ii) leave shall be sanctioned only on the recommendation of the medical authority not below the rank of Senior Medical Officer upto first three months and thereafter on the recommendation of the medical board; (iii) the authority competent to grant leave shall be the same as is in the case of earned leave; (iv) no substitute shall be appointed during the period of this leave.

- (h) Special casual leave for attending meetings/conferences of recognized associations.

The office bearers of the recognized associations of Government employees may be allowed special casual leave up to a maximum of five days in a calendar year for participating in executive meetings, conferences and other activities of their associations.

- (i) Special casual leave to differently-abled employees for attending Conference/ Seminar/ Training/ Workshop

Special Casual leave for not more than 10 days in a calendar year may be granted to differently-abled employees by Head of office for participating in the Conference/ Seminar/ Training/Workshop related to Disability and Development Programmes organized by the (i) Central Government or State/UT Government and their Institutes/Agencies; (ii) International Agencies like UNO, WHO etc.; or

(iii) recognized Universities and Educational Institutions working for persons with disabilities.

Note- The Government employee availing this leave shall have to submit a certification of participation issued by the competent authority of Organization, Institute or Department, as the case may be.

16. Earned Leave

(a) Earned leave admissible to a permanent non-vocational employee (including Group 'D') is :

(i) 1/11th of the period spent on duty and can be granted by competent authority

(Added by

Executive Council vide resolution no. 23 of its 22nd meeting held on 19.11.2019).

(ii) Accumulation of earned leave shall be permissible to any extent, on the pattern of State Government.

(b) The maximum earned leave that may be sanctioned at a time shall not exceed 120 days.

(c) The University employees may be granted cash payment in lieu of un-utilised Earned Leave at their credit at the time of retirement on superannuation on the following conditions:

(i) The payment of leave salary to each employee equivalent shall be limited to a maximum of 300 days. In case of employees under NPS, leave encashment shall be paid as per government guidelines from time to time.

(ii) The cash payment equivalent of leave salary as admissible, will become payable on retirement and will be paid in one lumpsum 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/her retirement.

(v) The University employees seeking voluntary premature retirement will also be granted cash payment in lieu of their un-utilised 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.

(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.

(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.

(viii) 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-vocational 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.

A permanent teacher may be granted 10 days earned leave on full pay in lieu of 20 days half pay leave.

19. Commuted Leave

Commutated 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/her 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/her 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. Further vide letter no 11/16/89-3FR-II issued by Additional Chief Secretary to Govt of Haryana, Finance Department, the benefit of six months maternity leave for the birth of children beyond the second child be extended on case to case basis.
- (ii) Maternity leave shall not be debited to the leave account.

Note

- 1. Maternity leave may also be granted in case of miscarriage, including abortion, subject to

the condition that the leave, applied for, does not exceed 45 days 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. Paternity Leave

- (i) A male University employee upto two surviving children may be granted paternity leave by the Head of the office for a period of 15 days during the confinement of his wife or from the date of valid adoption of a child of less than one year. Thus leave can be availed during 15 days before or upto six months from the date of the delivery of the child.
- (ii) During such period of 15 days, the leave salary as admissible, while on earned leave shall be paid.
- (iii) The recognized holidays and Sunday(s) falling during such leave shall also be treated as paternity leave.
- (iv) If paternity leave is not availed of within the period specified in sub-clause (i) such leave shall be treated as lapsed.
- (v) The paternity leave may not normally be refused under any circumstances.

22. 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/her usual salary. Any leave in excess of this period shall be treated as leave of the kind due.

23. Quarantine Leave

If an employee or any member of his/her family, living with him/her is suffering from an infectious disease such as small pox, cholera, plague, corona virus etc. quarantine leave may be granted by the competent authority to the employee upto a maximum 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/her usual salary. Any leave in excess of this period will be treated as leave of the kind due.

24. 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.

25. 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/her resignation from the service so long as the debit balance in his/her leave accounts is wiped off by active service or he/she refunds amount paid to him/her 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.

26. 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.
- (ii) 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/she has not been in employment elsewhere during that period. The leave shall not ordinarily exceed one year at a time.
- (iii) Extra-ordinary leave shall not count for increment, except in the following cases:-
 - (a) The sanctioning authority is satisfied that such leave was taken by an employee on account of illness or for any other cause beyond his/her control provided that the employee has not other kind of leave to his/her credit;
 - (b) Leave is granted for the purpose of higher studies and research; and
 - (c) 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 any where 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.

Not more than one teacher of a Department shall be on EOL at a time.

27. Academic Leave

- (a) Academic leave not exceeding 12 days in a calendar year may be granted to a teacher for the following purposes :-
- (i) to conduct examinations of a University, Public Service Commission, Board of Examination or other similar Bodies/Institutions.
 - (ii) to inspect academic Institution attached to a University or to a Statutory Board etc.
 - (iii) to attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or a Statutory Board;
 - (iv) to attend meetings of the Selection Committees of the Public Service Commission/Universities/ Boards/Affiliated Colleges.
 - (v) to participate in a literary, scientific or educational conference, symposium or seminar or cultural or sports activities conducted by bodies recognized by the University; or
 - (vi) for any other purpose as may be approved by the Vice- Chancellor to be of academic nature.
- (b) The Vice-Chancellor may at his/her discretion grant academic leave in excess of twelve days on the merit of each case.
- (c) 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.
- (d) The academic leave admissible to a person joining/leaving the University service during a calendar year will be as under :

- (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 during the second quarter. : 1/2 (half)
- (iv) On joining during the fourth quarter or leaving during the first quarter. : 1/4th

28. Duty Leave, Study Leave, Sabbatical Leave for University Teachers

I. Duty leave

may be granted for the following purposes:

- (a) Attending Orientation Programmes, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conferences, Congresses, Symposia and Seminars as a

delegate nominated by University or with the permission of the University.

- (b) Delivering lectures in institutions and Universities at the invitation of such institutions or invitation 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) For performing any other duty for the University.
 - (iv) 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.
 - (v) 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.
 - (vi) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
 - (vii) 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.

II. Study Leave

- (i) The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D/Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- (ii) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- (iii) The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/ (other than as Associate Professor or Professor of a University, who is otherwise eligible for sabbatical leave) 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, giving full plan of the work.

(iv) The study leave shall be granted by the Executive Council on the recommendation of the Study Leave Committee comprised of

(a) Vice Chancellor

(b) Dean of the faculty concerned

(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 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.

(v) The 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.

(vi) The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.

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

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

(ix) Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

(x) The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins

the University on the expiry of his/her study leave, and serve the institution for the period for which the bond has been executed.

(xi) The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.

(xii) A teacher availing himself/herself of the 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 the expiry of the study leave.

(xiii) A teacher:

(a) who is unable to complete his/her studies within the period of study leave granted to him/her or

(b) who fails to rejoin the services of the University on the expiry of his/her study leave or

(c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or

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

Explanation

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

Notwithstanding the above provision, the Executive Council may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive off or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

(xiv) After the leave has been sanctioned, the teacher shall, before 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 clauses (x) to (xiii) 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 clauses (x) to (xiii) above.

- (xv) The teacher on study leave shall submit to the Registrar of the University six-monthly reports of progress in his/her studies from his/her supervisor. Such report shall reach the Registrar within one month of the expiry of every six months of the period 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.
- (xvi) The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University.
- (xvii) With a view to enhance the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University in the long run.

III Sabbatical Leave

- (i) The permanent, whole-time teachers of the university who have completed seven years of service as a Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- (ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- (iii) 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.
- (iv) 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 the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- (v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

(vi) A teacher on sabbatical leave shall submit six monthly progress report about his/her work to the Vice-Chancellor through Chairperson/Chairperson-Incharge of the department. 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.

29. 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/her 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 or as amended from time to time by Government of Haryana.
- (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.
- (d) No city compensatory and/or house rent allowance shall be payable.
- (e) 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/her retirement.
- (f) 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.
- (g) This will not apply to cases of pre-mature retirement of persons who are compulsorily retired.
- (h) 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 or as amended from time to time by Government of Haryana, shall be paid to his/her family.
- (i) (h) 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 or as amended from time to time by Government of Haryana.

30. General

- (i) A leave account shall be maintained by 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/her former service for leave as per decision of the competent authority.

- (iii) An employee, on leave, may not take up any service or accept any employment, without obtaining the prior 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/her application for leave, the address at which the letters will find him/her during leave, subsequent changes in address during leave, if any, should likewise be intimated to the competent authority.

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

31. 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 women employee and single male employee (unmarried or widower or legally divorced, as notified vide no 11/12/2021-3FR/25615 dated 23.02.2023 issued by Additional Chief Secretary to Government, Haryana, Finance Department) for taking care of her two eldest surviving children below the age of 18 years only.
- (ii) CCL will not be debited against the leave account.
- (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 to women employee "Leave not due" (without production of medical certificate) or it may be combined with leave of the kind due and admissible provided no Earned Leave should be in her credit at that time and leave salary during the third year will be the same as admissible while on "leave not due" or leave of the kind due, as the case may be.
- (vii) 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 employee and single male employee 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 to a woman University employee working under his/her 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 Leave/Commutated Leave/Extraordinary Leave/Child 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 can not 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.
- (xv) 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.

Note

In all cases not more than 20% of the teachers of a department can avail Sabbatical Leave/Study Leave/Child Care Leave/EOL together at any point of time. Fraction of 0.5 and above shall be considered as one calculation.

Part-time Employees

- (i) A part-time teacher/non-teaching employee shall not be entitled to any kind of leave except casual leave in a calendar year.
- (ii) A part-time employee may, however, be granted leave without pay as a special case, if he/She has exhausted his/her casual leave or the balance left to his credit is not adequate.

32. Compensatory Leave

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/she 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/her as penalty or he/she is required to clear arrears for which he/she is personally responsible. The

compensatory leave will be availed within six months from the date of its entitlement / it being earned.

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, Chairpersons of the Departments, Librarian, Controller of Examinations, Resident Medical Officer, and Executive Engineer	Vice-Chancellor	Full Powers
2.	Associate Professor (not working as Chairperson of the Department), Dy./Assistant Registrars, Sports Officers, Medical Officer, Assistant Professor, Asstt. Librarian, Public Relations Officer, Director Youth Welfare, Manager University Press	Chairperson of the Department/ Registrar/Officer concerned	Full powers
3.	Non-teaching staff other than in the University office.	Chairperson of the Department concerned/ Librarian/Resident Medical Officer / Executive 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 Chairperson of the Department / Head of Offices / Registrar/ Teachers in the Departments i) Extra ordinary leave (without pay)	a) Vice-Chancellor, the matter be reported to Executive Council	Full
	ii) Half pay leave/ commuted Leave/ Maternity Leave/ Quarantine Leave/ Leave for Anti-Rabic treatment / leave not due / Academic leave/Earned leave/Child Care Leave / Commuted Leave	Vice-Chancellor	Full
3.	Earned leave to the Heads of offices such as Controller of Examinations, Librarian, Sports Officer, Executive Engineer, Director Youth Welfare etc.	Registrar	Upto 30 days
		Vice Chancellor	Full
4.	Leave of any other kind to the Group 'A' & 'B' officers viz. Superintendent or equivalent and upto the level of Deputy Registrar i) Extra ordinary leave (without pay)	Vice-Chancellor, the matter be reported to Executive Council	Full
	ii) Half pay leave / Commuted leave/ Quarantine leave / leave for Anti-Rabic treatment / leave not due/Earned Leave/Commuted Leave	a) Registrar	upto30 days
		b) Vice Chancellor	Full
5	Leave of any other kind to the Group 'C' & 'D' officers below the post of Superintendent or equivalent i) Extra ordinary leave (without pay)	a) Registrar	upto30 days
		b) Vice Chancellor	Full
	Half pay leave / Commuted leave/ Quarantine leave / leave for Anti-Rabic treatment / leave not due	Registrar	upto30 days
		Vice Chancellor	Full
	iii) Earned leave/Commuted Leave	a) Chairpersons of Depts./ Head of Offices/ Branch Officers	upto30 days
b) Registrar		Full	
6	Maternity leave	Vice Chancellor, and the matter be reported to Executive Council	Full

Chapter 8

[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. These rules will also apply to outsiders and residents, on the University/ College campus, to the extent specified herein.

2. Definitions

- (i) "University" means Indira Gandhi University, Meerpur.
- (ii) "College" means Govt. / Govt Aided and private college.
- (iii) "Committee" means the committee to check the menace 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 college affiliated to 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 affiliated to it, who is 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 (iv) - (vi) 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 the University.
- (x) "Campus" includes all places of work and residence in the University or any college affiliated 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 the University.

- (xi) "Sexual harassment" includes any unwelcome sexually determined behavior, 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 be confined 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 behavior 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 denigrate/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 sexual harassment 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 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

4.1 At University level

The Vice-Chancellor shall constitute a Committee 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.

4.2 At College level

The Principal shall constitute a Committee to check the menace of sexual harassment & violence against Women at their work place.

4.3 Composition of the Committee

At University level

The composition of the committee shall be as under:

- (i) Chairman (to be nominated by Vice-Chancellor)
- (ii) Two teachers members (out of them one shall be a woman).
- (iii) The topper female students of concerned faculty.
- (iv) The female representative of Non-Teaching Association of Indira Gandhi University, Meerpur.
- (v) Chairperson of the Department to which the case relates.

In case involving the non-teaching employees, the Registrar or his/her nominee shall be the member.

At least half of members of the Committee shall be the Quorum for holding a meeting of committee.

At College level

- (i) Director/ Principal - Chairman
- (ii) Teacher In-charge Women Cell
- (iii) One female student who is topper of 2nd year of the concerned UG Programme/Course. In case of P.G. Colleges the topper of 1st year concerned PG Programme 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 members of the Committee shall be the Quorum for holding a meeting of committee.

5. Jurisdiction

The committee at University and college level shall have the jurisdiction to entertain the complaints of Sexual Harassment on the campus.

6. Limitation

The complaints may be entertained by the committee within a period of ten days from the day of alleged event of Sexual Harassment

7. Manner in which complaints shall be made

At University level, the complaint may be made by any member against any other member in writing to the chairman of 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.

8. 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.

9. 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 behavior
- (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 behavior
- (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 / actions shall be forwarded to the Vice-Chancellor, whose decision shall be final. Orders of the Vice-Chancellor shall be executed by the respective Chairperson of the Department/Principal of College.

10. 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.

11. Enforcement of orders

The enforcement of orders/decisions passed above shall be the responsibility of concerned Chairperson of the Department / Principal of College. In case of non-teaching employees the orders shall be implemented/enforced by the Registrar.

12. Administrative control

The Vice-Chancellor shall have the supervisory and administrative control over the committee.

13. Removal of difficulties

If any difficulty arises in giving effect to the provision of these rules the chairperson may remove the difficulties.

14. 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 - 9
Employees Foreign Service Rules

1. These Rules shall be called Indira Gandhi University, Meerpur Employees Foreign Service Rules.
2. These Rules shall apply to the employees who accept employment on foreign service.
3. In these rules, unless the context otherwise requires:-
 - (a) Foreign Service means service on deputation with Central or State Government departments, other Universities and autonomous organizations within India and abroad.
 - (b) University means Indira Gandhi University, Meerpur.
 - (c) Employee means a confirmed, permanent employee of Indira Gandhi University, Meerpur.
 - (d) Competent Authority means the appointing authority of an employee.
4. No employee shall be sent on Foreign Service against his/her will.
5. The competent authority may sanction employment on foreign service of an employee on such terms and conditions, if any, in accordance with these Rules as it may like to specify.
6. Employment on foreign service shall initially be sanctioned for a period of one year which may be further extended by not more than one year at a time.
Provided that the competent authority may extend the deputation for the fourth and fifth year in very exceptional circumstances, but in no case the total period of deputation will exceed five years. The benefit of Foreign Service in promotions under Career Advancement Scheme (CAS) will, however, be limited only for a period not exceeding three years.
Provided further that the period spent on deputation on other than teaching/research assignments, will not be counted for determining the eligibility for promotion under CAS.
7. An employee going on deputation will be deemed to have joined foreign service from the time he/she relinquishes charge of his/her post in the University. His/her foreign service will be deemed to have ended when he/she resumes charge of his/her post in the University.
8. An employee joining foreign service while on leave of any kind will cease to be on such leave when he/she relinquishes charge of his/her post at the University.
9. An employee on foreign service shall not accept any assignment other than the one for which he/she has been allowed to join foreign service except with the prior sanction of the competent authority.
10. If an employee wants to return from foreign service before completion of his/her term, he/she will give advance notice of at least one month to the University.
11. (a) Where employment on foreign service involves a change of station the employee shall be entitled to joining time of six days, plus actual days of

journey.

- (b) When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).
- (c) The competent authority may, in special circumstances, reduce the joining time admissible under these rules.

12. An employee joining foreign service will have the option to get his/her pay fixed in the pay scale of the post in foreign service under its normal rules, or will continue to draw the same pay and allowances as in the University.

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

Provided that the Local allowances like House Rent Allowance etc. shall be paid to him/her as admissible under the rules of the foreign employer.

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

Provided that it will not be less than that admissible to him/her under the University rules.

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

16. (a) While an employee is in foreign service, contributions towards his/ her Contributory Provident Fund/Pension, Gratuity and Leave Salary, shall be paid to the University by the foreign employer failing which the same shall be paid by the employee himself/herself.

(b) The contribution on account of leave salary in respect of an employee in foreign service shall be 11% or as amended from time to time, of the pay drawn in foreign service payable to the University.

The contribution may be paid annually within fifteen days from the end of the financial year or at the end of foreign service, if it expires or is terminated earlier failing which interest on unpaid amount of contribution shall be payable to the University at the rate given to university employees to contributing provident fund (CPF) of the current year from the due date up to the date on which the amount is finally paid by the employee or the foreign employer as the case may be.

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

Provided that if leave is granted to the employee in accordance with the rules applicable to him/her under the University, the foreign employer shall pay to

the University the leave salary contribution at the rate prescribed under clause 16.

- 18.** An employee on foreign service, shall not, without permission of the competent authority, accept from his/her foreign employer any contribution to Provident Fund/Pension or Gratuity on rates other than those prescribed in rules 16 above.
- 19.** The competent authority may subject to the approval of the Executive Council, relax any provision in these Rules for reasons to be recorded in writing.
- 20.** Anything not specified in the above rules shall be decided as per the rules of the State Government in this regard.

Chapter -10
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 Chancellor or Vice-Chancellor or on a written request of one third of its members. They shall inform the Vice-Chancellor, intimating the purpose for which such meeting is deemed to be necessary.
3. The Registrar shall circulate the notice of such date, together with the business which is intended to be discussed at the meeting to the members of the Court, at least fifteen days before the date fixed for such meeting.
4. The outside member(s) may attend the meeting in virtual mode at the discretion of Vice Chancellor. The eligible members will be paid sitting charges for attending such meeting as per University rules.
5. 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.
6. 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. Provided that in some matter of urgency or sensitivity which could not be placed in the agenda may be placed on the table with the permission of the Chairman.
7.
 - i) At all meetings of the Court, two fifth 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 schedule time of the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.
8. The Chancellor or in his/her 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.
9. Question on item(s) of the agenda(s) 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/her own as member.
10. All proceedings of meetings shall be recorded in writing and signed by the Registrar and confirmed by the Chairman.
11. 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.
12. The minutes of the meeting will be confirmed in subsequent meeting by the

Court after having taken due cognizance of the objections/observations, if received from any member within 10 days of the circulation of the minutes of the meeting.

Provided that the above provision may be condoned in case of emergent meeting, by the Chairman.

13. The Action Taken Report (ATR) on the minutes of the previous meeting will also be part of the agenda of the ensuing meeting of the Court.

Provided that the above provision may be condoned in case of emergent meeting, by the Chairman.

Chapter -11

Conduct of Meetings of the Executive Council

1. Meeting of the Executive Council will ordinarily, be held once in three month, on a date and time to be fixed by the Vice Chancellor or any time decided by the Vice Chancellor.
2. The Vice-Chancellor shall be the Chairman of the Executive Council and shall preside at its meeting. In his/her 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 fifteen 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 some matter of urgency or sensitivity which could not be placed in the agenda may be placed on the table with the permission of the Chairman.
4. The outside member(s) may attend the meeting in virtual mode at the discretion of Vice Chancellor. The eligible members will be paid sitting charges for attending such meeting as per University rules.
5. Two fifth members shall form a quorum.
6. Question on item(s) of the agenda(s) 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.
7. Any emergent 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.
8. The minutes of meeting shall be recorded in writing and signed by the Registrar and countersigned by the Chairman.
9. The minutes of the meetings of the Executive Council having been duly approved by the Vice Chancellor shall be circulated to the Chancellor, Members of the Executive Council and the Court ordinarily within fifteen days of the meeting.
10. The minutes of the meeting will be confirmed in subsequent meeting by the council after having taken due cognizance of the objection/observation, if any received from any member within ten days of the circulation of the minutes of the meeting.
Provided that the above provision may be condoned in case of emergent meeting, by the Chairman.
11. Any dissent by a member will be formally recorded in the resolution and it will be not included as an Annexure.
12. The Action Taken Report (ATR) on the minutes of the previous meeting will also be part of the agenda of the ensuing meeting of the council.
Provided that the above provision may be condoned in case of emergent meeting, by the Chairman.

Chapter-12

Conduct of Meetings of the Academic Council

1. The meeting of the Academic Council will ordinarily be held once in three months on a date and time to be fixed by the Vice-Chancellor or any time decided by the Vice Chancellor.
2. The Registrar shall, ordinarily, at least fifteen 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 some matter of urgency or sensitivity which could not be placed in the agenda may be placed on the table with the permission of the Chairman.
3. In the case of emergent/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.
4. The outside member(s) may attend the meeting in virtual mode at the discretion of Vice Chancellor. The eligible members will be paid sitting charges for attending such meeting as per University rules.
5. The Vice-Chancellor shall preside at the meetings of the Academic Council. In his/her absence, the Pro Vice-Chancellor shall preside at its meeting.
6. Two fifths of the members shall form a quorum.
7. The minutes of meeting shall be recorded in writing and signed by the Registrar and countersigned by the Chairman.
8. 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.
9. The minutes of the meeting shall be recorded in writing and signed by the Registrar and countersigned by the Chairman.
10. 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 10 days of the meeting.

Provided that the above provision may be condoned in case of emergent meeting, by the Chairman.

11. Every question shall be decided by a majority of the votes of the members present. In the case of votes being divided equally, the Chairperson shall have the casting vote in addition to his/her own vote as member.
12. The Action Taken Report (ATR) on the minutes of the previous meeting will also be part of the agenda of the ensuing meeting of the council.

Provided that the above provision may be condoned in case of emergent meeting, by the Chairman.

Chapter-13

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. Three members, out of whom at least one member shall be a government nominee, shall form the quorum.
3. The Registrar shall issue a notice of the meetings along with the Agenda, not less than fifteen days prior to each meeting of the Finance Committee, stating the date, time and place of the meeting. Provided that some matters of urgency which could not be included in the agenda or sensitivity may be placed on the table with the permission of the Chairman.
4. The Finance Committee shall meet at least once every year to consider the annual accounts of current financial year and the budget proposals for the next year for submission to the Executive Council with its recommendations. The Finance Committee shall also discharge such other functions & powers as specified in Statute-17 of the University Act. The outside members at their discretion may attend the meeting in virtual mode. The eligible members will be paid per sitting charges as per University rules.
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 in addition to his/her vote as a member.
6. The minutes of the meeting shall be recorded, in writing, and signed by the Registrar and approved by the Vice-Chancellor.
7. The minutes of the meeting of the Finance Committee, having been approved, shall be circulated to the members within seven days of the meeting.
8. The minutes of the meeting will be confirmed in subsequent meeting by the Finance Committee after having taken due cognizance of the objections/observations, if any received from any member within 10 days of the circulation of the minutes of the meeting. Provided that the above provision may be condoned in case of emergent meeting, by the Chairman.
9. The Action Taken Report (ATR) on the minutes of the previous meeting will also be part of the agenda of the ensuing meeting of the Finance Committee.

Provided that the above provision may be condoned in case of emergent cases.

Chapter-14
Conduct of Meetings of the Faculties

1. The Dean of the concerned faculty shall preside over the meetings its Faculty. In the absence of the Dean, the senior most Professor in the Faculty shall preside over the meeting as Chairman.
2. Meetings of the Faculties shall be convened by the Dean and shall be held at least once a year. However, emergent meeting of the faculty may be convened by the Dean with the prior permission of the Vice-Chancellor.
3. If the Dean desires, the outside member of the faculty at their dissertation may attend the meeting in virtual mode. The eligible member will be paid sitting charges for attending such meetings as per university rules.
4. 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 along with 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.
5. Notice of motion of resolution to be included in the supplementary agenda, of a meeting of the Faculty must reach the to the Dean, not less than 7 days before the date of meeting.
6. Amendment to motion on the agenda and new proposals also can be moved at the meeting with the permission of the Chairman.
7. Two fifths of the members shall form a quorum.
8. 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.
9. The minutes of the meeting of the Faculties shall be circulated to the members of the Faculties ordinarily within 15 days of the meeting.
10. The minutes of the meeting will be confirmed in subsequent meeting by the Faculty after having taken due cognizance of the objections/observations, if any received from any member within 10 days of the circulation of the minutes of the meeting.

Provided that the above provision may be condoned in case of emergent meeting, by the Chairperson.
11. The action taken reports (ATR) on the minutes of the previous meeting will also be part of the agenda of the ensuing meeting of the Faculty. Provided that the above provision may be condoned in case of emergent meeting, by the Chairperson.

Chapter-15

Conduct of Meetings of the Boards of Studies

1. The Chairperson 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 the Board of studies.
2. The meeting of the Board of studies shall be convened by the Chairperson and shall be held at least one meeting in a semester.
3. If two or more Boards meet jointly, Chairperson of the Department shall act as Chairman at the joint session.
4. Two fifths of the members will form a quorum.
5. The Chairperson 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 request in writing.

6. A Board of studies may dispose of its business by meetings or by circulation or by both.
7. The outside member(s) may attend the meeting in virtual mode. The eligible members will be paid sitting charges for attending such meeting as per University rules.
8. Every question shall be decided by a majority of the votes of the members present. In the case of votes, being divided equally, the Chairman shall have the casting vote in addition to his vote as member.
9. The proceedings of the meetings of the Boards of Studies after having been confirmed by the Chairperson, shall be circulated ordinarily, within a week of the meeting.
10. The action taken reports (ATR) on the minutes of the previous meeting will also be part of the agenda of the ensuing meeting of the Board.

Provided that the above provision may be condoned in case of emergent meeting, by the Chairperson.

Chapter 16

Regulations for Conduct of Meetings of the Academic Planning Board

1. The Vice Chancellor shall preside over the meetings of the Academic Planning Board.
2. The outside member(s) may attend the meeting in virtual mode at the discretion of Vice Chancellor. The eligible members will be paid sitting charges for attending such meeting as per University rules.
3. The Registrar shall, ordinarily, at least seven days before the meeting, issue to each member a notice indicating the date, time and venue of the meeting along with agenda and related papers.
4. The minutes of the meeting shall be recorded in writing and signed by the Registrar and confirmed by the Vice-Chancellor.
5. The minutes shall be circulated to the members of the Board, ordinarily within fifteen days of the meeting.
6. The confirmation of the meeting and presentation of ATR will take place in subsequent meeting.

Chapter-17

Writing of Annual confidential Reports of the non-teaching Employees

1. The Annual Confidential Reports on the work and conduct of the following officials shall be initiated by the Branch Superintendents:
 - 1) Clerks
 - 2) Assistants
 - 3) Steno-typists (working for Superintendents)
 - 4) Group D Employees
2. After the Branch Superintendent has written the report, the Branch Officer concerned shall record his/her 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/her impressions, Registrar shall be the final accepting authority in the case of Group D employees and the Vice Chancellor in case of employees at serial numbers 1, 2 and 3.
3. Annual confidential Reports on the work and conduct of similar officials working in the Teaching Departments/Institutes/ other Offices shall be written by the Chairperson/Incharge of Teaching Departments/Institutes/Director/branch officers. A duplicate copy of the report, so written, shall be sent by them confidentially to the Registrar in case of Group D employees and to the Vice-Chancellor in case of Group C employees, by name, recorded in his/her name.
4. Annual Confidential Reports on the work and conduct of Branch Superintendents shall be written by the Branch Officers concerned. The Vice Chancellor shall be the final accepting authority in their cases.
5. 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/her impression. However, in the absence of the Deputy Registrar or the Finance Officer, the Registrar shall write their reports. Final accepting authority in such cases shall be the Vice-Chancellor.
6. In the case of Technical Staff (other than the Teaching Staff) working in various Teaching Departments/Institutes/other offices, the Annual Confidential Reports shall be initiated by the respective Chairperson/Director/Branch Officer of the Departments/Colleges/ Institutes / other offices, who shall forward a duplicate copy of the report, so written, to the Registrar, in case of Group D employees and to the Vice-Chancellor in case of Group C employees, by name, recorded in his/her name.
7. In the case of Registrar/Chairpersons of the departments, the report shall be written by the Vice Chancellor.
8. 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.

9. In the case of the Steno-typists/Stenographers working in Teaching Departments/ Institutes/others offices, a duplicate copy each of the report, so written, shall be forwarded by the Chairperson/In-charge of the Departments/Institutes/other offices, to the Registrar, by name, confidentially for record in his/her office.
10. No Reporting Officer shall record his/her remarks in the Confidential Report of an official, working under him/her, unless he/she 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/she has previously served for at least three months shall write the report. In case of disputed cases not covered in the above provision the report shall be written by the Registrar /Chairperson of the Department and accepted by the Vice-Chancellor.
11. An Officer may, if he/she had not done so previously within six months, record remarks for the confidential files of officials, subordinate to him/her, within six months of his/her relinquishing the charge of his/her post or office, as the case may be.
12. If an Officer wishes to record his/her remarks either on account of his/her own transfer or because of the transfer of the subordinate in the middle of the year there is no objection to his/her doing so and he/she may be supplied with blank forms (Appendix) for the purpose if he/she asks for them.
13. 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.
14. 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/she may, within a period of 14 days from the receipt of the material by him/her, 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/her, it will be assumed that the official has accepted the remarks.

Provided that Vice-Chancellor may entertain a representation against the adverse remarks with in a period of ten days after the expiry of above period of

- 14 days, if he/she is satisfied that that officer/official could not submit the representation beyond his/her control.
15. 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/her decisions shall be final.
 16. 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.
 - a) All orders, imposing any of the penalties, prescribed, under the Indira Gandhi University Punishment and Appeal Rules.
 - b) All communications conveying adverse remarks.
 - c) Letter of appreciation which deals with the outstanding nature of performance of an employee on an over all assessment of his/her work and conduct during the year.
 17. A Reporting Officer when related to the official, to be reported upon shall always record the fact of his/her relationship on the report.
 18. 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.
 19. 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/her.

NOTE: Over all grading of each report shall be as under:

Outstanding/Excellent	Very good	Good	Average	Below Average
A+	A	B+	B	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

Indira Gandhi University, Meerpur

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.

1. Name
2. Designation
3. Department/Branch.....
4. Scale of Pay
5. Actual pay
6. Industry
7. Handwriting and neatness
8. Punctuality and regularity
9. Reputation for Honesty
10. Capacity for Work and Intelligence
11. Acquaintance with Rules and orders
12. Knowledge and Skill in dealing with Accounts Matters
13. Quickness in disposal of business
14. Whether the officer/official delivers the services or disposes of the case in a given time frame? (Reply in 'Yes' or 'No') (only to be filled in, in the case for Group A employees)
15. Proficiency in Typewriting and Shorthand
16. Capacity for working with others
17. Power of Management and Control
18. Defects, if any, pointed out :
 - i) orally

ii) in writing.....

19. Whether the office/official remains at his Headquarter after office hours and during holidays or not.

20. Finess for promotion

21. General remarks, if any, of the Reporting Authority

22. *Overall assessment / grading

23. Signature and date of Reporting Officer with designation

24. Signature and date of Second Reporting Officer with designation

25. Signature and date of third Reporting Officer, if any, with designation.....

* Grading :

Outstanding/Excellent	Very good	Good	Average	Below Average
A+	A	B+	B	
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

Indira Gandhi 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. Department/Branch.....
- 4. Scale of pay
- 5. Capacity for work
- 6. Responsibility towards duties
- 7. Amenability to discipline
- 8. Reputation for honesty
- 9. Punctuality & Regularity
- *10(a) Whether the officer/official delivers the services or disposes of the case in a given time frame? (Reply in 'Yes' or 'No')
- 11. Capacity for working with others
- 12. Defect if any pointed out
- i) Orally
- ii) In Writing.....
- 13. Fitness for promotion
- 14. General remarks, if any, of the
- Reporting Officer
- 15. Overall assessment/grading
- (Excellent, very Good, Good Average/Below Average.....)
- 16. 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 be conveyed to the official concerned as 'Adverse Remarks'.

Appendix-III

Indira Gandhi University

Personal File No.

**¹[Yearly Personnel Evaluation Proforma for staff working with
the Horticulture Division of Engineering Cell].**

Period of Evaluationto.....

1. Name
2. Post / Designation
3. Grade/Pay Scale
4. Experience (Years)
 - a) Total Service
 - b) In I.G. 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.

A. Conduct and General Behavior / Abilities

- | | | | | | |
|---|---|---|---|---|---|
| 1. Strength of character | 1 | 2 | 3 | 4 | 5 |
| 2. Insight | 5 | 4 | 3 | 2 | 1 |
| 3. Social Skill (to get along others) | 1 | 2 | 3 | 4 | 5 |
| 4. Control or influence in interaction
with subordinates | 1 | 2 | 3 | 4 | 5 |
| 5. Initiation for responsibility | 5 | 4 | 3 | 2 | 1 |
| 6. Leadership | 1 | 2 | 3 | 4 | 5 |
| 7. Motivation of Excellence | 5 | 4 | 3 | 2 | 1 |

B. Performance Criteria

- | | | | | | |
|--|---|---|---|---|---|
| 1. Soil testing | 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)

D. Attendance Criteria

(Please rate on the basis of office records taking into consideration leavesavailed causation of leaves, over stay, off job bouts, stay at headquarter etc.) 5: 4: 3: 2: 1

E. 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')

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

Indira Gandhi University

Personal File No.

**[Yearly Personnel Evaluation Proforma for staff
working with the Engineering Branch].**

Period of Evaluationto.....

1. Name
2. Post / Designation
3. Grade/Pay Scale
4. Experience (Years)
 - a) Total Service
 - b) In I.G. 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.)

INSTRUCTIONSTOTHEREPORTINGOFFICER

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 randomly 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	2	3	4	5
	Very Poor	Poor	Average	Good	Very good

A. Conduct and General Behaviour / Abilities

1. Strength of character	1	2	3	4	5
2. Insight	5	4	3	2	1
3. Social Skill (to get along others)	1	2	3	4	5
4. Control or influence in interaction with subordinates	1	2	3	4	5
5. Initiation for responsibility	5	4	3	2	1
6. Leadership	1	2	3	4	5
7. Motivation of Excellence	5	4	3	2	1

B. Performance Criteria

(Keep in mind speed, accuracy, 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	2	3	4	5	
16. Fault Localization	5	4	3	2	1
17. Repairing	1	2	3	4	5
18. Quality control procedures	1	2	3	4	5

testing ability

No. of items checked : Sum of ratings (page total)

C. General health 5 4 3 2 1
(Fitness for work)

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

E 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 Average Average Good VeryGood
 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
Countersignatur
e**

Final Scale / Grade out of 100 -

0-25 : Below Average 76-85 : Very Good
26-50 : Average 86-100 : Outstanding
51-75 : Go

CHAPTER-18

Election Rules and Counting Procedure

PART-1

Election of Teachers (other than Professors) to the Court and the Executive Council

1. There shall be election of teachers (other than Professors) of the University Teaching Departments in terms of *sub-clause (iii) of Clause B of Statute 9 and **sub-clause (f) of Clause II of Statute 11 of the Indira Gandhi University Act to the Court and the Executive Council, respectively and these members shall hold the office for a term of two years.

***Extract/copy of Statute - 9 (B)(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.

****Extract/copy of Statute - 11(II)(f)**

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.

2. 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). The Registrar shall be the Returning Officer.
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.
 - (f) The candidates obtaining maximum votes according to the seats available in the constituency will be declared elected.
 - (g) In case of equality of votes, the decision shall be made through tossing of coin.

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 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/her 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 Department
 - (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/her under a registered cover or is not delivered to him/her personally by the date and hour notified.
 - (e) the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he/she is seeking election;
 - (f) A candidate or a representative of the candidate appointed by him in writing may be present at the time of scrutiny of nomination forms.
9. On the date of election the voters shall be supplied ballot paper (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.

The elector shall exercise option to elect as many candidate(s) as he/she wishes but not more than the number of candidates to be elected in the constituency. If he/she exercises more options than the person(s) to be elected in the constituency his/her ballot paper will be cancelled.
10. On the date and on the expiry of the time notified under clause 5 above the Returning Officer and persons appointed under clause 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
Indira Gandhi University
Nomination Paper

Election of teachers (other than Professor) to the Court/Executive Council under

 Statute 9/11 of the Indira Gandhi University Meerpur Act.

Name of Candidate

Present Address & Serial No. (as in the Final Electoral Roll) _____

Present Official Address

Name

.....

Sr. No. in the Final Electoral Roll

Name and Address of the
 Address of the Proposer

Name and
 Seconder

Name

Name

Address

Address

.....

.....

Sr. No. in the final
 Electoral Roll

Sr. No. in the final
 Electoral Roll

.....

.....

Signature of the proposer
 Seconder Station

Signature of the
 Station

.....

Date

Date

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Court/Executive Council of the Indira Gandhi 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

Signature of the

Candidate

Date

Name of the Department

FORM - II
Indira Gandhi University, Meerpur
Ballot Paper

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 Ballot Papers)

Sr. No. in the Final
Electoral Roll

Indira Gandhi University, Meerpur
Ballot Paper
Election of Member (s) of Court/Executive Council

Sr. No.	Name of Candidate	Designation & Address	Mark () the choice of your candidate
1.			
2.			
3.			
4.			
5.			

.....

(Signature of Presiding Officer)

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 colleges in terms of *Sub-Clause (vi) of clause (B) of Statute 9 & **Sub-clause (iv) of clause (II) of Statute 14.

*** Extract/copy of Statute - 9 (B) (vi)**

four teachers other than principals to be elected from amongst themselves by the teachers holding their posts in a substantive capacity in colleges including in each of the four zones to be demarcated by the Vice-Chancellor.

Provided that not more than one teacher under this sub-clause, shall belong to any one college.

**** Extract/copy of Statute 14(II) (iv)**

one Principal and three teachers to be elected from amongst themselves from the principals and teachers respectively, holding their posts in their substantive in the colleges including in each of the constituencies mentioned below:

(a) Government colleges, other than the colleges of Education;

(b) Colleges of Education;

(c) Non-Government Colleges, other than the colleges of Education, in each of the four zones to be demarcated by the Vice-Chancellor:

Provided that not more than one teacher elected under this clause shall belong to any college;

2. In the year in which the election is to be held, the Returning Officer shall call upon the Principals of the affiliated colleges to forward the names of eligible teachers and whose appointment as regular teachers have been approved by the University.
3. The Registrar shall be the Returning Officer.
4. After applying necessary scrutiny, the Returning Officer shall notify the list of voters. The list shall be dispatched to the Principals of the affiliated/maintained colleges 32 days before the date of election.
5. The Returning Officer shall notify the teachers on the list prepared under clause 3 above, the number of vacancies and the date and time by which the nomination form should reach the Returning Officer.
6. The schedule for various processes connected with the elections shall be as under :-
 - (a) Letters inviting nomination forms shall be issued by the Returning Officer at least 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 dispatched 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.
 - (f) Issue of ballot papers 8 days before the date of election.
 - (g) The ballot papers (Form-II) shall be accompanied by a covering letter (Form-III)
 - (h) 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-I)
The candidate proposed shall sign his/her nomination form in token of his/her 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.
 - (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/her under a registered cover or is not delivered to him/her personally by the date and hour notified.
 - (e) the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he/she is seeking election.
 - (f) 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/her covering letter in the presence of the Principal of his/her college who shall authenticate the covering letter with his/her signature and his office seal. He/she 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. The elector shall exercise option to elect as many candidate(s) as he/she wishes but not more than the number of candidates to be elected in the constituency/zone. If he/she exercises more options than the person(s) to be elected in the constituency/zone, his/her ball of paper will be cancelled.
 10. 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.
 11. 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.

12. 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. The candidates obtaining maximum votes according to the seats available in the constituency will be declared elected.

In case of equality of votes, the decision shall be made through tossing of coin.

13. 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.
14. 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
NOMINATION PAPER (FOR COURT)

Election of teachers (other than Principals) to the Court, sub clause vi of clause B of Statute **9 (B) (vi)** of the Indira Gandhi University Act.

Name of Candidate

(as in the Electoral Roll)

Name

Present Official Address

.....
.....

Sr. No. in the
Electoral Roll

Name and Address of the
the Proposer

Name and Address of
Secunder

Name

Name

Address

Address

Sr. No. in the
Electoral Roll

Sr. No. in the
Electoral Roll

Signature of the proposer
Station

Signature of the Secunder
Station

Date

Date

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Court of the Indira Gandhi University, Meerpur, in terms of sub clause (vi) of clause B of Statute **9** . 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

Signature of the Candidate

Date

Name of the College

Contact No.

Form- I

NOMINATION PAPER(FOR ACADEMIC COUNCIL)

Election of teachers (other than Principals) to the Academic Council Sub-clause (iv) of clause (II) of Statute (14) of the Indira Gandhi University Act.

Name of Candidate
(as in the Electoral Roll)

Name Present Official Address
.....
.....
Sr. No. in the
Electoral Roll

Name and Address of the theProposer Name and Address of
theProposer Seconder

Name	Name
Address	Address
.....
Sr. No. in the Electoral Roll	Sr. No. in the Electoral Roll
.....
Signature of the proposer Station	Signature of the Seconder Station
Date	Date

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Academic Council of the Indira Gandhi University, Meerpur in terms of Sub-clause (iv) of clause (II) of Statute (14). 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
Indira Gandhi University, Meerpur
Ballot Paper

Serial No.

I hereby acknowledge receipt of Ballot paper for election of Member (s) of the Court.

.....

Signature of
Voter Address

.....

.....

Date

.....

Sr. No. in the Final

(Signature of Principal of the college

Electoral Roll

_____ in token of issue of the Boolot Papers)

Sr. No.

Indira Gandhi University Ballot Paper (FOR COURT)

Election of Member (s) of Court

Sr. No.	Name of Candidate	Designation & Address	Mark (✓) the choice of your candidate
1.			
2.			
3.			
4.			
5.			

.....

(Signature of Returning Officer)

FORM - II

Indira Gandhi University, Meerpur

Serial No.

I hereby acknowledge receipt of Ballot paper for election of Member (s) of the Academic Council.

.....

Signature of
Voter Address

.....

.....

Date

.....

Sr. No. in the Final

(Signature of Principal of the college Electoral Roll

in token of issue of the Ballot Papers)

Sr. No.

**Indira Gandhi University, Meerpur BALLOT PAPER (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.			
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

Election of one Principal of Colleges to Court from amongst themselves under clause (B) (v) of Statute-9.

***Extract/copy of Statute – 9 (B) (v) (court)**

one principal to be elected from amongst themselves by the principals holding their posts in substantive capacity in colleges, other than colleges of education, included in each of the four zones to be demarcated by the Vice-Chancellor;

1. The elected person shall hold the office for a term of two year.
2. The Registrar shall be the Returning Officer.
3. 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.
4. The Returning Officer shall also notify the list of the Principals who are eligible to contest the election at least 30 days before the date of election.
5. 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.
 - (g) 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 through tossing of coin.
6. The Vice-Chancellor may appoint one or more persons to assist the Returning Officer for supervision/conduct of election.
7. 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)
8. A nomination form shall be declared invalid if :
 - A proposer and/or seconder is not a member of the Court.
 - A proposer or a seconder has signed proposal papers of more candidates than the

number of vacancy.

- The nomination form is not signed by the candidate or by the proposer or by the seconder.
 - 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.
 - The candidate has ceased to hold the requisite qualifications or capacity by virtue of which he is seeking election.
9. A candidate or a representative of the candidate appointed by him in writing may be present at the time of scrutiny of nomination forms.
10. On the date of election the voter shall be supplied a ballot paper (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. The elector shall exercise option to elect as many candidate (s) as he wishes but not more than the number of candidates to be elected in the constituency/zone. If he exercises more options than the person (s) to be elected in the constituency/zone. If his ballot paper will be cancelled.

If the elector spoils the ballot paper, he will return it to the Presiding Officer and get another

11. After the time of election as notified by the Returning Officer is over, the Returning Officer along with the persons appointed under. 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.
12. 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. The candidates obtaining maximum votes according to the seats available in the constituency will be declared elected.
In case of equality of votes, the decision shall be made through tossing of coin.
13. 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.
14. 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
Indira Gandhi University, Meerpur

NOMINATION PAPER (FOR COURT)

Election of teachers (other than Principals) to the Court, under Statute - 9 (B) (v) of the I. G. University Act.

Name of Candidate _____
 (as in the Electoral Roll) _____

Name	Present Official Address
	Sr. No. in the Electoral Roll

Name and Address of the Proposer	Name and Address of the Seconder
Name	Name
Address	Address
.....
Sr. No. in the Electoral Roll	Sr. No. in the Electoral Roll
.....
Signature of the proposer	Signature of the Seconder
Station	Station
Date	Date

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Court of the Gurugram University, Gurugram in terms of Statute - 9 (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	Signature of the Candidate
Date	Name of the College
	Contact No.

Form-II (Ballot Paper for Court)

Indira Gandhi University

Serial No.

I hereby acknowledge receipt of Ballot paper for election of Member (s) of the Court.

.....

(Signature of
Voter) Sr. No. in
Voter list

.....

Indira Gandhi University, Meerpur

BALLOT PAPER

Election of Member (s) of Court under
Clause - (II) (v) of Statute-9

Sr. No.	Name of Candidate Sh./Smt./Dr.	Designation & Address	Mark (✓) the choice of your candidate
1.			
2.			
3.			

.....

(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-IV

Election to the Executive council and to the Academic council

Election of one teacher (other than a principal) of a college to be elected by the members of the Court from amongst themselves, to the Executive Council under sub-clause (d) of clause (II) of statute-11 and Election of three persons by the Court from amongst its own members to the Academic Council under subclause (vi) of clause (II) of statute-14

***Extract/copy of Statue – 11 (II) (d)**

one teacher (other than a principal) of a college to be elected by the members of the Court from amongst themselves;

****Extract/copy of Statue – 14 (II)(vi)**

three person elected by the Court from amongst its own members;

1. The elected person shall hold the office for a term of two years.
2. The Registrar shall be the Returning Officer.
3. After conducting necessary scrutiny, the Returning Officer shall notify the list of voters. The list shall be supplied to the members of the Court at least 30 days before the date of election.
4. The Returning Officer shall also notify the list of the persons who are eligible to contest the election at least 30 days before the date of election.
5. The following schedule for various processes connected with the elections shall be observed:
 - (a) Letters inviting nomination forms shall be issued by the Returning Officer 30 days before the date of election.
 - (b) Nomination on prescribed form shall be received by the Returning Officer before the date of election.
 - (c) List of proposed candidates shall be supplied 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.
 - (g) The election of the member shall be by simple majority voting by ballots.
6. The Vice-Chancellor may appoint one or more persons to assist the Returning Officer for supervision/conduct of election.
7. 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).

- 8.** A nomination form shall be declared invalid if :
- a proposer and/or seconder is not a member of the Court.
 - a proposer or a seconder has signed proposal papers of more candidates than the number of vacancy.
 - the nomination form is not signed by the candidate or by the proposer or by the seconder.
 - the nomination paper is not addressed to the Returning Officer by name and does not reach him/her under a registered cover or is not delivered to him/her personally by the date and hour notified.
 - the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he/she is seeking election.
- 9.** A candidate or a representative of the candidate appointed by him in writing may be present at the time of scrutiny of nomination forms.
- 10.** On the date of election, the voter shall be supplied a ballot paper (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.
- The elector shall exercise options to elect as many candidate(s) as he wishes but not more than the number of candidates to be elected in the constituency. If he exercises more option than the persons to be elected in the constituency, his ballot paper will be cancelled. If the elector spoils the ballot paper, he/she will return it to the Presiding Officer and get another.
- 11.** After the time of election as notified by the Returning Officer is over, the Returning Officer along with the persons appointed under 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.
- 12.** After the counting of votes, the name of the person elected shall be forth with notified by the Returning Officer.
- 13.** 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 there on shall be final.
- 14.** 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

Indira Gandhi University, Meerpur

NOMINATION PAPER FOR EXECUTIVE COUNCIL

Election of one teacher (other than Principals) of a College who is the member of the Court to the Executive Council under sub-clause (d) of clause (II) of statute-11 of the Indira Gandhi University Meerpur Act.

Name of Candidate.....
(as in the Electoral Roll)

Name

.....

Present Official Address

.....

.....

Sr. No. in the Electoral Roll

.....

Name and Address of the Proposer

Name and Address of the Secunder

Name

.....

Address

.....

.....

Name

.....

Address

.....

.....

Sr. No. in the Electoral Roll

.....

Sr. No. in the Electoral Roll

.....

Signature of the proposer
Station

.....

Date

.....

Signature of the Secunder
Station

.....

Date

.....

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Executive Council of Indira Gandhi University, in terms sub-clause (d) of clause (II) of statute-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

Signature of the Candidate.....

Date

Name of the College

Contact No.

FORM - I

Indira Gandhi University, Meerpur

NOMINATION PAPER FOR ACADEMIC COUNCIL

Election of three persons by the Court from amongst its own members to the Academic Council under clause (II); subclause (vi) of statute-14 of the Indira Gandhi University, Meerpur Act.

Name of Candidate (as in the Electoral Roll)

Name

Present Official Address

.....

.....

Sr. No. in the
Electoral Roll

Name and Address of the
Proposer

Name and Address of the
Secunder

Name

Name

.....

.....

Address

Address

.....

.....

.....

.....

Sr. No. in the
Electoral Roll

Sr. No. in the
Electoral Roll

Signature of the proposer
Station

Signature of the Secunder
Station

.....

.....

Date

Date

.....

.....

Candidate's Declaration

I hereby declare that I agree to stand for election as a member of the Academic Council of the Indira Gandhi University, Meerpur in terms of clause (II); subclause (vi) of statute-14. 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

Signature of the Candidate

Date

Name of the College

Contact No.

FORM – II (Ballot Paper)
Indira Gandhi University, Meerpur

Serial No.

I hereby acknowledge receipt of Ballot paper for election of Member (s) of the Academic Council.

.....

(Signature of
Voter)

Sr. No. in
Voter list

.....

Indira Gandhi University, Meerpur

BALLOT PAPER

Election of Member (s) of Academic Council clause (II); subclause (vi) of statute-14

Sr. No.	Name of Candidate Sarv. Sh./Smt./Dr.	Designation Address	& Mark <input checked="" type="checkbox"/> the choice of your candidate
1.			
2.			
3.			

.....

(Signature of Returning Officer)

FORM – II (Ballot Paper)
Indira Gandhi University, Meerpur

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

.....

Indira Gandhi University, Meerpur

BALLOT PAPER

Election of Member (s) of Executive Council under sub Clause - (d) of Clause (II) of
Statute-11

Sr. No.	Name of Candidate Sarv. Sh./Smt./Dr.	Designation Address	& Mark () the choice of your candidate
1.			✓
2.			
3.			

.....
(Signature of Returning Officer)

Chapter-19

Grant of permission to teachers for pursuing in higher studies

A regular teacher of the University may be granted permission by the Vice-Chancellor to attend regular classes of the Indira Gandhi University, Meerpur for any examination, or to appear at any examination or for doing Ph.D. of the Indira Gandhi University, Meerpur 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 Chairperson/In-charge of the Department, is satisfied that it would not interfere with the efficient discharge of the duties of the teacher concerned.

No Regular 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.Lit. Degree in any other University except Indira Gandhi University, unless he/she proceeds on long leave for the duration of the course Programme.

1. Application duly recommended by the Chairperson/In-Charge for the grant of permission under these Regulations must reach the office of Registrar, at least 45 days before the beginning of the session in which admission is sought.
2. Leave shall be granted only for examination days.

Chapter-20

Permission to the non-teaching employees for appearing in the various examinations

1. A regular employee of the University shall be granted departmental permission by the Vice-Chancellor to attend regular classes after his/her office hours in the Indira Gandhi University, Meerpur for any examination or to appear at an examination of the Indira Gandhi University, Meerpur or any other University as a private candidate or to appear in the central/state examinations, if otherwise eligible. Provided that such permission shall be allowed only if the Vice-Chancellor is satisfied that it would not interfere with the efficient discharge of the duties of the person concerned.
2. 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 penalties is imposed, the concerned employee(s) will not be considered for departmental permission for that particular year.
3. 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 to reach the Registrar atleast 45 days before the commencement of the session in which the admission is sought. Applications received late shall, ordinarily, not be entertained.
4. 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.
5. 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.
6. Permission for pursuing any UG/PG/Diploma/Ph.D course shall be granted at a time for the whole course.
7. The number of employees within a category granted this permission shall not exceed the ratio of 10% or a fraction thereof of the effective strength of the category. However, this limit will not be applicable in case of employees joining course through distance education. In such a case, the employee will have to seek permission prior permission of the Vice-Chancellor.
8. In case the number of applicants is more than 10% as the case may be as stipulated in clause-7 above, the permission may be granted on seniority basis within the prescribed limit.
9. Leave for appearing in the examination shall be allowed by the Chairperson/Branch Officer concerned for the days on which the examinations are actually held or a day earlier for each paper and no leave of any kind except the casual leave. In case of non-availability of Casual Leave, Earned Leave shall be granted.

10. The employees who want to take permission to pursue regular courses on whole time basis will not be covered under these rules. They will be allowed permission only if they take leave for the entire duration of the course and will not be allowed to resume duties during this period unless they discontinue the courses.
11. No person shall be permitted to take admission and/or to appear in examination of another course unless there is a gap of one year.
12. The employees who fail to appear after getting permission, will not be given second opportunity unless there is a gap of one year, except with the permission of the Vice-Chancellor as a special case.
13. If an employee fails in an examination consecutively for two years, he/she will not be given permission for appearing in the same examination unless there is gap of one year, except with the special permission of the Vice-Chancellor provided this is not his/her last chance as per rules to appear in the examination.
14. The employees who are granted permission under these rules for a continuous course are not required to apply afresh for the said course, till its completion, provided they do not fail in an examination consecutively for two years, or the permission is withdrawn by the competent authority or the employee himself gives up the course.
15. An employee, not covered under the above rules, shall not appear in any examination or take up any course unless he/she resigns his/her post in this University or gets leave as per University Rules. If it comes to the notice of the University that any employee has appeared in any examination or has taken up a course without getting prior permission of the University in violation of these rules he/she shall be liable to disciplinary action.
16. An employee may be permitted to avail of the last chance if the chances to pass an examination or to improve the division are limited, and who is not eligible for permission under the above rules or to complete a continuous course (mentioned in application form for the particular appointment) before joining the University service, with the permission of the Vice Chancellor.
17. In view of the special circumstances of a case; the Vice-Chancellor may relax these rules.

Chapter 21

Forwarding of applications of employees for outside job

1. 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. However, number of applications to be forwarded may be relaxed by the Vice-Chancellor.
2. Applications to be got forwarded through proper channel by the University must reach the Establishment Branch complete in all respects, at least 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.
3. 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.
4. In the event of a confirmed employee whose application has been forwarded through proper channel by the University, being selected, he/she 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/her lien for the period of such leave.
5. Employees put on probation will normally be refused permission for applying for outside job/fellowship/scholarship provided that the Vice-Chancellor may grant permission to any employee belonging to this category also.
6. 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/she wishes to get his/her application forwarded through proper channel, the University will normally forward his/her application with the stipulation that in the event of selection, the person concerned shall have to resign his/her post in the University. In such cases, the employee concerned shall have to give due notice, if any, prescribed or salary in lieu thereof.
7. 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.
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 the total period should 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/her on foreign assignment. In case, such a teacher fails to serve the required period in the University, he/she will have to pay the amount as decided by Executive Council.

Chapter-23

Fixation of seniority of teachers appointed in the university teaching departments

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-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-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- 24

Participation in seminars/conferences/workshops etc. by teachers of university teaching department/maintained colleges

1. The confirmed teachers of 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/organization.
2. Only 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 organization/society/association which organizes 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, duly recommended by the Chairperson/In-Charge/Director of the Department/Institute for attending the conference, must reach the office 15 days (in case of conferences in India) or 60 days (in case of conference in abroad) before the commencement of the conference/seminar/workshop.
5. University employees when allowed T.A./D.A. to attend the conferences etc. may be treated on duty leave.
6. Foreign tours for this purpose may be allowed by the Executive Council in exceptional cases. The applications for attending conferences abroad shall be proceeded first by a committee comprised of Dean Academic Affair, Dean of the Faculty concerned and Chairperson/In-Charge of the Department. The Committee shall assess the quality of the Conference and make recommendation accordingly.

Provided that in any of the above is an applicant the Vice-Chancellor or his/her nominee shall be the Chairman/member of the Committee.
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. 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 advance including payment of travel expenses, such as registration fee, per diem allowance, airport tax and Visa fee. However the maximum limit for the total expenditure shall be limited to Rs. 2 Lakh only.

The payment of daily allowance will be made as per Govt. of Haryana/university rules and DA will be paid for the duration of the Conference plus four days i.e. two days before and two days after the conference which include the travel period. If the

journey period is less than two days before and two days after than actual DA will be given for the actual journey days, which shall be maximum of two days.

Persons selected for participation should travel by economy class in Sectors by the cheapest air tickets by any airline (in any case not exceeding AIR India Fare). Actual fair nor exceeding AC class -II fair will be admissible to for travel from University Headquarter to the nearest airport and back. However, taxi fare for travel upto airport from the Headquarter may be allowed by the Vice-Chancellor on the basis of the entitlement. One teacher of a Department shall be allowed to attend International Conference at a time.

(ii) For attending Seminars and Conferences in India

Travel grant upto 100% by entitled class and registration/delegation fee and DA be given to a teacher once in a year. If a teacher is eligible to travel by air he/she may allowed to travel by air in economy class and his/her 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. shall be allowed to attend same national conferences except if the conference is being organized by the concerned subject association.

9. The Daily Allowance be paid for attending the seminar/conferences subject to availability of funds and the payment for the same shall be made as per Govt. of Haryana/university rules.
10. The funds allotted for this purpose will be apportioned on 50:50 basis to attend National and International Seminars/ Conferences.

Chapter - 25

Seniority of Principals/Associate Professors/Assistant Professor working in the government and non-government 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 Indira Gandhi 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 Department.
- (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/her 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 Assistant Professor/Associate Professor/ Professor:

- (a) The seniority of Assistant Professor/Associate Professor/Professor will be determined by the date of his/her joining in a College affiliated to an Indira Gandhi University subject to his/her 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 Professor/ Associate Professor/Professor will also include service rendered by him/her in an equivalent post in Education Department.
- (c) In case of retired Assistant Professor/Associate Professor/Professor, his/her previous service will not be counted towards seniority.

3. General

- i) Break of three months in service in case of all categories of Principal/Professor/Associate Professor/Assistant Professors irrespective of their length of service will be taken to mean reasonable break.
- ii) However, in exceptional cases the University may decide the seniority of a particular Principal/Professor/Associate Professor/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.
- iii) There will be separate seniority lists for the Principals and the Assistant Professors of the affiliated Colleges.
- iv) The Principal/Professor/Associate Professor/Assistant Professors of colleges of various streams such Arts/Science/Commerce/Engineering/Law/Management/ Education etc will have separate seniority lists.
- v) Principals/Professor/Associate Professor 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 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 - 26

Rotation of Chairpersons in University Teaching Departments

1. Each University Teaching Department shall have a Chairperson who shall be appointed by the Vice-Chancellor for a period of three years by rotation;

provided that—

- (a) if a Department has two or more Professors, the Chairpersonship shall rotate by seniority only amongst the Professors: Provided that a Professor appointed as Chairperson shall get his/her next turn after all the Professor in the Departments have been appointed as Chairperson in order of their seniority;
 - (b) if a Department has only one Professor, the Chairpersonship shall rotate between the Professor and the senior most Associate Professor.
 - (c) if a Department has no Professor, the Chairpersonship shall rotate between the two senior most Associate Professors;
 - (d) the Vice-Chancellor, if he/she considers it necessary for any administrative reason, may deviate from the principle of seniority, in which case he/she shall report the matter to the Executive Council at its next meeting.
2. In the case of a Department where no teacher is eligible for appointment as Chairperson of such Departments, where instruction is imparted only upto the under-graduate level in the colleges, the Dean of the concerned Faculty shall be the Chairperson.
 3. In case a senior person is on long leave, the next eligible person will be appointed as Chairperson of the Department and he/she shall continue as such till the completion of his/her term, even if the senior person returns from leave during that period. However, the senior person will be eligible for appointment as Chairperson after the expiry of the term of the present incumbent.
 4. In case the Chairperson of the Department, by reason of illness, absence or any other cause, is unable to perform the duties of his/her office, the duties of the office shall be performed by the next eligible person, unless, the Vice-Chancellor orders otherwise.
 5. In case a person refuses to accept the offer of appointment as Chairperson or resigns of his/her own, he/she will not be eligible for appointment as Chairperson of the Department till his/her turn comes again after the completion of the rotation circle amongst the eligible teachers.
 6. If the Vice-Chancellor deems it necessary, he/she may appoint the next eligible person as Chairperson irrespective of the fact that the term of the present Chairperson has not yet expired, in which case he/she will report the matter to the Executive Council at its next meeting.

Chapter -27

NATIONAL SERVICE SCHEME COMMITTEE

1. Name and Composition

There shall be a "Indira Gandhi University National Service Scheme Committee" herein after called I.G.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 |
| 2. | Registrar | - | Ex officio member |
| 3. | Dean Students Welfare | - | Ex officio member |
| 4. | Dean of Colleges | - | Ex officio member |
| 5. | Higher Education Commissioner | - | Ex officio member |
| 6. | Asstt/Dy. Programmer Advisor
NSS Zonal Centre, New Delhi | - | Ex officio member |
| 7. | State NSS Officer | - | Ex officio member |
| 8. | Three teachers from UTDs /affiliated Colleges
(nominated by the Vice Chancellor) | | |
| 9. | Four Principals of affiliated Colleges
(nominated by the Vice Chancellor) | | |
| 10. | One male volunteer of NSS Unit
(nominated by the Vice Chancellor) | | |
| 11. | One female volunteer of NSS Unit
(nominated by the Vice Chancellor) | | |
| 12. | Five representatives from concerned Govt./
Non-Govt. organizations involved in youth
Programmes/social work/rural development
work at divisional /district level
(like NYK, Scouts & Guide, NCC, NGOs etc.) | | |
| 13. | Programme Coordinator, NSS | - | Member-Secretary |

Note: The members other than ex-officio shall have a term of two years.

The student volunteer/(s) shall have the term of one year.

II. Objectives

The objectives of the National Service Scheme will arouse the students social conscience and also to provide them with the opportunity to -

1. work with and among people;
2. engage in creative constructive social action;
3. enhance his/her knowledge to himself/herself and to the community through a confrontation with reality;
4. put his/her scholarship to practical use in mitigating at least some of the social

problems;

5. gain skills in programme development to enable his/her to get self-employed.

III. Programmes and activities

1. To achieve the aims and objects enumerated in Clause-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) organizing science clubs;
- (iii) organizing a library and/or a book bank;
- (iv) organizing exhibitions

(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) organizing competitions and contests;
- (iv) organizing student shows as entertainment for institutionalized persons;
- (v) organizing hobby clubs, crafts training, dramatic groups/clubs etc. and
- (vi) organizing 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 labor or sharamdan is involved), week-end camps, vacation camps etc.
- (ii) 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 N.S.S. Committee of University

The duties and powers of the Indira Gandhi University National Service Scheme Committee shall be :

1. to make rules for the organization, 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 bye laws consistent with its rules and Govt. directives and to appoint sub-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. 500/-;
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 liason agency between the Ministry of Education, State Govt. and the colleges; and
15. to co-ordinate N.S.S. programme in the University.

V. The duties and powers of the office bearers of I. G. U.N.S.S

The duties and powers of the office bearers of I.G.U.N.S.S shall be as follows;

(a) **Chairman:**

- (i) The Chairman shall preside over all the meetings of the Indira Gandhi University National Service Scheme Committee.
- (ii) He/She 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.
- (iii) He/She shall have the power to make appointments, fixing salary/ remuneration according to the availability of funds in anticipation of the approval of I.G.U.N.S.S. Committee.
- (iv) He /She 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 the meeting.

(b) Programme Co-Ordinator / Secretary :

- (i) He/She shall attend to all correspondence pertaining to the National Service Scheme and give effect to the resolutions of the Indira Gandhi University N.S.S. Committee.
- (ii) He/She 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.
- (iii) He/She shall be the overall incharge of all records and registers of N.S.S.
- (iv) He/She shall be custodian of all property of Indira Gandhi University National Service Scheme.
- (v) He/She shall have an imprest of Rs. 1000/- with him to be recouped from time to time. He/She is empowered to incur an expenditure of Rs. 1000/- on any item at a time. He/She shall also be incharge of all finances of the Indira Gandhi University N.S.S. He/She shall maintain accounts and present the statement of accounts duly audited by the University auditors.
- (vi) He/She shall approve the tour programme of his office staff.
- (vii) He/She 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.
- (viii) He /She shall maintain and operate bank account of the Indira Gandhi University N.S.S.

VI. BankAccount

- (ix) The funds of the Indira Gandhi University National Service Scheme shall be kept in a Saving account in the name of Programme Coordinator N.S.S. with Punjab National Bank I. G.U. Campus branch at Meerpur.

VII. Audit

The Accounts of the I.G.U.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 Indira Gandhi University National Service Scheme. The audited accounts shall also be placed for approval at the annual meetings.

VIII General Meetings

- (a) Annual meetings of the I.G.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 dispatched 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 rules or enactment of new rules if any, or bye-laws of the I.G.U.N.S.S. Committee.
- (b) The Chairman may, at his/her discretion call the meeting of the I.G.U.N.S.S. Committee to transact the unfinished business as may be considered necessary in the

course of the year. Atleast 7 days notice shall be given to all the members regarding such meetings.

- (c) One third of the members shall form a quorum at all meetings.
- (d) All decisions shall be taken by a simple majority vote and in the case of tie, the Chairman shall have a casting vote.
- (e) Voting by proxy shall not be permissible.
- (f) No individual member shall exercise more than one vote except the Chairman who shall have a casting vote as above.
- (g) No act or proceedings of this committee shall be invalidated merely by reason of the existence of vacancies among its members.
- (h) The I.G. 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 considered necessary.

Chapter-28

N.C.C. Fund

- 1.** There shall be an "N.C.C. Fund" for the students of the University Teaching Departments offering N.C.C.
- 2.** Every student admitted to a course or class in the University Teaching Department will pay N.C.C. fee prescribed by the University from time to time.
- 3.** N.C.C. Fund shall be maintained by the Provost/any other Officer appointed by the Vice-Chancellor.
- 4.** N.C.C. Fund shall be utilized for N.C.C. activities and the Provost/ Officer appointed by the Vice-Chancellor 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 / Guardians of the N.C.C. Cadets and guests. The Provost/ Officer appointed by the Vice-Chancellor 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 of equipment and for storing N.C.C. articles and equipment will be sanctioned by the Provost/ Officer appointed by the Vice-Chancellor.
- 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.

- (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 organize cultural programmes, festivals, extension lectures etc;
- (j) to maintain active liaison with the teaching departments and all the colleges recognized/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 organize such other activities that are of direct or indirect benefit to the students of Indira Gandhi University, Meerpur and its affiliated colleges;
- (m) to organize, conduct and control youth welfare activities including Youth Festivals and other competitions and to organize various University Youth Welfare Clubs and to frame rules for the organization, 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 adopt 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 along with 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 colors/blazers to the winners of various items as per norms fixed by the Youth Welfare Committee.

3. The duties and powers of the Chairman

The duty and powers of the Chairman shall be as follows:

- (a) to preside over all meetings of the Youth Welfare Committee and to discharge such functions as may be assigned to him/her in that capacity (in the case of equality of votes, he/she shall have a casting vote);
- (b) to sanction expenditure up to the amount of budget provisions under the different heads of expenditure and to approve reappropriation of funds from one budget head to another in anticipation of the approval of the Youth Welfare Committee; and
- (c) to write off losses and to con done delay in the submission of entries.

- (d) to allow/sanction provisional payments out of Youth Welfare Fund in anticipation of the approval of Youth Welfare Committee.
- (e) to sanction any amount of the Youth Welfare Committee fund for the promotion of the Welfare activity of the students.
- (f) to take decisions regarding any matter not covered under the rules.

The Vice-Chairman shall function as Chairman in the absence of the latter, and shall exercise the powers vested in the Chairman.

4. The duties and powers of the Member Secretary

The duty and powers of the Member Secretary shall be as follows:

- (a) to carry on correspondence on behalf of the Youth Welfare Committee and give effect to the resolutions of the Committees.
 - (b) to issue notices of meetings and record minutes of the same and be responsible for their maintenance;
 - (c) to be responsible for the maintenance of the other records and registers as well as the custody of all property of the Youth Welfare Committee;
 - (d) to carry out other duties which may be entrusted to him/her by the President from time to time;
 - (e) to have an imprest of Rs. 1000/- to meet petty expenditure to be recouped from time to time;
 - (f) to have power to incur an expenditure upto Rs. 5000/- at a time; to write off losses of articles costing upto Rs. 500/ and to pass provisional payments upto Rs. 2000/- on an item till the budget is passed by Youth Welfare Committee.
 - (g) to be In-charge of the finances of Youth Welfare Committee;
 - (h) to issue receipts for all sums received;
 - (i) to make payments in accordance with the proposals item-wise in respect of each head of expenditure as approved by the Youth Welfare Committee;
 - (j) to maintain accounts of the Youth Welfare Committee's funds and present statement of accounts duly audited by the University Auditors;
 - (k) to operate upon the accounts of the Youth Welfare Committee and sign all cheques for all expenditure duly sanctioned and pre-audited; and
 - (l) to sanction journey(s) of the staff working in the Youth Welfare Department.
5. An annual meeting of the Youth Welfare Committee shall, unless otherwise directed by the Chairman, be held in the month of July, every year, on a date, place and time to be determined by the Chairman. The notice and the agenda for this meeting shall be sent at least 10 days before the date of the meeting.

The meeting shall include -

- (a) the adoption of the Annual Report and the Audited Statements of accounts of the Youth Welfare Committee;
- (b) to recommend the amendment to this Constitution, if any, to the Executive Council;

(c) enactment of rules/by-laws and amendments there to; and

6. The Chairman may, at his/her discretion, call one or more ordinary meetings of the Youth Welfare Committee if considered necessary in the course of the year.
7. 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 Chairman shall have a casting vote.
8. 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.
9. The accounts of the Youth Welfare Committee shall be pre-audited direct by the Deputy (Audit) in Indira Gandhi University, Meerpur 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 Indira Gandhi University, Meerpur.
10. The Executive Council of the Indira Gandhi University, Meerpur shall exercise general supervision and control over the Youth Welfare Committee and shall decide the constitutional changes that are considered necessary.

Chapter-30

Hostel Rules and Regulations

1. Admission Rules

- (a) Students seeking admission to the hostel must apply on the prescribed form and submit the duly filled application form in the office of Hostel Warden.
- (b) All rights of admission to the University Hostels shall be reserved with the Chief-Warden. However, students admitted in various courses with practical classes will be given preferences.
- (c) The admissions will be made purely on distance cum merit basis. The distance will be verified on the basis of address proof submitted such as **Adhaar Card, Voter Card, Driving License, bank passbooks etc. submitted by the students.**
- (d) Students shall be admitted to the hostel for one academic session. Old residents of the hostel cannot claim admission in new session as a matter of regard.
- (e) 10% of seats shall be reserved for registered/non-registered Research Scholars getting scholarship/fellowship of University/CSIR/UGC/any other funding agency. No Research Scholar shall be allowed to stay in the University Hostel beyond five years or after the conduct the viva-voce whichever is earlier. However, He/she has to vacate the hostel during summer vacation for repair, white washing and other works of maintenance.

2. Reservation Policy

- (a) Three seats shall be reserved for foreign students in each Hostel. In case if no foreign student is available, the seat will be allotted to other students of IGU.
- (b) 20% seats shall be reserved for SC/ST students in each hostel.
- (c) 5% of the total seats in each Hostel shall be reserved under the discretionary quota of the Vice-Chancellor.

3. Room Allotment Rules

- (a) In case the possession of the rooms is not taken within a period of 07 working days, the admission will stand cancelled and fees will not be refunded.
- (b) After taking the possession of the allotted room the resident is required to arrange his/her own electric bulb/tube etc.
- (c) A resident cannot shift from her/his allotted room without the permission of the Warden/Chief Warden.
- (d) Mutual shifting will be allowed by Chief Warden on the recommendation of the Warden.
- (e) The residents are not allowed to keep the outsider without the permission of Warden.
- (f) Residents will have to vacate the hostel rooms within 72 hours of the termination of their theory paper/examinations (generally in May/June of every year).

- (g) No student will be allowed to keep his/her luggage in the room during vacation.

4. Disciplines & General Rules

- 1) Use of own Heaters shall not be allowed otherwise a fine of Rs.1000/- will be charged. Moreover, any misuse of electric appliances is strictly prohibited.
- 2) Loud music is not allowed in the hostel premises.
- 3) Use of Room Cooler/kettle is allowed with a charge of Rs. 200/Rs. 100 respectively per month (Minimum use for 4 month). A fine of Rs. 500/- will be charged if any resident is found using room cooler/kettle without permission and necessary payment.
- 4) Residents are not allowed to arrange any sort of celebration, parties, use of liquor in their allotted room. In case of violation, a fine of Rs. 5000/- will be imposed.
- 5) No resident shall misbehave with hostel workers/ fellow residents/ hostel staff etc. Otherwise, strict disciplinary action, including expulsion from the hostel/ University, will be taken against the defaulter along with a fine of Rs. 500/-.
- 6) Unauthorized breaking of locks/window panes is strictly prohibited. Defaulters will be fined Rs. 500/-.
- 7) No resident will indulge in any kind of unruly behavior.
- 8) No resident shall be involved in stealing any property belonging to fellow hostellers. Strict disciplinary action shall be taken accordingly.
- 9) Before leaving the hostel, every resident shall obtain clearance from the Warden/Supervisor and personally hand over the charge of the room and hostel property to the Supervisor of the hostel. A penalty of Rs. 500/- will be imposed on the defaulter.
- 10) All residents shall clear their Hostel, Mess, Canteen and other dues and obtain a "No Dues Certificate" before they take their examination roll number and again all their dues must be cleared before they vacate the hostel. For this purpose, every resident has to deposit in Mess advance Rs. 3,500/- as dues of mess charges for the month or, failing that, their names will be forwarded to the Chairperson for withholding the declaration of results/award of degrees. Other disciplinary action, including forfeiture of securities, shall also be taken.
- 11) Residents are not allowed to damage hostel property failing which action will be taken against them including fine equivalent to the cost of damaged item.
- 12) Any resident found in possession of weapons shall be liable to expulsion from the Hostel/ University and the matter shall be reported to the Proctor/Police for legal action against them. Hostel rooms are subject to any inspection by University authority as well as local Police.
- 13) All residents shall use Common Rooms and other facilities like T.V., newspapers, magazines, sports items, etc. in proper way. The residents shall be fully responsible for any damage/loss of hostel property. Repair charges

for any damage to any item of hostel property shall have to be paid by the resident. No resident is allowed to take Newspapers/ Magazines/ Sports items/ Equipment's in his/her room. All residents shall use the facilities like T.V., newspapers, indoor game items, etc. in common room only.

- 14) The residents of Girls hostel shall not be allowed to entertain the guest/guardian in front or near Girls hostels. For this purpose, the visitor's room of their hostels should be used with permission of the Warden/ Supervisor.
- 15) The residents of Boys Hostel shall not be allowed to entertain any lady guest.
- 16) The residents of Girls hostel shall follow the prescribed timings of entering hostel, decided by the Warden/Chief Warden from time to time. Late entry beyond specified time shall not be allowed in any case. However, in unforeseen circumstances, the entry may be allowed with permission of the Warden after discussion with the parents/authority. If a resident comes late without permission she will be fined Rs. 100/- for 1st time and Rs. 200/- for 2nd time. After that she will be expelled from the Hostel.
- 17) The residents shall not be allowed to remain out of Hostel premises after the closure of Hostel main gate, except under exceptional circumstances after obtaining permission of Parents/Chairperson and Chief Warden. However, Hostel Authorities will not be responsible in case of any mishappening.
- 18) Acts of indiscipline shall be severely dealt with. The Chief Warden will send such a case to the Chairperson concerned for further disciplinary action. Residents are required to make their representation of any kind through proper channel only i.e. Warden/ Chief-Warden only.
- 19) All residents shall carry Hostel/University Identity Card with them all time because security guard of the hostels may check the Identity card any time at the entry of the main gate.
- 20) Residents should be properly dressed while going to the Common Rooms, Dining Room, Study Room, Hostel Office and Hostel Main Gate.
- 21) Residents should not keep cash or jewelry or other valuable items in their rooms. Otherwise, they would be solely responsible in case of any theft etc.
- 22) The hostel authorities will not be responsible for such type of acts in which the resident tries to harm herself purposely.
- 23) All residents who have their own vehicle should take permission from the Warden at the time of admission in the hostel.
- 24) No residents will be allowed to keep four wheelers in the hostel.
- 25) Residents are required to hostel premises neat and clean. Dustbin should be used appropriately.
- 26) Lights & fans should be switched off when rooms are locked. In case of violation, a fine of Rs. 500/- will be imposed.
- 27) In exceptional cases on the recommendation of the Chairperson of the respective department, the Chief Warden/Warden may allow the resident to stay beyond the academic session, on payment of guest charges.

- 28) Residents are not at all allowed to create any type of disturbance/discomfort to fellow residents.
- 29) No resident shall misbehave/indulge in man handling with any of the hostel workers/fellow residents/hostel staff. Strict disciplinary action, including expulsion from the hostel/University, will be taken against the defaulter.
- 30) Hostel Fee is not refundable in any case.

Note: All residents are required to clear their Hostel, Mess, and other dues and obtain a No Dues Certificate before they take their examination admit card and again all their dues must be cleared before they vacate the hostel.

5. Attendance and Leave

- (a) No resident shall be allowed to leave the hostel during night except in emergency. Resident can go with their parents/relatives whose photos are in the approved guest list by the parents submitted at the time of admission with the permission of the Warden/Supervisor. Any resident found violating this rule will be liable to be expelled from the hostel/University and or fine upto Rs. 100/- will be charged.
- (b) In case if a resident comes late to the hostel (without information/permission) or absents herself/himself in the night from hostel without prior permission, the hostel Warden will immediately inform to the Chief Warden and the parents of such residents and may take disciplinary action, if required.
- (c) No resident is allowed to leave the hostel during night or early morning except in emergency with the prior permission of the Warden (information to the Chief Warden). Resident can go with their parents/relatives whose photos are in the approved Guest List.
- (d) In special cases, if the residents are required to leave the station, written prior permission of the Chairperson concerned be submitted to the Warden.
- (e) A resident, under all circumstances, shall inform the Warden about her/his absence from the Hostel. Resident shall sign the register maintained for the purpose at the Hostel gate.
- (f) At the time of roll call the residents must show their Hostel/University-Identity card to the concerned Hostel Attendant/any other staff.
- (g) Residents in Hostels shall present themselves for daily roll call on the timings notified from time to time. Attendance will be taken by the Attendant /any other Hostel Staff. Defaulters will be marked absent and fined accordingly. Fine will be charged 50/- 1st time 100/-, 2nd time and 3rd time strict disciplinary action, including expulsion from the hostel/University, will be taken against the defaulter.
- (h) The names of the residents absenting themselves without permission for a fortnight or more may be struck off from the rolls and possession of their rooms will be taken by the Warden.

6. Visitors and Guests

- (a) The visitors shall be allowed to visit only after making an entry in the Visitors Register.
- (b) No, visitor, in any case, shall be allowed to see the hostel residents after the closer of main gate of the hostel.
- (c) Those guests whose names are included in the approved guest list submitted at the time of admission will be allowed to see a resident.
- (d) Guest shall meet residents only in the Visitors Room.
- (e) Male guests shall not be permitted to stay overnight in the Girls Hostel. However, a female guest in a special situation may be accommodated in the Girls' hostel for a maximum period of 3 days with prior permission of the Warden.
- (f) No resident shall be allowed to bring accommodate guest/ external person in rooms. A resident of a hostel cannot take his/her meals in the room.
- (g) A guest can take food only after an entry of the guest is made in the Mess Register.

7. Hostel Mess

- (a) Mess may be run on Co-operative basis or on Contract basis.
- (b) 20 days diet will be compulsory for every resident in a month. If a resident remains on leave during the whole month, then a minimum of 5 days diet (Breakfast, Lunch, Dinner) will be charged. If resident coming from the home and mark the attendance at night, the mess will be considered open from that time onwards.
- (c) Mess Timing (Subject to change time to time):
 - (a) Breakfast 7:30 am to 9:00am
 - (b) Lunch 12:30 pm to 2:30 pm
 - (c) Dinner 7:30 pm to 9:00 pmThe mess will remain closed except the above-mentioned meal timings.
- (d) All residents shall observe and follow mess timings specified from time-to-time. After the mess timings are over, no resident can claim for meal.
- (e) The residents shall not be allowed to take utensils from dining hall to their rooms, if utensils of mess are found in their room or placed in the windows or their rooms, a fine of Rs. 200/- will be imposed on them.
- (f) Residents shall not be allowed to enter in the cooking area.
- (g) Cooking in the rooms is strictly prohibited.
- (h) Meal shall be served in the Dining Room only and not in the resident's rooms.
- (i) In case of illness, the names of sick residents will be registered with the Supervisor to get the special light food cooked for them and students are required to inform for the same at least two hours before the meal timings.
- (j) Mess charges shall be paid by the 10th of each month. After this date a fine of

Rs. 10/- per day will be charged up to 20th of each month and the resident will not be allowed to take meals thereafter (only original copy of online payment is acceptable).

- (k) Hostel staff working in the hostel 24*7 shall be provided accommodation in the hostel and mess facilities.
- (l) If the total amount of mess dues of a resident exceeds the security deposited on the 20th of each month, the resident will not be eligible for the mess services from 21st onwards.
- (m) An intimation of the defaulter will be conveyed to the Chairperson of the concerned Department for necessary action.
- (n) All complaints requiring immediate attention of the warden should be made in writing.
- (o) The Chief Warden/Warden may expel a resident from the hostel in case the defaulter fails to pay mess dues for two consecutive months.
- (p) Hostels will be closed during Diwali and Holi vacations.
- (q) The residents have to ensure to take receipts for every payment they made to any hostel staff. Please keep that cash receipt safe. No payment is valid without cash receipt.

8. Responsibilities

- (a) Living in Hostel pre-supposes a high degree of integrity and conscientiousness as a member of community. It also entails a moral responsibility on a resident.
- (b) Make every effort for peaceful co-existence and maintaining discipline and decorum.
- (c) Observe all hostel rules meticulously in letter and spirit.
- (d) Any resident found violating these rules will be liable to be expelled from the hostel/University and /or fine upto Rs. 500/-.
- (e) Any other notification from time to time by the Chief Warden/Warden will be binding on the residents.
- (f) Hostel rules can be changed at any time with the approval of Vice-Chancellor.
- (g) The University authorities will have the right to get the hostel vacated or closed down as and when they feel the situation so warrants.

9. Prohibition of ragging

Ragging in the Hostels/university premises is strictly banned and anyone indulging in ragging is likely to be punished appropriately. The punishment may include expulsion from the University, suspension from the classes for a limited period or other such as Debarring from representation in events; withholding results; suspension or expulsion from hostel or mess, and the like; lodging of FIR to local police.

10. Fee structure/Hostel charges for university students:

A. Amount to be deposited in hostel warden account (Non-Refundable)

Sr. No.	Subject	Amount
1.	Accommodation Charges	600/-
2.	Water & Other Charges	4800/-
3.	Fan/Iron Charges	1000/-
4.	Geyser Charges	250/-
5.	Establishment Charges	900/-
6.	Common Room Charges	350/-
7.	Utensils & Furniture Charges	250/-
8.	Medical Fee (first aid only)	80/-
	Total Annual Charges	8230/-

B. Amount to be deposited in hostel mess account*

Mess Security	Rs. 3500/- (Refundable)
Servant/Cook Charges/Mess Attendant @ Rs.550/- per month	Rs. 6050/-
Sports/Cultural Activity	Rs.500/-
Total amount to be deposited in mess account at the time of admission	Rs.10,050/-

Note: The mentioned charges of hostel mess are applicable only in case the mess is run on cooperative basis.

1. The hostel fees for one academic session will be charged at the time of admission.
2. The Vice-Chancellor may on the recommendation of the provost exempt blind students from the payment of all hostel charges.
3. Hostel Fee is not refundable in any case.
4. The hostel security will be refunded within one year of leaving hostel. Afterwards no claim will be entertained.

11. Stay Charges for Guest's in Hostel

Rs. 120/- per day per head (exclude meals)

If any outsider is found in the resident's room, the resident will be expelled.

12. Meal/Diet/Special Diet Charges (for University Guest Students Only)

- | | | |
|-----|--------------|-----------|
| (a) | Breakfast | Rs. 50/- |
| (b) | Lunch | Rs.60/- |
| (c) | Dinner | Rs.60/- |
| (d) | Special Diet | Rs. 100/- |

Note: Diet charges are subject to change. Special diet facility is only for university employees and may be considered when received in advance from the concerned Department/Employee.

13. Rules for Seat Allotment

- (a) The applications shall be invited for hostels accommodation in Boys and Girls Hostels for the academic session.
- (b) The admission in the hostel will be made through Offline Mode. Those students admitted in University Teaching Departments should apply offline by filling up Hostels Admission Form available on www.igu.ac.in.

14. Eligibility

Accommodation in the University Hostels is available only to the bonafide students admitted to University Teaching Programs in the UTD and except the following:

- (a) Student whose residence/house is within the distance of 60 km from IGU Meerpur. For providing wrong information, the student will be expelled from the hostel and the matter will be forwarded to the University authorities for strict disciplinary action.
- (b) The Merit list of only those students should be prepared for admission to hostels whose Village/Towns are more than 60 Km for boys and 50Km for girls away from the University. In case seat remains vacant the condition of distance may be relaxed accordingly.

15. Preparation of Merit List

- (a) Concerned Chairperson/Incharge/Director will forward the merit list strictly following the Haryana State Government Reservation policy and the ensuring following criteria for the preparation of merit list.
- (b) Distance (Max Score: 20)

Score for distance shall be calculated from the table given below:

Distance (KMs)	Score
61-100	2
101-150	4
151-200	6
201-250	8
251-300	10
301-400	12
401-500	14
501-750	16
751-1000	18
Above 1000	20

(i) Academic Merit (Max Score: 30)

- Hostel facilities/accommodation would be denied to hostellers placed in compartment/re-appear/failing.
- Student pursuing 2nd or 3rd PG would not be entitled to hostel accommodation/facilities.
- Academic merit will be calculated by taking 30% of the marks obtained in the qualifying academic programme (in case of new admission). Computation of merit list for admission in hostels shall be prepared by using the formula:

Academic Merit Store (Out of 30) + Distance Store (Out of 20)

For example, if a student is having 80% marks in previous semester and distance of her/his residence is 355 kms, his merit score will be computed as follows $24+12= 36$ i.e 30% of 80= 24 for academic merit + 12 for distance.

The distance will be measured from the residential address city/village as mentioned in residential proof attached by the student and computed through Google Map/verification from the concerned Haryana Roadways office.

The Chairperson/Director should forward the complete list of students to be admitted (as per seat matrix) in one lot. Hard copy of the merit list along with the admission forms will be forwarded to the concerned Hostel Warden and a soft copy shall also be forwarded to the office of Chief Warden (Boys/Girls) at email: chiefwarden.rlb@igu.ac.in.

DOCUMENTS TO BE PRODUCED BY THE STUDENTS TO APPLY FOR HOSTEL

1. Duly filled application form attested by the chairperson of concern department.
2. Three Passport size-colored photos (Latest).
3. Two Address Proof.
4. Anti-Ragging affidavit.
5. Character Certificate (for new students). The ex-residents will produce the certificate about satisfaction of the Chief Warden/Warden regarding proper conduct and regular payment of dues of hostel, mess and canteen.
6. No mess dues certificate (Only for existing residents).
7. Photocopy of Identity Card issued by university.
8. Result proof of latest class passed.
9. Undertaking from the students about following all hostel and mess rules. (Duly signed by student and parents/ Guardian)

UNDERTAKING

(Submitted by students at the time of hostel admission)

I S/D/o Sh.
Student of department in course
..... Semester under Roll No.....do
undertake the following: -

1. That I have carefully gone through all the rules, regulations and instructions given in the hostel Handbook of Information and I shall abide by all the rules and regulations of hostel.
2. That if I am found guilty of breaking any of the hostel rules, regulations, discipline and involved in any act of damaging hostel property, my hostel admission be cancelled without any notice and refund of fees, security etc.
3. I shall not allow anyone else in my room and if anyone else is found living in my room, my hostel admission be cancelled immediately without any notice and refund of fees or security.
4. I shall deposit the hostel dues, mess dues etc. well in time. If I get some job or get admission in some other institution, I shall immediately inform the hostel authorities and vacate the room immediately otherwise hostel accommodation be cancelled immediately without any notice and refund of fees, security etc.
5. I shall ensure of taking receipts (with complete details and signature of cash receiver) for all the cash payment made as mess dues to any hostel staff. I will not pay any advance to any cook/ sweeper or any other staff. If I do so, I will be responsible for that.
6. I am ready to adjust as residing three students per room if hostel authorities ask me to do so. I will not claim for any fee concession or refund for that.
7. I will vacate the hostel during summer vacation for repair, white washing and other works of maintenance.
8. That if I am found to be involved in any such thing which is against the IGU Meerpur and hostel rules, I shall solely be responsible and shall be ready to bear the consequences as per IGU, Meerpur and Hostel rules.

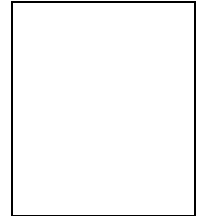
Declared this _____ Day of _____ month of _____ year.

**Counter Signature of Parents/ Guardian
Name**

Signature of Student

INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI (HARYANA)

Hostel Admission form



Note: All columns need to be clearly filled. Incomplete application will not be entertained.

1. Name of the applicant (in block letters) _____
2. Nationality _____
3. Class _____
4. E-Mail address _____
5. University Regn. No. (Old Student) _____
6. Online Admission application form No. (New Student) _____
7. Father's Name _____
8. Mother's Name _____
9. Address: Residential _____
 Official _____
 Permanent _____
10. Telephone/Mobile: Father/Guardian _____
 Applicant _____
11. Occupation and annual income of father/guardian _____
12. Address of local guardian (person to be contacted in case of emergency)

13. Relationship with the local guardian _____
14. Contact No./Phone No local Guardian _____
15. Whether belongs to SC/ST/BC _____
16. Date of Birth _____
17. Examination _____ Roll No. _____ Year of
Passing _____ Marks obtained _____
Division _____
18. Was you resident of any hostel on this University earlier? If so, give particulars:
Name of the Hostel _____ Room No. _____ Year of
Stay _____
19. Were you ever punished for misconduct/violation of hostel rules/indiscipline etc.
If so, give details: _____

Declaration

I solemnly declare that the particulars given above are correct to the best of my knowledge and belief and that I will, on admission, abide by the rules and regulations of the hostel and not indulge in any undesirable activity. I hold myself responsible for prompt payment of fees and all other dues. I know fully well that any infringement of Hostel Rules will make me liable for fine of Rs. 5000/- or any action deemed fit by the authorities.

Dated _____

Full Signature of Applicant _____

Mobile/Contact No _____

To BE FILLED IN BY THE PARENT/GUARDIAN

I _____ certify that my Son/Daughter_____ Makes this application with my permission, and that I hold myself responsible for his/her good conduct and payment of his fee and other dues during his/her stay in the hostel. In case of non-clearance of the dues, to the University Hostel schedule, I undertake the responsibility of payment.

Signature of the Parents/Guardian

Full Address _____

Mobile No _____

TO BE FILLED BY THE CHAIRPERSON/DIRECTOR

I recommended that Mr/Ms _____ D/o or S/o _____ may be admitted to the University Hostel, He/She is bonafide student of this Department.

I certify that the applicant is not a day scholar and Bus pass Holder.

I certify that the address of the applicant given in Hostel Admission Form is the same as given in the Department admission form.

In case the applicant leaves the Department or his/her name is stuck off on account of non-payment of dues certificate from the warden concerned.

Dated _____

Head of Department Seal

Admission and Allotment of Seat

ADMITTED

Allotted Room No _____

Countersigned _____

Warden

TO BE FILLED IN BY THE OFFICE

Rs _____ realized vide receipt No _____ Dated _____ in case of old students fee, D&C Register No _____ Page No _____

Signature of the Hostel Clerk

SELF UNDERTAKING

I _____ father of _____ resident of _____ do hereby solemnly affirm and declare that:

1. That my daughter/Son is the student of class _____ Department of _____ Indira Gandhi University, Meerpur, Rewari.
2. That she/he is in good mental and physical health and is free from any physical defects which may interfere with she/he studies including the active outdoor duties required of a professional.
3. That my permanent address is _____. Any correspondence may be made on this address.
4. That my telephone/mobile numbers are_____.

Deponent

Verification:

I _____ father of _____ solemnly declare and affirm that the above mentioned facts are true and correct to the best of my knowledge and nothing has been concealed therein.

Place:

Date:

Deponent

Witness:

1. Signature

2. Signature

(Name, Address Phone No) (Name, Address Phone No.)

RANI LAXMI BAI GIRLS HOSTEL

APPLICATION FORM FOR GUEST LIST

Name of the student_____

Father's Name_____

Department/Class_____

Room No._____

Telephone/Mobile No._____

Name of the Guest
photograph by
parents of residents

Relationship

Attested

01._____

02._____

03._____

04._____

05._____

RANI LAXMI BAI GIRLS HOSTEL

No. _____

Hostel Identity Card for _____
_____ Hostel



Name:

Father's Name:

Room No.:

Class/Department:

Home Address:

Valid upto 30th June. 2024

(Student)

(Warden)

Chapter-31

Use of University Bus & Vehicles

1. Ownership

The University Bus will be owned by the Registrar, Indira Gandhi University, Meerpur.

2. Controlling Officer

The Registrar will be the Controlling Officer for the University Bus & Vehicles.

3. Purpose

- (a) The University Bus is intended primarily for journeys by the students for bonafide educational purposes such as educational tours, functions and seminars etc.
- (b) The University Bus & Vehicles may also be used for official purposes in connection with the University functions etc. whenever needed and available.
- (c) 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.
- (d) University vehicles are intended for use on journeys for bonafide official work of the University and may also be used for journeys by the Vice Chancellor or members of the University bodies or V.I.P.s in connection with the University work or functions connected with public relations of the University.
- (e) The Vice-Chancellor may allow the bus & vehicles for any other purpose not covered by these rules.

4. Procedure for requisition

University Bus

- (a) Request of students will be entertained only when recommended by the Chairperson/Incharge of the Department concerned. In case, students from various departments are interested, they will send their requisition through the Dean Students' Welfare. However, the Registrar may in exceptional cases entertain a request direct also.
- (b) 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.
- (c) If the bus is required free of charges, it will be allowed by the Vice-Chancellor.

University Vehicles

1. The request for requisition of university vehicles for official work of the University shall be sent to the Registrar.
2. Use of a staff car will be allowed by the Vice-Chancellor. However, other vehicles may be allowed by the Registrar.
3. 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/her return. Such action will be taken by the Registrar only in case of emergency.
4. 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.

5. 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.

Use of Vehicles for Private (non-duty) Journeys

University vehicles may be permitted for private Journeys on the rates shown in Clause-7 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 7:
 - (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.

5. Maintenance of log Book etc.

The Transport Officer will ensure that the log book is maintained properly comprised of record of repairs, replacements and other articles purchased for the bus & other University vehicles shall be maintained in the Transport Office.

Repairs will be got done from the Haryana Roadways Workshop, Rewari/approved agency/workshop. Urgent repairs may be carried out in a private workshop with the approval of the Registrar.

The Transport Officer shall maintain

- (a) the 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 in respect of journeys performed by him/her;
- (b) a register of repairs / replacements etc. in respect of each vehicles;
- (c) a register of receipts and expenditure.
- (d) 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.
- (e) other record of insurance, taxes, passing of vehicles and sale/ purchase of vehicles.
- (f) The Transport Officer will be responsible for the proper use, care and maintenance of the University vehicles and regulate their journeys in accordance with the rules.

6. 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, 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 prior to the lapse of policy.

7. Rates

For University Bus

- (a) Unless allowed free of charges by the Vice-Chancellor, the rate will be Rs. 24/- per km in long/local journeys for official or non-official journeys.
- (b) Mileage will be counted from garage to garage.
- (c) For overnight stay, an additional amount of Rs. 300/- per night will be charged.
- (d) Students will be required to pay 50% of the amount calculated @ of Rs. 24/- per KM plus night charges, if the tour is sanctioned by DSW Office out of Amalgamated Fund.

For University Vehicles

S. No.	Type of Vehicle	Rates per km for official on payment basis
1.	Staff Car	Rs. 16.00
2.	Mahindra Bolero/ Scorpio etc	Rs. 16.00
3.	Mini Bus	Rs. 18.00
4.	Night stay charges of uses	Rs. 300/- per night

Note:

- (a) Rates of official/non Official use of University Bus/vehicles shall be amended time to time as per Haryana Government rules.
- (b) 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.
- (c) For out station journeys, whether official or private, an amount equal to the D.A. payable to the Driver / Cleaner will be charged extra.
- (d) 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. 50/- per hour subject to a maximum of Rs. 300/- on working days and Rs. 100/- on Sunday and holidays will be charged. These extra charges will not be applicable in case of official journeys.
- (e) In case a student or a University employee or a dependent of the latter is hospitalized in the event of emergency to the local 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.
- (f) The charges, prescribed above, will be recovered from the concerned person through proper bills presented to them by the Transport Officer, who will issue a receipt and will credit to the University under Head- (A) Reimbursement and Recoveries, (B) Recoveries - University Vehicles.

- (g) The Transport Officer will be responsible for the proper and prompt recovery of these charges and their credit to the University account. He/She will bring to the notice of the Registrar, any persistent delay in the payment of bills on the part of an official.

8. 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 Government 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 Rs. 2000/- will be allowed by the Transport Officer without obtaining any quotation/N.O.C. from any Government Workshops. However, the lowest market rates will be verified by the Transport Officer and above by the Registrar, if the Haryana Roadways Rewari/Approved Agency/Workshops do not take the repair job, the urgent repairs will be allowed by the Registrar without obtaining N.O.C. from Haryana Roadways Rohtak/any Government Workshop. If there is some defect due to negligence of the driver, responsibility will be fixed by the Transport Officer and suitable action will be taken against the driver concerned.

9. Servicing, Oil and Filter change etc.

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.

10. 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.

11. Condemnation of Vehicles

If a vehicle has covered the prescribed mileage or period fixed by the Government. 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 Executive Council after being considered and declared as condemned vehicle by the District Condemnation Board. The report of the District Condemnation Board shall be placed before the Executive Council for its approval.

12. Distance Limit

The bus will be allowed for a maximum limit of 500 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.

- 13.** 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.
- 14.** The income accrued/expenditure incurred on account of the University Bus & vehicles will be credited/debited to the concerned University heads of account.
- 15.** Any point not covered by these rules will be decided by the Vice- Chancellor.

Chapter 32

Indira Gandhi University Sports Council

1. There shall be a Indira Gandhi University Sports Council herein after referred to as I.G.U.S.C. for organizing and regulating Sports activities in the territorial jurisdiction of the University, constituted as follow:-

1. Vice Chancellor : Patron
2. Dean, Academic Affairs : Ex- Officio -President
3. Registrar : Ex- Officio Member
4. Two Nominee of Vice Chancellor not below the rank of Professor to be nominated by the Vice Chancellor.
5. Dean, Student welfare : Ex- Officio Member
6. Chairperson, Dept. of Physical Education : Ex- Officio Member
7. Dean of Colleges : Ex- Officio Member
8. Finance Officer : Ex- Officio Member
9. Four regular Principals of affiliated colleges to be nominated by Vice Chancellor in order of their seniority by rotation, one from College of Education out of which one shall be a woman. If there is no woman Principal by order of seniority by rotation, her placement shall be ensured.
10. Four regular Assistant/Associate Professors in Physical Education from the affiliated colleges, to be nominated by the Vice – Chancellor, out of which one should be a woman.
11. Assistant Director (Sports) : Member
12. One Coach of University : Member
13. One student to be nominated by the Vice – Chancellor, on the basis of his/her sports achievements during the preceding year as member. The name to be recommended in order of merit.
14. Director Sports : Member Secretary

Note:

- (a) When Patron is not present, the President shall chair the council.
- (b) In the absence of the secretary, Assistant Director Sports shall be the Secretary.
- (c) The term of members other than Ex-Officio shall be of two years and in case of student member, the term shall be of one year.
- (d) The Professors nominated under this clause (4) should be from Physical Education background, well versed with the organizational activities of Sports. He/She can be a retired person.
- (e) The Associate/Assistant Professors in Physical Education nominated from colleges should have at least five years of experience.
- (f) Principal and Associate/Assistant Professors of Physical Education shall not be from the same college.
- (g) The quorum for a meeting of the Council shall be of 2/5th of the members.

2. Aims and Objectives

The aim and objective 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 alumni of the University.
- (c) to conduct annual tournaments in various sport events for Men & Women students Colleges affiliated to the university, in accordance with the rules specially made on behalf by the council.
- (d) to foster a University spirit among the Colleges and for that purpose, to organize and control I.G. University, Meerpur, Rewari Sports Club committee.
- (e) to develop Inter - University fellowship by organizing or taking part in Inter - University Contests/State Tournaments and National Level Tournaments.

3. The Functions and Powers of the Sports Council

The Functions and Powers of the Sports Council shall be:-

- (a) to make rules and regulations for the organization, conduct and control of the I.G. University Sports Tournaments.
- (b) to interpret and enforce its rule and to give decision and rulings on any point not covered by these rules.
- (c) to frame bye-laws consistent with its rules and to appoint subcommittee(s) if and when necessary, and fix their terms of reference.
- (d) to consider and pass the Annual Budget and the Sports calendar proposed and recommended by the Executive Board.
- (e) to consider and adopt the Annual Reports and Audited Statements of Accounts of the Sports Council.
- (f) to take such other action as may be deemed necessary and proper for the furtherance or achievements of the aims and objects specified above by the Secretary and Assistant Secretary of the Executive Board.

4. Management: The Executive Board

(a) The Affairs of the Sports Council shall be managed by an Executive Board which shall consist of:

- (i) Dean, Academic Affairs : Ex - Officio President
- (ii) Registrar : Ex - Officio Member
- (iii) One nominee of the Vice-Chancellor out of two nominees under clause 1(4) to be nominated by Vice- Chancellor.
- (iv) Dean of Colleges : Ex - Officio Member
- (v) Finance Officer : Ex - Officio Member
- (vi) Two principals out of four nominees under clause 1(9) to be nominated by Vice- Chancellor out of which one shall be a woman.
- (vii) Two Assistant/Associate Professor out of the four nominees under clause 1(10) to be nominated by Vice- Chancellor, out of which one should be a woman.
- (viii) The Secretary sports council shall be Secretary of the Executive Board.

- (ix) One Coach, on the basis of seniority by rotation from Sports Department, I.G. University, Meerpur to be nominated by the Vice – Chancellor.
- (x) Assistant Director (Sports) : Member
- (xi) One Coach of University : Member
- (xii) Director Sports : Member Secretary

Note:

- (a) The term of members, other than Ex-officio shall be of two years.
- (b) In the absence of the Secretary, Assistant Director Sports shall be the Secretary.
- (c) Meetings of the Executive Board shall be convened by the Secretary, with the permission of the President, as often as may be necessary. Ordinarily, seven days notice shall be given for such meetings, but in emergent cases the President may call a meeting at a shorter notice, if necessary.
- (d) The quorum for a meeting of the Executive Board shall be of 2/5th of the members.
- (e) Principal and Assistant/Associate Professors of Physical Education shall not be from the same college.

5. Functions and Powers of Executive Board

The functions and powers of the Executive Board shall be:

- (a) To organize, conduct and control the I.G. University, Meerpur (Rewari) Sports Tournaments, the various University Sports Clubs and all other Sports activities in which the sports Council participates in accordance with the rules framed in that behalf by the Sports Council.
- (b) To raise and spend funds of the Sports Council in accordance with the Budget Estimates sanctioned by the sports council, to constitute committees to write off irrecoverable dues, items in stocks and to condone delay in the submission of entries.
- (c) To allow re-appropriation of funds from one budget head to another and may condone delay in depositing balance amount out of an advance under special circumstances.
- (d) To allow the purchase in single Quotation/Bill basis upto an amount of Rs. 5000/- for an individual item as a special case.
- (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 statement of accounts for the year, the reports and statements of accounts of various sports activities, the annual budget estimates and the sports calendar for the ensuing year.
- (f) To sanction expenditure where the amount exceeds Rs. 30000/- for an individual item.
- (g) To constitute Purchase Committees for effecting the purchase of sports material/other material recommendations of which shall be approved by the Executive Board IGU, Meerpur, Rewari.

- (h) 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.

6. The Duties and Powers of the President

The Duties and powers of the President shall be:

- (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/her in that capacity, by Sports Council/Executive Board (in the case of equality of votes the president shall have a casting vote).
 - (b) To sanction expenditure upto Rs. 30,000/- for an individual item/team item at a time, and to appoint Purchase committee up to an amount of Rs. 30,000/- for the items to be purchased.
 - (c) To allow re-appropriation of funds from one budget head to another and may condone delay in depositing balance amount out of an advance under special circumstances up to an amount of Rs. 30,000/-.
 - (d) To allow purchase on single quotation/bill basis up to an amount of Rs. 5,000/- for an individual item as a special case.
 - (e) In an emergency, to take decision to meet the situation in anticipation of approval of the Executive Board, but such decision shall be placed before the next meeting of the Executive Board.
7. In the absence of the President, the person authorized by the Vice-Chancellor shall preside over the meeting and shall exercise the powers vested in him/her.

8. The Secretary shall

- (a) carry in correspondence of behalf if the Sports Council and give effect to the resolution of the Council as its Executive officer.
- (b) issue notices of meetings and record minutes of the same and be responsible for their maintenance.
- (c) be responsible for the maintenance of other records and registers as well as custody of all the property if the Sports Council.
- (d) carry out other duties, which may be entrusted to him/her from time to time.
- (e) have an Imprest of Rs. 5,000/- to meet petty expenditure occurred time to time.
- (f) have power to incur expenditure for purchase of items up to Rs. 5,000/- for an Individual item with an annual limit of Rs. 50,000/-.
- (g) be in-charge of the finances of the Sports Council.
- (h) issue receipts for sums received.
- (i) have power to nominate the Sports Clubs/Committees for various games.
- (j) make payments in accordance with the rules prescribed by the Sports Council.
- (k) maintain accounts of the Sports Council funds and present statement of accounts duly sanctioned and pre-audited.
- (l) operate upon the accounts of the Sports Council and sign all cheques for all expenditure duly sanctioned and pre-audited.
- (m) take decision in anticipation of the approval of the President/Executive Board of the Sports Council, I.G. University, Meerpur (Rewari) to meet any emergent

situation in discharge of his/her functions. Such decisions will be placed before the President/Executive Board.

9. General Body Meeting

(a) An Annual General Body Meeting of the Sports Council shall be convened once every year in the month of July/August or as soon thereafter as may be possible, date, place and time shall be as determined by the President in consultation with patron. At least 10 days notice shall be given for this meeting.

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 clause 5(e) above;

(ii) The Budget Estimates and the General Fixtures List for the ensuing year;

(iii) The proposal or rules or enactment of new rules or bye-laws;

(iv) The proposals of resolutions brought up before the meeting by any one of its members provided that a written notice of the same is given to the President or the Secretary by the end of March, preceding the annual General meeting and all such proposals and resolutions shall be considered by the Executive Board in the first instance and placed on the agenda of the Annual General Body Meeting with such recommendations as may be made by the Council.

(b) The Patron may, at his/her discretion, call one more General Body Meeting of the Sports Council, to transact the unfinished business of the Annual General Meeting or such other business as may be considered necessary.

(c) At least one-third of the members of the Sports Council may request for an extraordinary General Meeting of the Council if necessary. They shall, in joint requisition, inform the President, Executive Board intimating the specific purpose for which such meeting is deemed to be necessary. The Executive Board shall call a meeting of the Sports Council within 20 days of the receipt of such a requisition. Only the specific business, for which the extra ordinary meeting is called, shall be considered at such a meeting.

(d) The quorum for a General body Meeting shall be 1/3rd of total members. In case of adjourned meeting no quorum shall be required.

(e) All decisions shall be taken by a simple majority vote of the members present and, in the case of a tie, the Patron shall have a casting vote.

10. The TA and sitting fees for attending at the General Body meeting shall be borne by the Sports Council. In addition to this the nominated members under clause 1(4) will also be paid sitting charge as per university rules.

11. The accounts of the Sports Council shall be pre-audited by the Resident Auditors in the Indira Gandhi University and the report of the Secretary together with the annual audit note of the Resident Auditors shall be submitted to the Executive Council of the Indira Gandhi University after these have considered and duly adopted it at the annual General Meeting of the Sports Council.

12. The financial year of I.G.U.S.C. shall be from 1st Aug to 31st July of each year.

Chapter-33

Employees Benevolent Fund

1. Name of the Fund

The fund shall be named as “Indira Gandhi University Employees Benevolent Fund”.

2. Fund

The following shall contribute the fund –

- (a) Each regular employee of the University shall pay Rs. 15/- per mensem (irrespective of the status of the employee). This amount will be deducted from the salary of the employees every month.
- (b) Voluntary contribution by the employees of the University.
- (c) Donations from other sources.

3. Aims and Objects

- (a) 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.
- (b) 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.
- (c) To provide financial aid of Rs. 10,000/- 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.

4. Audit

The accounts of the fund will be audited annually by the Head of Commerce Department or his/her nominee not below the rank of Assistant Professor.

Chapter-34
Indira Gandhi University Youth Red Cross Unit

1. Name and Composition

There shall be Youth Red Cross Unit (YRCU), Indira Gandhi University, Meerpur and it will be regulated by Indira Gandhi University Meerpur Youth Red Cross Executive Committee at the University level which may be called Youth Red Cross Executive Committee. The Committee shall regulate the YRC activities of the students and members/staff of University Teaching Departments (UTDs) and Affiliated Colleges/Institutions and funds under the territorial jurisdiction of the University. It shall be constituted as follow:

1.	Vice-Chancellor	Chairman (Ex-officio)
2.	Registrar	Member
3.	Dean Students' Welfare	Member
4.	Dean of Colleges	Member
5	Secretary or nominee, Indian Red Cross Society, Haryana State Branch, Chandigarh	Member
6.	Nominee of Higher Education Commissioner/DGHE (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 under the jurisdiction of the University	Member (3)
12-14.	Zonal Convener of the District Level Committee of Youth Red Cross to be nominated among the Principals of the colleges in the district by the Chairman	Member (3)
15-16.	Student Nominee from University Youth Red Cross Unit to be nominated by the Programme Coordinator every year	Member (2)
17.	Programme Coordinator (YRC) to be nominated by the Chairman	Secretary (Ex-officio)

Note:

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 - 14 shall be two year and that of Sr. No. 15 -16 shall be one year (added by Executive Council vide resolution no. 28 of its 33rd meeting held on 11.03.2022)

- (a) For organizing and managing YRC activities in the University Teaching Departments, Programme Counsellors (Youth Red Cross Male and Female Counsellors) shall be appointed by the Vice-Chancellor and they will act under the direction of YRC Programme Coordinator.

2. Aims and Objectives

The aims and objectives of the YRC, IGU, Meerpur based on the principle of health service and friendship shall be as follows

- (a) to promote health and hygiene consciousness in the society;
- (b) to inculcate healthy living habits;
- (c) to organize and promote volunteers for Blood and Eye Donation Camp;
- (d) to promote activities of Youth Red Cross through camps;
- (e) to organize First-Aid Training Camps and Home Nursing/extension lectures on Health and Disaster Management;
- (f) to undertake relief work during emergencies like flood, fire, earthquake and other natural calamities;
- (g) to launch awareness campaign against drug abuse, polio, smoking, alcoholism, road safety and traffic rules etc.;
- (h) to assist the Red Ribbon Club for awareness and prevention of HIV/AIDs;
- (i) to enable physically challenged and economically weaker sections of the society for better adjustment/lifestyle in the society;
- (j) 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 IRCS, Haryana State Branch from time to time

3. Duties and Powers of the Youth Red Cross Executive Committee

Duties and powers of the youth red cross executive committee are as follows:

- to make rules and regulations (financial and administrative) for YRC, Meerpur and organizing different activities related to Red Cross;
- to approve the Annual Report of YRC, IGU, Meerpur;
- to approve the Receipt and Payment Statement or Account and Budget Estimates of YRC, IGU, Meerpur on annual basis;
- to approve all matters related to YRC, IGU, Meerpur.

(A) Duties and Powers of the Chairman

- (a) The Chairman shall preside over all the meetings of the Youth Red Cross Executive Committee. The meeting shall be held at least once in 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.
- (b) to exercise all the administrative and financial powers of Youth Red Cross Executive Committee and to sanction expenditure upto the amount of budget provision.

- (c) to have the power to make appointment(s), fixing salary/remuneration/ honorarium according to the availability of funds in anticipation of the approval of the Youth Red Cross Executive 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 Chairman may waive off the late fee in exceptional circumstances.

(B) Duties and Powers of the Programme Coordinator (Secretary)

- (a) to attend all the correspondence concerning the Youth Red Cross and to give effect to the resolutions of the Youth Red Cross Executive Committee.
- (b) to issue agenda and notices of the meeting with prior approval of the Chairman and to record and maintain the minutes.
- (c) to be the overall in-charge of all the records and registers of the Youth Red Cross Unit of the University.
- (d) to be the custodian of all property of the Youth Red Cross Unit of the University under the overall supervision of the Registrar.
- (e) to approve the tour programmes of his/her office staff as per University rules.
- (f) to be responsible for the release of the Youth Red Cross grants to the colleges, institutions and to supervise the Youth Red Cross Unit as per decisions of YRCEC.
- (g) 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 Executive Committee of the University shall be held in the month of February or March. The date, place and time shall be determined by the Chairman. The Secretary shall give seven days notice, which shall be dispatched by post/email 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 by-laws of the Youth Red Cross Executive Committee of the University.
- (b) The Chairman may, at his/her discretion, call the meeting of the Youth Red Cross Executive 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 of 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 Executive 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 Subscription

- (a) The Youth Red Cross subscription shall be charged annually from all the students of the University, including the affiliated colleges at the time of admission at the rates approved by the Executive Committee from time to time. 50% of the fee charged shall be retained by the college and remaining 50% shall be remitted to the University along with registration returns of the students
- (b) Provided that 40% of the subscription being 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 Unit.
- (c) Provided further that in respect of the students of the University Teaching Departments, 70% share of the subscription 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 Fund by the University

The Youth Red Cross fund may be utilized for the following purposes:

- (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, Awareness Campaigns on HIV/AIDS, Bird Flu, Malaria/Dengue, T.B., Drug De-addiction, Nutrition, Safe Drinking Water, Tree Plantation, COVID-19 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, adoption of Institution/Communities, Schools, etc.
- (g) Services during drought/flood emergency, earthquake, any other natural calamities, eclipse by using trained youths.
- (h) 7 days camp with minimum 50 and maximum 150 participants, a team of minimum 5 youth (Girls and Boys), one Counsellor from each college of the respective district have 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 (Transplant), Energy Conservation, Awareness about old age ailments like Hypertension, Strokes,

Cancer, Diabetes and Social Security issues, HIV/AIDS, Hepatitis B & C, Current Seasonal Infections, COVID-19, T.B., Bird Flu, Disaster Preparedness, Female Foeticide 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 16 hours First Aid Home Nursing training to the University and College students.
- (j) To organize Inter University, Intra University, Inter College, Inter Class Competition 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 First Aid Boxes and maintenance of First Aid Rooms in all Colleges/Departments equipped with stretchers, blankets, bed sheets, beds, pillows, furniture etc.
- (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.
- (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 occasions mentioned at clause 7 (k) above and all other activities related to Youth Red Cross/St. John.
- (o) Maintenance of records, including accounts, stationery, proceeding 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 the University Level.
- (r) Refreshment to officers/volunteers during the events related to Youth Red Cross and St. John.
- (s) Organization of Youth Red Cross Camps i.e. Inter University, Intra University, 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.
- (u) To organize Voluntary Blood Donation Camps (Excluding refreshment).
- (v) To organize awareness campaigns on voluntary Blood Donation, Social Evils, Eyes Donation, Organ Donation, Female Foeticide, 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.
- (y) To create reserve of a suitable amount to meet any emergent situation/contingency.

Chapter - 35
Allotment of Residential Accommodation

1. These rules may be called "Indira Gandhi University Residential Accommodation Rules."
2. (a) 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 of the University.

(b) The House Allotment Committee will have the power to recommend the allotment of the house strictly as per seniority list to the Vice Chancellor.

(C) Proposals/recommendations for allotment of residential accommodation shall not emanate from any other University Officer/ Body.

3. House Allotment Committee

The constitution of House Allotment Committee (HAC) shall be as follows:

- | | |
|---|-----------|
| (a) Professor
to be nominated by the Vice Chancellor | Chairman |
| (b) Registrar | Member |
| (c) Associate Professor from the UTD
to be nominated by the Vice-Chancellor. | Member |
| (d) President, Indira Gandhi University
Non-Teaching Employees Association | Member |
| (e) President, Indira Gandhi University
Teachers Association. | Member |
| (f) AR/DR (General Branch) | Secretary |
- (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.

4. No University employee shall claim the allotment of a residence as a matter of right.
5. 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	Functional Pay Level/Academic Grade Pay
1.	Type – I	DL; FPL - 1 to FPL – 6
2.	Type – II	FPL – 7 to FPL – 11
3.	Type – IV	FPL – 12 and above

The seniority of a particular Type of a House shall be determined on the basis of entry into their DL/FPL vis-a- vis corresponding unrevised pay scale for a particular type of House Category.

6. Earmarked houses may be allowed by HAC/Vice Chancellor only to those for whom the said houses / house have / has been earmarked.

7. **(a)** 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.
- (b)** Willingness of employees for allotment of houses will be sought twice in a year preferably in the month of January and July but 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 as per Clause 5 above and get it vetted by the Establishment Branch. The House Allotment Committee shall 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.
- (c)** 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/her credit at the time of mutual shifting.
8. **(a)** As soon as any accommodation becomes available, the House Allotment Committee will allot the houses strictly in order of seniority list. In any case the seniority will not be violated.
- (b)** The date of entry of an employee into the pay scale and FPL (as mentioned in Clause 5) shall be the basis of allotment for a 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.
- (c)** If a house in the category to which an employee is entitled is not available, he/she may be allotted a house in the lower category i.e. one step below the one to which he/she 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/her seniority viz-a-viz others entitled to that category. Provided this will not debar him/her subsequently from the allotment of a house to which he/she is entitled.
9. **(a)** The rent for the accommodation for Type – I, II and IV shall be charged at License fee of Rs 200/-, Rs 300/- and Rs 500/- Per month respectively, 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 :

S Sr. No.	Category of House	Water Charges	Lawn Charges	Fan Charges
1.	Type-IV	Rs. 40/-	Rs. 30/-	Rs. 10/- per fan for all categories
2.	Type-II	Rs. 40/-	Rs. 30/-	
3.	Type -I	Rs. 40/-	Rs. 30/-	

The rent, water charges, lawn charges shall be amended from time to time.

(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.

10. The Vice Chancellor may allot accommodation on priority basis to employees falling in the category of essential services as defined below:

(a) S.E. or XEN or S.D.O. or J.E.

(b) One member of the secretarial Staff of each of Vice-Chancellor, PVC, Registrar and COE.

(c) Driver of the Vice-Chancellor.

(d) Pump Driver of University Water Works/Disposal.

(e) Head, Security Wing.

(f) Visually/Physically handicapped with a degree of 70% or more disability. The certificate in respect of disability will be issued by CMO.

(g) Medical Officer.

NOTE:

(i) 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.

(ii) Person getting residential accommodation in terms of Clause-10 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. Such employees shall have to submit an affidavit (Annexure-'A') in this regard prior to moving into the house.

(iii) 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/she shall pay all the charges as per entitlement of house, initial of the Basic pay of that Category.

- (iv) Besides the provision under Clause-10, 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 15% of the total houses of a category for allotment.
10. 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/her services are terminated.
 - (b) The University employee becomes entitled to a higher category of accommodation and when such accommodation is available, if he/she so desires.
11. A residence shall be deemed to have been allotted to an employee from the date he/she accepts the offer. Such acceptance shall be in writing and shall not be later than 10 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 10 days of offer made. If he/she does not occupy the premises allotted to him/her or declines the offer already accepted, within 10 days he/she will have to pay rent for one month of house allotted to him/her.

If acceptance of offer is not received by the Registrar within 10 days of the offer made, the allotment shall be deemed to have been refused and he/she shall not be eligible for allotment of a house on the campus for one year.

Further, if an employee refuses the allotment, he/she shall not be considered for allotment of any category of accommodation before the expiry of one year from the date his/her refusal is received / recorded by the Registrar.

12. (i) An allotment made under these rules shall continue in force until -
- (a) The expiry of the concessional period permissible under Clause- 12 (ii) below after the employee ceases to be at the place of his duty.
 - (b) It is cancelled / withdrawn by the Vice-Chancellor/HouseAllotment 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 the table given below for the period specified against it, provided that the residence is required for the bonafide use of the employee or member of his/her family:

Sr. No.	Events	Permission period for retention of the residence
1.	Resignation, dismissal, removal or unauthorized absence from duty.	One month
2.	Retrenchment or retirement	Three months Such employee will pay the normal rent (excluding HRA) being paid by them before their retirement. Blind employees can retain the accommodation for six months after their retirement.
3.	Death of the allottee	One Year
4.	The employee who proceeds on fellowship, scholarship, study leave, EOL for studies visiting assignments etc.	Period of leave granted by the University
5.	The employee who proceeds on EOL for job or new assignment in India or abroad or on deputation	Period of leave granted by the University

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 shall be initiated by filing a case in the Court of Law and the person concerned shall be required to pay penal rent as under:

Sr. No.	Period of overstay	Rate of Penal rent over and above the normal rate
1	Upto first month of overstay	At the rate of 50 times of normal license fee
2	Overstay of above one month and upto two months	At the rate of 100 times of normal license fee
3	Overstay of above two months and upto three months	At the rate of 200 times of normal license fee
4	Overstay of four months and above	At the rate of 300 times of normal license fee

13. Subletting university accommodation

Subletting of university accommodation is not allowed. The university employee shall be liable to pay penal rent of 500 times of the license fee, or as prescribed from time to time for a period of first three months, and thereafter five times of market rent, or as prescribed from time to time, or 500 time of license fee whichever is higher, as fixed by the committee. ***(amended by Haryana Civil Services, Punishment and Appeal Rules 2016; and Haryana Premises & Land Eviction and Rent Recovery Act - 1972)***

The Vice-Chancellor may allow retention of residential accommodation beyond the permissible period on normal rent and waive off the condition of the penal rent in hand and deserving cases on merits, where he/she considers it so necessary on request of the allottee.

14. 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.

15. 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.

16. 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/her in a manner so as to be a source of annoyance or nuisance to the neighborhood.

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.

- (a) 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 order him/her to vacate the premises; and
- (b) declare him/her ineligible for University accommodation for a period as may be specified in each case.

15. 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.

16. 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 be with the Executive Council.

17. 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.

18. 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.
19. 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/her salary or other dues.
20. 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.

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 - 9 (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-9 (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.

Place:

DEPONENT

Dated :

Chapter-36

Constitution and Byelaws of Kutumb: An Association of Indira Gandhi University Alumni

1. Name of the Association:

The name of the Association of IGU Alumni is KUTUMB. The Association is an autonomous body which has already been registered under Haryana Society Registration Act 2012.

2. Head Office

(a) The Head Office of the Association shall be at Campus of Indira Gandhi University, Meerpur, Rewari.

(b) The Association may establish Chapters/Offices in India and abroad on recommendations of the President/Director/ Deputy Director with the approval of the Chief Patron.

3. Aims and Objectives

The Association shall be a non government, non-political, charitable and non-profit making organization devoted to the following aims and objectives:

- (a) to foster the spirit of brotherhood and comradeship amongst the alumni of the University.
- (b) to arrange and collect funds to finance welfare and other schemes in the University approved by the Association including development of infrastructural facilities.
- (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 Indira Gandhi University, Meerpur, Rewari 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.
- (i) to look after the interests of the Alumni of the University.
- (j) to open branches/chapters of the association in other towns.
- (k) Alumni Association may seek donations etc. under CSR regulations.
- (l) funds/donations may be sought and utilized for the welfare of society in Haryana.
- (m) the Alumni Association Society will apply for 12 A registration and will seek to get exemption for the donors under section 80G of Income Tax Act, 1961. Society will also put efforts for NITI Ayog and FCRA registration.
- (n) to do all other acts in furtherance of the objectives of the Association.

4. Membership

1. Persons who have been admitted/passed out any examination from Post graduate Regional Centre (PGRC), Indira Gandhi PGRC, Rewari and University Teaching Departments of Indira Gandhi University 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) Donor Members: Any person, who is not otherwise eligible to become a member of association but has donated an amount decided by the executive committee to the funds of association and donation has been accepted by KUTUMB- An Association of IGU Alumni, he/she may be enrolled as its donor member.
- (c) Teacher-Members: Members of the teaching staff of the University even though they may not be graduates of the University after paying subscription fees not less than life membership.
- (d) Honorary Members: Not more than 50 members from amongst distinguished, Educationists, Researchers, Judges, Person in Services, Industrialists, Person in Corporate Sectors etc. shall be nominated by the Patron.

(Note: All former Vice-Chancellors and former Registrars of Indira Gandhi University will be the life member of the KUTUMB- An Association of IGU Alumni.)

3. SUBSCRIPTION FOR MEMBERSHIP

Life Members: "Rs. 500 payable in one installment either at the time of admission or becoming the member of the association. The Non- resident/ resident members living outside India shall pay US\$ 50 or equivalent as life membership fees.

Membership Privileges

1. Access to membership directories.
2. Access to Central Library of Indira Gandhi University, Meerpur, Rewari.
3. Access to certification and licensing programme.
4. Privileged access to industrial events and conferences.
5. Inside access to innovations and new developments.
6. Opportunities to give back to the society.

Office Bearers

(1) The following shall be the office bearers of the Association:

- | | | |
|------------------------------|---|--|
| (a) Vice- Chancellor | : | Chief Patron (Ex-officio). |
| (b) Registrar | : | Patron (Ex-officio). |
| (c) Director Alumni | : | Amongst Professors of Indira Gandhi University
(nominated by Chief Patron) |
| (d) Deputy Director (Alumni) | : | Amongst Professors/Associate Professors of the University
(nominated by Chief Patron) |
| (e) Financial Advisor | : | Finance Officer, IGU, Meerpur (Ex-officio). |
| (f) Coordinators | : | Chairpersons of UTDs (Ex-officio) |
| (g) President | : | to be elected among Life Members |
| (h) Vice-President | : | to be elected among Life Members |
| (i) Secretary | : | to be elected among Life Members |
| (j) Joint Secretary | : | to be elected among Life Members |
| (k) Treasurer | : | to be elected among Life Members |

2. The term of the office-bearers (other than Ex-officio except Coordinators) shall be of three years. However, the term can be extended or terminated at any time by the Chief Patron.

3. The office bearers other than Ex-Officio except Coordinators shall not hold the same office for more than two terms.

5. Executive Committee

(1) The Executive Committee of the Association shall consist of 25 members, including the office bearers and not more than 05 coordinators to be nominated by the Chief Patron.

(2) The remaining 10 members of the Executive Committee shall be nominated by the Chief Patron from amongst the life members.

(3) The term of the members of the Executive Committee shall be three years.

6. Duties and Functions of the Office Bearers:

6.1 CHIEF PATRON

(a) The Chief Patron shall preside over meetings of the Association and Executive Committee and all other functions that may be organized by the association.

(b) The Chief Patron shall call special meeting of the Executive Committee if a written requisition by at least eleven 15 members in case of Executive Committee and 50 members in case of the Association is presented to him/her.

6.2 PATRON

(a) The Patron shall preside over meetings of the Association and Executive Committee in absence of Chief Patron.

(b) The Patron shall be the custodian of the property and interests of the Association.

6.3 DIRECTOR (ALUMNI)

(a) He/She shall perform such duties and functions as may be entrusted by the Chief Patron/ Patron.

(b) He/She shall preside over meetings of the Association and Executive Committee in absence of Chief Patron and Patron.

(c) Alumni Association Fund (AAF) shall be operated by Director jointly with the President.

(d) He/She shall act as a link between the Association and the University.

6.4 DEPUTY DIRECTOR (ALUMNI)

(a) He/She shall perform such duties and functions as may be entrusted by the Chief Patron/ Patron/Director.

(b) He/She shall assist director in establishing a link between the Association and the University.

6.5 Financial Advisor

(a) The Financial Advisor shall be responsible for monitoring the bank accounts of Alumni Association Fund (AAF).

(b) He/ She shall perform such duties and functions as entrusted by the Chief Patron/ Patron and Director (Alumni).

6.6 Co-ordinators

(a) The appointment of Co-Ordinators shall be made by the Chief Patron for a period of three years. However, such appointments can be extended or terminated any time by the Chief Patron.

(b) Co-Ordinators shall organize Alumni meet and other such activities.

(c) Co-Ordinators will provide link between the Association and the University.

(d) Co-Ordinators shall perform such duties and functions as may be entrusted to them by the Chief Patron/Patron/ Director/Deputy Director.

6.7 President

(a) He/ She shall preside over the meetings of the Association and Executive Committee in the absence of the Chief Patron/ Patron/ Director/ Deputy Director.

(b) He/ She shall operator bank account of AAF jointly with Director.

(c) He/ She shall perform such other duties and functions as may have entrusted to him/ her by the Patron or the Executive Committee.

6.8 Vice-President

(a) He/She shall perform the duties and functions of the President in the absence of the President.

(b) He/ She shall perform such other duties and functions as may be entrusted to him/ her by the Chief Patron/ Patron/ President / Director/ Deputy Director of the Executive Committee.

6.9 Secretary

(a) He/ She shall be custodian of all the records and documents of the Association.

(b) He/ She shall call and arrange meetings of the Executive Committee and the Association in consultation with the Chief Patron/ Patron/ President/ Director/ Deputy Director/ President.

(c) He/ She will record the minutes of the meetings of the Executive Committee and the Association.

(d) He/ She shall represent the Association in all legal proceeding and sign all legal documents on behalf of the Association.

(e) He/ She will maintain a record in connection with the work of the Association.

(f) He /She will maintain a property record in connection with the work of the Association.

6.10 Joint Secretary

(a) He/ She shall assist the Secretary in the discharge of his/her duties and functions.

(b) He/ She shall perform such other duties and functions as may be entrusted on him/her by the Chief Patron/ Patron/ Director/ Deputy Director/ President.

6.11 Treasurer

(a) He/ She shall be responsible for maintaining accounts of the Association (AAF).

(b) He/ She shall perform such other duties and functions as may be entrusted to him/ her by the Chief Patron/ Patron/Director/ Deputy Director/ President.

7 Meeting of the Association

7.1 Kinds Of Meetings

(a) At least one meeting of the Association shall be held during each financial year, which will be called the “ Annual General Meeting”.

(b) Other general meetings shall be called by the Secretary in consultation with the Chief Patron/ Patron/ Director/ Deputy Director/ President with their consent.

(c) Requisition meeting shall be called by the Chief Patron/ Patron/ Director/ Deputy Director/ President, if a written requisition signed by at least 50 members is presented to him/her stating the business for which the meeting is desired to be called.

7.2 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 financial year.

(d) to consider resolutions sent by the members or suggestions moved by the Chief Patron/ Patron/ Director/ Deputy Director/ President.

7.3 Requisition meeting of the Association will transact only the business for which the meeting has been requisitioned.

7.4 Quorum of Meeting of the Association

Half of the 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 shall be automatically adjourned for the same day and shall be held after 15 minutes of adjournment at the same venue. However, for an adjourned meeting no quorum shall be necessary.

7.5 Chairman

The Chief Patron of the Association or in his/ her absence of Patron or in his/her absence Director and so on will preside over the meetings of the Association.

8 Meetings of the Executive Committee:

8.1 Meetings

(a) At least two meetings of the Executive Committee shall be held during each financial year. These will be called Ordinary Meetings of the Executive Committee.

(b) Requisition meeting shall be called by the Chief Patron/ Patron/ Director/ Deputy Director/ President if a written requisition signed by at least 10 members of the Executive Committee is presented to him/her stating the business for 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) Eleven members of the Executive Committee shall constitute the quorum.

8.2 Business to be transacted at the Ordinary Meeting

(a) To recommend the Annual report of the KUTUMB- An Association of IGU Alumni 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 of the Association for consideration and approval.
- (c) to appoint the Chartered Accountants / Auditors.
- (d) to plan activities of the Association.

8.3 Chairman

The Chief Patron of the Association or in his/ her absence of Patron or in his/her absence Director and so on will preside over the meetings of the Association. In the absence of all of them, one of the member present will be voted to Chair the meeting.

9. Notice of Meeting(s)

Meetings of the Association shall be called at a notice of at least 10 days. However, meetings can be called, in case of emergency, at a shorter notice, as may be decided by the Chief Patron/ Patron/ Director/ Deputy Director in consultation with President.

10. Voting and Decision

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.

11. Funds and Accounts

(i) Funds of the Association shall consist of the subscriptions received from the Members on Probation, Life/ Ordinary Member's subscription, donations and gifts etc. from any individual, group of individuals or organization etc. The funds shall be kept in bank account separately as Alumni Association Fund (AAF) in in any nationalized bank.

(ii) Utilization of Alumni Association Fund (AAF):

AAF bank account shall be operated by Financial Advisor/ Director along with President. Any other account already functioning in the name of KUTUMB- An Association of IGU Alumni shall be closed with immediate effect and the balance amount must be transferred in AAF Bank account. AAF will work under PAN of Indira Gandhi University Meerpur, Rewari. Any other PAN in the name of KUTUMB-An Association of IGU Alumni, shall be surrendered with immediate effect.

(iii) The expenditure from AAF shall be made as per the annual budget estimate approved by the Executive Committee.

(iv) No part of the fund of the Association shall be spent for any purpose other the objectives of the Association.

(v) The bank account of the AAF will be operated by the President jointly with Director of the Association.

(vi) There shall be annual audit of the AAF by auditor(s) to be appointed by the Executive Committee of the Association.

(vii) Indira Gandhi University, Meerpur, Rewari will be entitled to own all Assets and liabilities of the Alumni Association.

12. Accounts/ Audit of the Association

(a) The association will be responsible for keeping and maintaining proper books of accounts i.e. cash book, ledger etc. as required under the Income Tax Laws and / or any other Authority including the Institute of Chartered Accountant of India, at its Registered Office with respect to all sums of money received and expended by the Association and the assets and liabilities of the Association.

(b) The books of accounts of the society shall be open to inspection during the business hours by the Registrar General, Registrar, District Registrar or any officer authorized by them and by any member of the association.

(c) The annual accounts of the society will be signed by any two authorized office-bearers of the Association.

(d) The Board of Governors (Chief Patron, Patron, Director, Deputy Director, Financial Advisor and President) will appoint Chartered Accountant, who shall not be a member of the Board of Governors or family member of any member of the Board of Governors, for maintaining and auditing the accounts and filing of income tax return of the Association for each financial year, at such remuneration as may be determined by the Board of Governors.

13. Management of Assets and Funds of the Association

(a) The sources of income of the Association will include receipts on account of membership fee, annual subscription, rent from property/assets, interest, consultation fees, gifts, grants, etc. The Association can also raise funds through interest free short term loans from its members or from scheduled bank on interest. Loan from the scheduled banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.

(b) The Governing Body will prepare and approve an annual budget of the Association on the basis of the estimated income and the capital & revenue expenditure during the first quarter of the financial year and shall also place a copy thereof before the General Body of Association in its Annual General Meeting for information.

(c) All assets and funds will belong to the Association and vest in the Association.

(d) All receipts and payments of the Association shall be made through Bank instruments (i.e. DD/ Pay Order/cheque/ Bank Transfer/ RTGS) including all receipts towards the membership fees and the annual subscriptions from the members. However, the Governing Body may determine the limits of financial transactions which may be conducted in case in certain other cases.

14. Functions of Alumni Association

The Alumni Association Fund (AAF) will be used for performing following functions:

(a) Expenditure on social and culture function.

(b) Financial support to the poor students.

(c) Help of the students of University in placements.

(d) Expenditure on Alumni meets for exchange of views/ ideas on education, cultural, social and academic matters.

(e) Publication of literature, papers, Journals, Directory etc. for fulfillment of objectives of the Association.

- (f) Payment of T.A. & D.A. as per University Rules.
- (g) Purchase of Stock register, Cash Book, Stationery and expenditure on postage stamps etc.
- (h) Purchase of Furniture and their repairs etc.
- (i) Purchase of Crockery etc, for serving refreshment to the guest.
- (j) Expenditure on Salary/ Honorarium to the staff appointed for maintaining the records of Alumni Funds. The expenditure on them will in no case exceed 10% of annual receipts of the previous year (normal year).
- (k) Such other expenditure not exceeding ₹ 50,000/- on a single item for the welfare of the Alumni Association not included in the rules above may be sanctioned by the Patron. However, expenditure exceeding ₹ 50,000/- will be sanctioned by the Chief Patron.
- (l) Proceeding of the purchase committees of all expenses incurred from the fund and the above objectives will be approved by the Chief Patron.
- (m) Expense on purchase/ maintenance of Hardware/ Software/ Computing Resources for achieving Alumni Association objectives.
- (n) Alumni office refreshment expenses on actual basis.
- (o) Imprest system as per university rules will be maintained for smooth functioning of the association.
- (p) Green channel support to members of the association.
- (q) Dedicated website for display of member's data and activities of association.
- (r) Involvement of alumni in various activities organized in KUTUMB.
- (s) Any other expenditure incurred for achieving the aim and objectives of the association.

15. Amendments of the Constitutions:

- (1) A proposal for the amendment of the Constitution of the Association shall be considered at the Annual General Meeting only. A proposal for an amendment shall be sent to the Secretary of the Association at least two months before the date of the meeting and shall be circulated by the Secretary of the Association to all the life members by e-mail or through Alumni Web Site at least one month before the Annual General Meeting.
- (2) For considering an amendment of the Constitutions not less than 2/3rd members of the Alumni Association shall be required to be present at the Annual general Meeting.

16. Regional Chapters

The executive committee may recognize a chapter of the association in any city/region provided it has twenty- five members enrolled. The expenses of the chapter will be managed by the respective chapter.

17 Cessation of the Membership

Any person enrolled as a member shall cease to be a member of the society in the following events:

- 1. Upon his/ her acting contrary to the aims and objectives of the Alumni association;
- 2. Upon such member being found guilty of a financial misappropriation of the funds of the Association;

3. Upon indictment and directions for removal by the District Registrar/ Registrar/ Registrar General of the Association;
4. An honorary member shall cease to be a member of the Association, if the Governing Body, decides so by passing a resolution in this behalf.

18. Dissolution of the Alumni Association

(a) The Alumni Association may resolve to dissolve itself in accordance with the provisions contained in the act and the rules there under in case it becomes difficult to carry on with the operations of the society, or it becomes insolvent or for any other pressing and unavoidable reason;

(b) In the event of the dissolution of the society, no assets of the society shall devolve on or distributed amongst the member of the society;

(c) Its assets and properties shall be first used to liquidate any liabilities and the left – over properties/ assets, if any, shall be transferred to any of the society like- minded KUTUMB- An Association of IGU Alumni.

19. If there is any doubt about the interpretation of any clause of sub-clause of the Constitution and the bye-laws, the interpretation of the Chief Patron shall be final binding.

Chapter-37
Re-employment of Teachers after Superannuation

1. All whole-time teachers appointed by the University shall retire on attaining the age of 60 years. Retirement of the University teachers may be fixed as the last day of the month in which the date of retirement falls.
2. Executive Council, on the recommendation of the Vice-Chancellor, may re-employ any teacher for a period not exceeding two years in the first instance. If the University authorities are satisfied then re-employment can be extended for further one year at a time if it is satisfied that such extension is in the interest of the University and provided further such a teacher is mentally and medically fit. However, the University can re-employ a retire teacher for five year in the first instance.
3. The re-employed teacher shall not be retained in the service beyond the age of 65 years.
4. Teacher re-employed after superannuation, shall not be given any administrative responsibilities such as Chairperson of the Department etc.

Provided that if there is no other Professor/Associate Professor in a Department, a superannuated Professor/Associate Professor may be appointed as Incharge of such Department.

5. Re-employment should be given only to teachers of outstanding merit and who have made a mark in their field of specialization as evident by research papers, monographs, books published, guidance of research etc.
6. A teacher requesting for re-employment should enclose a self- assessment report with his/her application, highlighting his/her contribution during the preceding 10 years.
7. 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 the University. Similarly, for re-employment of Associate Professors or Assistant Professors, one must have put in 10 years continuous service in the University.
8. The re-employed teacher shall continue to get salary what he/she had been drawing on the date of his/her retirement.

Chapter-38

Contractual Appointment of Teachers after Superannuation

1. Retired Professors/Associate Professor/Assistant Professors can be engaged on contractual basis in University Teaching Departments for tenure of one year at a time.
2. The extension of Professors/Associate Professor/Assistant Professors can be extended for further one year at a time if it is satisfied that such extension is in the interest of the University and provided further such a teacher is mentally and medically fit. However, in extraordinary cases, the University can engage a teacher on contractual basis for two year in the first instance.
3. Retired Professors shall not be given any administrative responsibilities such as Chairperson of the Department etc. Provided that if there is no other Professor/Associate Professor in a Department, a superannuated Professor/Associate Professor may be appointed as Dean of the faculty/Chairperson-Incharge of the Department in such a Department.

Remuneration of retired Professor/Associate Professor/Assistant Professor engaged on (Added by Executive council in its 21st meeting (Resolution No. 7 held on 08.06 2023) contractual basis shall be paid as follow:

Designation	Pay as per 7th pay Commission	Recommended Remuneration per month
Professor	Entry Pay of Rs. 1,44,200/-	Rs. 75,000/-
Associate Professor	Entry Pay of Rs. 1,31,400/-	Rs. 65,000/-
Assistant Professor	Entry Pay of Rs. 57,700/-	Rs. 1,500/- per lecture subject to a maximum of Rs. 50,000/-

Further, a sum of Rs. 10,000/- per month be paid on account of POL and toll tax etc. to those teachers who commute from Delhi, Gurugram, Rohtak, Narnaul and other station beyond 50 km. Provided further, in case, rent free accommodation is provided to teacher then Rs. 10,000/- will not be paid as POL, toll tax etc.

4. The teachers appointed on contractual basis shall not be retained in service beyond the age of 70 years.

Chapter-39

Re-employment/Contractual appointment of Non-teaching Employees after Superannuation

1. All whole time paid non-teaching employees shall retire on completing the age of sixty years.
2. Executive Council may, on the recommendation of the Vice-Chancellor, re-employ any non-teaching for a period not exceeding one year at a time in the first instance. If the University authorities are satisfied, then re-employment can be extended for further one year at a time, if it is satisfied that such extension is in the interest of the University and provided further such an employee is mentally and medically fit. However, in extraordinary cases, the University can re-employ a retired non-teaching employee for two years in the first instance.
3. The re-employed non-teaching employee shall not be retained in service beyond the age of 63 years.
4. The Executive Council may, on the recommendation of the Vice-Chancellor, also appoint any superannuated employee in the service of the University on contractual basis for a period of one year at a time. The appointment can be further extended up to the age of sixty three years, if it is satisfied that such extension is in the interest of the University and provided further such an employee is mentally and medically fit. However, University can appoint any superannuated employee in the service of University for two years in the first instance. In exceptional cases, Vice-Chancellor can relax the age of sixty three years for a superannuated employee to be appointed on contractual basis. However, the superannuated employee shall not be appointed on contractual basis in any case beyond 68 years.
5. In the case of payment of salary to such re-employed persons, whereas the employee covered in clause (2) above shall continue to get what he/she had been drawing on the date of his/her retirement; in the case of employee covered under Clause (4), the Executive Council shall prescribe while making his/her appointment.

Chapter-40

Amalgamated Fund

1. These rules will be called the "Amalgamated Fund Rules for University Teaching Departments and affiliated colleges of the Indira Gandhi University, Meerpur" , here in after called "Fund".
2. The fund shall be operated upon by the Dean, Students' Welfare (DSW) of the University / Principal of College concerned and utilised on the following purposes-
 - (i) Purchase of sports material for various games.
 - (ii) Watering, levelling, cleaning, turfing and repairing of the playgrounds, maintenance of swimming pool up to Rs. 3000/- at a time.
 - (iii) Amenities for N.C.C. Cadets and such other expenditure on N.C.C. as may be approved by the Principal/ D.S.W.
 - (iv) General expenditure on grants to Societies, Clubs, Associations, Committees etc. organized by the University Teaching Departments.
 - (v) Printing of pamphlets, posters, brochures etc. including subsidy to the Magazine Fund, if necessary.
 - (vi) Expenditure in connection with trips to places of Historical, Geographical, Scientific or other educational interests or mountaineering trips or visit to important institutions and centers 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 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 Chairperson/Incharge 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.

3. 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 clause 8.
4. 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. 20/- per student and Rs. 30/- per guest. Such rates shall be amended from time to time.
5. 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.

6. Travelling allowance at University rates to persons invited to deliver lecture at the College / Department or to preside over sports and social functions of the College/Departments.
7. 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.
8. Members of the staff will also include the President of the team or his/her representative, the Assistant Professor in Physical Education and some attendants according to need.

For Students

Railway Journey	Concessional 2 nd Class Railway fare each way
Road Journeys	Actual Bus Fare for place not connected by Rail
Local Conveyance	Actual Bus/Auto Rickshaw fare to be given to students and officials accompanying them for all matches /cultural functions
Diet Allowance	Rs.150/- per head per day and Refreshment @ Rs. 30/- per head per match. The rate of refreshment in individual events shall be Rs. 30/- per bout/event. In addition to refreshment, diet allowance may also be given to local players at par with players of out station colleges participating in inter collegiate tournaments.

For Staff Members

T.A./D.A. to Members of staff and attendants/ servants accompanying the teams/tours will be paid as per Indira Gandhi University, Meerpur Rules.

Note

- a) Journeys between stations connected by rails may be permitted by mail train or bus with the prior sanction of the Principal/Dean Students' Welfare.
- b) The teams or the students given meals by the hosts/colleges will not be given daily allowance.

9. Expenditure on refreshment/meals etc to the players for friendly matches/University matches and other matches on the college/University campus.

When the teams along with their managers and coaches are not entitled to D.A., they may be provided with refreshment @ Rs. 60/- per head per day for friendly / University and other matches played on College/University grounds.

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

Hockey, Football & Cricket	32 for both teams in each game
Volley-ball, Basket- ball, Hand-ball, Kho-Kho, Kabaddi & Water Polo	24 for both teams in each game

Wrestling, Athletics, Judo, Gymnastics, Swimming, Boxing, Weight-lifting, Relay Races, Cycling, Cross-country and Yoga	Actual number of participants
Badminton, Table Tennis, Tennis & Chess	10 for both team in each game

The visiting Cricket teams from outside may be entertained at the rate of Rs. 60/- per head per meal and Rs. 30/- per head for refreshment. However, in special cases additional expenditure may be incurred with prior sanction of the Principal/Dean Students Welfare. Such rates may be amended from time to time by Executive Council.

10. Photographs of various Sports Clubs, Students Association, Dramatic Club, Hostel Welfare Committee, Magazine Committee and other clubs or societies with important dignitaries and members of staff, are allowed at the discretion of the Principal/Dean Students Welfare.
11. Expenditure in connection with the award of College Colors to distinguished players.
12. Purchase of Stock Registers, Cash Books, Stationery and expenditure on postage stamps, telegrams, telephones etc., in connection with the fund.
13. Construction of Cycle stand, Open-air-theatre, Swimming pool, Badminton as well as Tennis courts and playgrounds.
14. Expenditure in connection with annual sports including entertainments of parents, guests and prize winners, social and youth welfare and other functions organized by the Colleges/ Departments.
15. Expenses on medicines required for the use of the students while at outstations in connection with tournaments etc. While playing matches at station, the medicines not available in the Health Centre may be reimbursed to the players.
16. Purchase of furniture and soft furnishing for Common Rooms, articles for indoor games and expenditure on their repairs and on petty contingencies. Purchase of musical instruments, water coolers and general welfare of the students and expenditure on their hire and repairs and on contingencies.
17. Uniforms or other equipment for members of various teams and establishment, at the discretion of Principal/Dean Students' Welfare.
Note: The uniforms purchased by members of the various clubs will be returned at the end of the year to the Director of Physical Education who will maintain a register for the purpose. A member of the team who pays half the cost of the uniforms will have the right to take it with him/her when he/she leaves the College/Department.
18. 23. Lump sum grants to poor athletes 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. 500/- in a year.
19. 24. Expenditure on entertainment of students and staff of other Universities and institutions arranged for academic and social exchange.
20. Expenditure on books, periodicals and newspapers for the students' reading-room.
21. Any other object connected with the students activities of Sports/educational character as may be approved by the Principal/Dean Students Welfare.

Up to 20% of the income from the Amalgamated Fund may be spent:-

- (a) on construction of Pavilion, Stadium, Swimming Pool, Gymnasium, Open-air-theatre;

Students, Centre; Class Rooms; and

(b) 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.

22. Expenditure in connection with Community Projects or Social Service activities approved by the Principal/Dean Students Welfare.

23. Expenditure on Hobbies.

24. Expenditure in connection with refereeing of University Matches.

25. Payment of protest fee or affiliation fee, nomination fee, entry fee, late fee, fine or subscription for sports, youth welfare and other activities.

26. Expenses in connection with tuck shop (excluding Building).

27. Youth Welfare Activities.

28. Educational Melas, exhibitions, festival, (This should include only incidental expenses but not refreshment).

29. Purchase of crockery etc., for serving refreshment to students and other guests. Such other expenditure not exceeding Rs. 5,000/- on a single item of direct and indirect benefit to the students not included in the rules above, may be sanctioned by the Dean Students' welfare in the case of students of University Teaching Departments. However, the expenditure exceeding Rs.5,000/- will be sanctioned by the Vice-Chancellor.

30. The payment of allowance of Rs. 1500/- per month to the Principals of affiliated colleges as sumptuary allowance of expenditure incidental to the office of the Principal. This will replace any other allowance being paid to the Principals.

31. The rate of bursar allowance being paid out of the fund in the affiliated colleges other than government colleges shall be as under:

Student Strength	Allowance
1. Upto 1000	Rs. 500/- per month
2. More than 1000	Rs. 800/- per month

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

33. The annual audit of the funds collected from the students shall be audited by the concerned branch of the affiliating university and a copy of the audit report be sent to HEC's office (As per the guidelines issued by HEC vide memo no 20/10-2002 C-II(4) dated 08.05.2007).

Chapter - 41

Institutional Code of Conduct and Professional Ethics

I. Code of Conduct for Vice- Chancellor

1. Ensure faithful observance of the provisions of the Act, the statutes and ordinances and shall, without prejudice to the powers of the Chancellor, possess all such powers as may be necessary on that behalf.
2. To provide inspirational and motivational value-based academic and executive leadership to the university through policy formation and operational management.
3. To act in a transparent, fair & impartial manner maintaining highest degree of integrity in consonance with the regulatory framework of the university.
4. To utilize resources of the university in a judicious and efficient manner.
5. To promote collaborative and consultative work culture facilitating seamless generation of creative and innovative ideas.
6. To ensure confidentiality of privileged information.

II. Code of Conduct for Registrar

- (i) The Registrar shall be responsible for the due custody of the record documents and the common seal of the university.
- (ii) To act in a transparent, fair and impartial manner maintaining highest degree of integrity in consonance with the regulatory framework of the university.
- (iii) To provide true and accurate information as and when needed.
- (iv) To maintain appropriate confidentiality of personal, professional and institutional records.
- (v) To enforce the rules and regulations of the university in letter and spirit.
- (vi) To update oneself about the latest development/rules/regulations/guidelines, etc., for better coordination with state/central agencies such as UGC, MHRD, Higher Education Department and other regulatory bodies.

III. Code of Conduct for Dean of Faculty

- (i) To explore and suggest new initiatives for enhancement of quality in teaching and research.
- (ii) To effectively coordinate the teaching and research programmes of the faculty in a time-bound manner.
- (iii) To encourage inter-disciplinary outlook and strengthen synergies among various departments of the faculty.
- (iv) To address faculty concerns and priorities for achieving the university goals.
- (v) To develop platforms for multi-disciplinary discussions to promote academic excellence.

IV. Code of Conduct for Chairperson

- (i) Lead the department with a visionary zeal for holistic progress in consonance with the vision, mission and core values of the University.
- (ii) Exhibit inclusive and participative qualities to build a committed team in the department.
- (iii) Promote healthy work culture in the department in a rational and transparent manner.
- (iv) Maintain effective channels of communication with the students to learn and address their concerns and retaining sustaining their involvement in learning.
- (v) Envision, plan and facilitate new academic initiatives in tune with national and international scenario.
- (vi) Be an able and responsive administrator discharging all such functions as are laid down in the statutes, ordinances and rules of the University in a time-bound manner.
- (vii) Establish dynamic liaison and structured systems among various stakeholders.

V. Code of Conduct for Teacher

- (i) Every teacher shall discharge his/her professional responsibilities according to the existing rules/ service agreement/ code of professional ethics efficiently and diligently to match with the academic standards and performance norms.
- (ii) Every teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
- (iii) Every teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- (iv) No teacher shall absent himself/herself from duties at any time without prior permission from higher authorities.
- (v) No teacher shall accept assignment which is against Professional ethics.
- (vi) No Teacher shall associate with any activity which is not inline with the duties and ethics of the teaching profession.
- (vii) Every teacher shall maintain a conducive environment & create a positive perception of the University.
- (viii) No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the university campus.
- (ix) No teacher shall by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- (x) Treat other members of the profession and community in the same manner as they themselves wish to be treated.
- (xi) Manage their personal affairs in a manner consistent with the dignity of the profession.
- (xii) Contribute collaboratively towards creating harmonious environment with colleagues and refrain from indulging in unethical and unprofessional conduct.
- (xiii) Strive for continuous professional growth through conscientious and

dedicated teaching and research.

- (xiv) Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- (xv) Recognize the differences in aptitude and capabilities among students and strive to meet their individual needs with due respect to their rights & dignity.
- (xvi) Encourage students to improve their attainments, develop their personality and nurture scientific outlook.
- (xvii) Inculcate pragmatic pride in Indian values and ideals of democracy, patriotism and peace.
- (xviii) Develop commitment towards demonstrable behaviour in terms of sustainable development and social inclusion.
- (xix) Mentor-Mentee system must be followed by every teacher and the teachers should take proper care of their group of students by guiding, motivating, counseling and monitoring them.
- (xx) Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.

VI. Code Of Conduct For Supportive Staff

- (i) Every employee shall at all times maintain absolute integrity and devotion to duty.
- (ii) Every employee shall abide by and comply with the laws of the university and all orders and directions of his/her superior authorities.
- (iii) Every employee shall extend the utmost courtesy and attention to all persons in the course of duties.
- (iv) Every employee shall endeavour to promote the interests of the University and shall not act in any manner prejudicial thereto.
- (v) No employee shall be a member of any political organization or take active part in any political activity. Non-teaching employee in the university shall not be allowed to contest elections to Parliament, State Legislature or a Local Authority.
- (vi) Employee should adhere to university rules to participate in any demonstration or resolve to any form of strike in connection with their official duties and conduct.
- (vii) No employee shall join or continue to be a member of any service association of the university, which has not been constituted in accordance with the constitution approved for it by the university.
Provide that if the constitution of any association is approved subsequently appropriate to his/her class then such an employee who was not a member of the association appropriate to his/her class shall not continue to be a member of the earlier association.
- (viii) No employee shall, except in accordance with any general or special order of the university, or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly to any other people to whom he/she is not authorized to communicate such documents or information.

- (ix) No employee shall, except with previous sanction of the university, engage directly or indirectly in any trade or business or undertake any other employment.
There shall, however, be no objection to his/her undertaking honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer. He/she shall inform the University about his/her having taken up such work.
- (x) An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts of the case to the university.
- (xi) No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to the service under the university.
- (xii) No employee of the university shall act as reporter correspondent/ editor/ stringer/ journalist of newspapers/ magazines/periodicals other than literary, scientific or academic journals/or participate in the management of such newspapers/magazines/periodicals/ other media with or without payment except with prior sanction of the Vice-Chancellor.
 - (a) *Provided that this rule shall not apply if a contribution which is of literary, artistic, scientific or general academic character and does not form a part of the role of the employee specified herein.*
 - (b) *Provided further that the Vice-Chancellor may withdraw at any time sanction so granted without assigning any reason.*
- (xiii) No university employee shall make wild allegations amounting to defamation, baseless criticism and uncalled for observations regarding functioning of the university or its authorities.
- (xiv) No employee shall involve in any act of sexual harassment against women.
- (xv) University employees may write for redressal of their grievances connected with the service conditions to the concerned competent authority/body and shall not address their grievances without proper channel.
- (xvi) If the grievances of the university employees are not met with according to the above procedure within the reasonable time then they may make representations to the higher authorities of the university provided it is routed through proper channel.
- (xvii) University employees shall use cellphone for official purpose only.
- (xviii) Every employee shall adhere to regularity, punctuality and sincerity and shall not leave their seats during office hours without any valid reason and without consent of his or her reporting authority. Recording shall be made in the movement register, if employee is assigned duty outside the campus in working hours.
- (xix) Every employee shall make a proper use of university resources and shall maintain university campus, equipment's, furniture, fixtures and other assets

- appropriately.
- (xx) No employee shall be under the influence of drugs, alcohol or indulge in gambling during office hours.
 - (xxi) The support staff shall not show no discrimination on basis of gender, religion, caste or creed or region.
 - (xxii) No employee shall make improper or discourteous behavior towards others; shouting, speaking loudly or making a nuisance on the university premises.

VII. Code of Conduct For Students

Indira Gandhi University believes in creating and nurturing an environment that enables the students to make use of the diverse and rich resources of the university in the pursuit of academic excellence and personal growth. In consonance with achieving this objective and to ensure their safety, security and well-being, the students are expected to adhere to the following code of conduct:

- (i) The students of Indira Gandhi University are expected to demonstrate the highest standards of moral and behavioural conduct not only during their stay or active association with the university but as responsible citizens throughout life, wherever they are placed.
- (ii) Ignorance of any rule shall not allow a student to escape the liability for violation of the same.
- (iii) The Code of Conduct for students does not replace the law of the land which must be observed by all.
- (iv) Every student is required to attend classes regularly. If a student attends classes less than the required number i.e 65% or as per ordinance then he/she shall make himself/herself ineligible for appearing in the examinations.
- (v) In order to ensure the safety and security of the students, it is essential that students must visibly wear their identity cards at all times. The same should be produced when proof of identity is required by the university officials.
- (vi) All entries to various offices, hostels, auditorium, administrative and examinations blocks, etc. shall be subject to the production of valid Identity cards by the students. The same shall also apply to attending of cultural programmes, sports events, films shows or other such programmes of the university.
- (vii) All students must fill in the required information correctly in the Students Information Form. The address and contact numbers of parents should be correct so that they can be contacted in case of any emergency.
- (viii) Hostel facility is meant to be availed by bona-fide residents only. To maintain the academic environment and to ensure the safety of residents in hostels, non-residents/outsideers are strictly prohibited from using accommodation and/or mess facilities without prior permission from the concerned authorities. Any infringement shall invite strict disciplinary action including cancellation of admission (from the department as well the hostel)

- of the illegal occupant as well as the resident acting in violation of this rule.
- (ix) Non-vegetarian food is not served in the hostel messes. Accordingly, students are not allowed to consume non-vegetarian food in the hostel.
 - (x) Bona-fide student desirous of bringing/keeping his/her vehicle in the university campus would be required to submit a self-attested photocopy of the Registration Certificate (RC) of his/her vehicle and the driving license to the Chairperson/Incharge/Director of the Department/Institute and to the ward of the hostel concerned. The student will be issued a permit in the form of a sticker for his/her vehicle after submission of a copy of registration certificate to the Chief Security Officer through Chairperson/Incharge/Director of the Department/Institute. No vehicle, other than the permitted one, will be allowed entry in the university campus.
 - (xi) In order to ensure that the university campus is free of noise pollution, playing of loud music or blaring horns is prohibited in University campus.
 - (xii) Vehicles with black films are not allowed to enter the university campus.
 - (xiii) The maximum speed limit for driving on campus is 20 km per hour. The same must be complied by all while driving.
 - (xiv) Indira Gandhi University is a ragging free campus. All students must follow the university guidelines regarding, anti-gagging appended in the prospectus. To report incident(s) of any kind of ragging, helpline numbers are displayed at major places on the campus and also on the university website.
 - (xv) The university expects all students to demonstrate utmost sensitivity while dealing with others. All students should behave in a highly dignified manner with female students, teachers and employees. The university follows a policy of zero tolerance towards acts/s of sexual harassment. Anyone found indulging in any such activity shall be liable to face stringent disciplinary action including expulsion from the university.
 - (xvi) The university property should not be harmed in any manner. Any student found damaging or defacing the same shall make himself/ herself liable to appropriate disciplinary proceedings.
 - (xvii) Use of alcohol, tobacco and drugs in any form is strictly prohibited on the university campus. Any student acting in violation of the same shall invite strict disciplinary action including cancellation of hostel accommodation, forfeiture of security deposit and/or expulsion from the university.
 - (xviii) Every student must follow university rules and regulations in maintaining discipline in the campus. If a student is found involved in any act/s of indiscipline, unlawfulness or misbehavior then he/she will be dealt with as per university rules.
 - (xix) Anyone found disrupting classes or instigating students to disrupt classes, shall invite disciplinary proceedings as per rules.
 - (xx) University also has a mechanism to redress the grievances of its students through Students Grievances Redressal Cell. A student can submit his/her

complaint/grievance to the Dean Student's Welfare, Convener of the Cell, via e-mail at dean.dsw@igu.ac.in or in writing mentioning his/her name, class, roll number, department/hostel & phone number to the office of Dean Student's Welfare, IGU.

- (xxi) Students are advised not to hold any rally or protest near the University administrative block. They should take up the issue, if any, first with the Chairperson/Incharge/Director/Principal/Warden/Chief Warden and then with the Dean Student's Welfare.
- (xxii) Students must obey instructions of the teacher-in-charge(s) while on a tour/trip/field training/industrial training, etc. All safety norms, as prescribed in the UGC Safety Regulations, should be followed by students on and off the campus.
- (xxiii) All the students must observe silence in the library. The use of mobile phones in the library is strictly prohibited.
- (xxiv) One should not write or paste posters on the walls and window panes of the university buildings. Any poster/hoarding found pasted/fixed/hanged at any place, other than the prescribed ones, shall invite appropriate action under the Defacement of Public Property Act.
- (xxv) If at all, any information in the form of poster or pamphlets is to be displayed on the defined notice board its content should be got checked and approved by the Dean Student's Welfare/Proctor/Chairperson of concerned department beforehand.
- (xxvi) Students are expected to keep the campus neat and clean. The use of polythene is strictly banned in the campus.
- (xxvii) Any misuse of the internet facility provided by the university shall invite appropriate disciplinary action.

The University Code of Conduct for the students is not an exhaustive one. The students are expected to be good Samaritans and play an active role in taking the university to new heights of reputation and glory.

Chapter 42

Indira Gandhi University Research and Development Cell

The name of the Council that deals with Research and Development cell shall be Research and Development Cell Indira Gandhi University, Meerpur (hereinafter called the Cell).

1. Aims and Objects

The Cell shall be established to raise funds, donations, contributions, grant-in-aid, etc. for the promotion of the Research and Development activities of Indira Gandhi University, Meerpur namely -

- (a) Advancement of learning and education in all disciplines, in particular promoting and providing for research and development in Sciences, Engineering, Pharmaceutical Sciences, Social Sciences, Humanities, Commerce, Management, Law and Education etc.
- (b) Establish, maintain, and/or give grant-in-aid to Departments, Centres for encouragement of research and development work in the field mentioned in clause 1 (a) for the benefit of the society; teachers and students of the University.
- (c) Upgrade or facilitate laboratories and libraries in Departments and Research Centres of the University.
- (d) Support teachers/senior functionaries visiting within country and abroad to enhance and strengthen the research and academic development activities of the University.
- (e) Promote and/or give grant-in-aid for registration of patent.
- (f) Give grant-in-aid for holding or attending conferences, seminars, workshops, symposium, etc. at the National / International Level.
- (g) 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;
- (h) Institute awards of excellence for promoting research in the fields mentioned in Clause 1(a);
- (i) 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;
- (j) Promote and/or give grant-in-aid for any other purpose as the Research Advisory Council may decide from time to time;
- (k) Support and Co-ordinate Industry-Institute Partnership Cells in various technical/Science departments of the University.
- (l) Undertake all acts, deeds and things connected with, incidental to, and germane to the aforesaid aims and objects.

2. Director, Research & Development

- (a) There shall be a Director, Research & Development Cell, appointed by the Vice

Chancellor not be below the rank of Professor, who shall be the overall In-charge of the Cell and shall manage its affairs.

Provided that the term of the Director, Research & Development Cell shall be of two years, extendable by another one year, if deemed proper, by the Vice-Chancellor.

- (b) The Director, Research & Development Cell shall discharge the duties and functions in furtherance of the aims and objects as listed in clause 1, and execute the decisions of the Research Advisory Council of the University.
- (c) The Director, Research & Development Cell shall be In-charge of day-to-day functioning of Radha Krishnan Foundation Fund.
- (d) The Director, Research & Development Cell shall discharge such other duties and functions as may be assigned to him/her by the Vice- Chancellor from time to time.

3. Research Advisory Council

(a) There shall be an Research Advisory Council consisting of the following:

- Vice-Chancellor
 Chairman
- Dean, Academic Affairs
- Dean, Faculty of Physical Sciences
- Dean, Faculty of Life Sciences
- Dean, Faculty of Commerce, Management, Tourism & Hospitality Management
- Dean, Faculty of Engineering & Technology
- Director, IQAC
- Chairperson of UTD (to be nominated by the Vice Chancellor)
- Two Assistant professors (to be nominated by the Vice Chancellor)
- Three outside experts
(Distinguished experts in education, research, industries, corporate sector to be nominated by the Vice Chancellor)
- Director, Research and Development Cell Member-
 Coordinator

- (b) In the absence of the Chairman, the Director, Research & Development Cell shall chair the meeting of Research Advisory Council.
- (c) The Research Advisory Council shall advise on the promotion of research and development activities of the University, particularly, in respect of the matters lists in clause 1.
- (d) The term of the nominated members shall be of two years, extendable by another one year by the Vice-Chancellor.

4. Meeting of the Research Advisory Council

- a) At least one meeting of the Research Advisory Council shall be held during each academic year, which will be called Annual Meeting.
- b) Other meetings of the Research Advisory Council can be called by the Director, Research & Development Cell in consultation with the Vice-Chancellor.
- c) Two fifths of the members shall constitute the quorum.

- d) The vacancies, if any, in the Research Advisory Council shall not invalidate any of the proceedings of the Committee.

5. Officer (s) and staff of the Council

- a) The Vice-Chancellor may appoint, any officer(s) and supporting staff for the smooth functioning of the Research & Development Cell.
- b) The Vice-Chancellor shall determine the terms and conditions for the appointment of such officer(s) and the staff.

6. Powers and Functions of the Research Advisory Council

The power and functions of the Research Advisory Council are as follows:

- (a) The Research Advisory Council shall frame the guidelines from time to time for the purpose of administering the Research & Development Cell.
- (b) The Research Advisory Council shall exercise overall supervision and superintendence of the Council and all the matters incidental there to.
- (c) The Research Advisory Council may take steps for raising donations and contributions, and mobilization of resources from individuals, organizations, business houses, philanthropists, alumni, etc. for Indira Gandhi University Research & Development Fund.
- (d) The Research Advisory Council may accept any donations, contributions, etc. by Cheque/Bank Draft or movable or immovable property upon such terms, as it may deem fit.
- (e) The Research Advisory Council may transfer the funds received from any funding agency for the research project/scheme to the Research & Development Fund.
- (f) The Research Advisory Council 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.
- (g) The Research Advisory Council shall constitute Research & Development Corpus Fund.
- (h) The Research Advisory Council 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 Cell and maintenance of the properties of the Council.
- (i) The audited accounts of the Research & Development Cell shall be adopted at the annual meeting of the Advisory Committee.

7. Funds and Accounts

- a) 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 there of and the stocks, funds and properties representing the same shall be held in a separate account namely,

Indira Gandhi University Research & Development Fund.

- b) No part of the Research & Development Fund shall be spent for any purpose other than the objective of the Cell.
- c) The Account shall be maintained in a nationalized Bank situated in the Indira Gandhi University Campus.
- d) The bank account shall be operated by the Finance Officer.

8. Amendment of the Constitution

- a) A proposal for the amendment of the Constitution of the Research & Development Cell shall require the affirmative vote of not less than two thirds of the members present and voting of the Research Advisory Council.
- b) Such a proposal shall be placed before the Executive Council of the University for its consideration and approval.
- c) 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 Vice Chancellor shall be final and binding.

Chapter 43

Research Promotion Rules

Preamble

- These rules shall be called Indira Gandhi University Research Promotion Rules.
- The university is committed to transform lives and serve the society through pursuit of excellence in teaching, innovation, lifelong learning, cultural enrichment and outreach services.
- To accomplish its mission, University provides intellectually inspiring, academically challenging and supportive environment conducive to personal growth by engaging in innovative and leading-edge research within and across disciplines.
- These rules are framed to promote quality research among the faculty members of the University.

Objectives

- to motivate the faculty members and research students for cutting-edge research and innovations.
- to evince interest among faculty members for undertaking research projects from various funding agencies.
- to encourage the faculty members for collaborative and interdisciplinary research projects.
- to inspire the faculty members for sponsored consultancy projects.
- to encourage the faculty members and research students for creating, protecting and leveraging Intellectual Property Rights.
- to invigorate the faculty members and research students for publication of quality research work.

To achieve the afore mentioned objectives, the University institutes the following research awards and incentives.

A) Research Awards

The research awards shall be presented to the achievers annually based on the credits earned by regular faculty members of the University through various research activities.

- I. IGU Research Excellence Award
- II. IGU Best Researcher Award
- III. IGU Best Researcher Department Award

I. IGU Researcher Excellence Award

The IGU Research Excellence Award shall be presented to a faculty member achieving the highest credits based on the criteria mentioned in the Table 1. The minimum total credit points shall be 100. There should be minimum 15 credits each from any three categories. The recipient/(s) will be felicitated with a citation and memento.

Table 1: Criteria for IGU Researcher Excellence Award and IGU Best Researcher Award for II-A

S. No.	Research Activities	Categories	Credit Points	Remarks	
1.	Extramural Research Funding/Project (for each project)	1-5 (lakhs)	05	<ul style="list-style-type: none"> ➤ Full credits will be given to PI (single PI) for each project. ➤ In case of collaborative research, PI will get 70 % credits and 30 % credits will be given to Co-PI. ➤ In case of more than one Co-PI, then 30 % credits will be equally shared among them. 	
		>5-10	10		
		>10-20	15		
		>20-30	20		
		>30-50	30		
		>50-100	35		
		>100	40		
2.	Research Publications	Impact Factor (Thomson-Reuters)		<ul style="list-style-type: none"> ➤ Single author (full credits) ➤ In case of more than one author, 70% credits will be given to first/corresponding author and 30% to all other authors. ➤ Only research papers and review articles will be considered for credit points. 	
		0.5-1	05		
		>1-3	15		
		>3-5	25		
		>5-7.5	35		
		>7.5-10	45		
		>10	50		
3.	Books Publications (Reputed publishers with ISBN number)		National	International	<ul style="list-style-type: none"> ➤ Single author (full credits) ➤ In case of more than one author, 70% credits will be given to first/corresponding author and 30% to all other authors. ➤ There will be capping of maximum 30 credits.
		Text Book	10	20	
		Reference Book	15	30	
4.	Annual Citation Index as per Scopus/Google Scholar	Citations			<ul style="list-style-type: none"> ➤ Those papers will be counted which have been published as IGU faculty.
		25-50	02		
		>50-100	05		
		>100-200	10		
		>200-500	20		
		>500-1000	30		
		>1000	40		
5.	h-index of faculty member as per	05-10	05		
		>10-15	10		
		>15-20	15		

	Scopus/Google Scholar	>20-25	20	
		>25-30	25	
		>30-35	30	
		>35-40	35	
		>40	40	
6.	Research & Academic Awards and Fellowships	State Award	20	<ul style="list-style-type: none"> ➤ From Government organizations and apex national/international academic bodies with minimum 10 years of existence ➤ Fellowship must be for the duration of at least 3months. ➤ Indian National Academy of Sciences, Indian Academy of Sciences and National Academy of Sciences Fellows will receive 40 credits.
		National Award/ Fellow/Fellowship	30	
		International Award/ Fellow /Fellowship	40	
7.	Patents granted in the name of IGU Meerpur	International	20	<ul style="list-style-type: none"> ➤ Single inventor (full credits) ➤ In case of more than one author, 70% credits will be given to first/corresponding inventor and 30% to all other inventors. ➤ There will be capping of maximum 40 credits.
		National	15	

II. IGU Best Researcher Award

A. For the Faculties of Life Sciences, Pharmaceutical Sciences, Physical Sciences and Engineering & Technology

This award shall be given to a faculty member based on the criteria mentioned in Table 1. The faculty member with the highest credits shall be considered for this award (minimum credit points will be 75). There should be minimum 10 credits each from any three categories. The faculty member will be felicitated with a citation and memento. The faculty receiving the IGU research excellence award of that year will not be considered for this award.

B. For the faculties other than Life Sciences, Pharmaceutical Sciences, Physical Sciences and Engineering & Technology

This award shall be given to a faculty member based on the criteria mentioned in Table 2. The faculty member with the highest credits shall be considered for this award (minimum credit points will be 75). There should be minimum 10 credits

each from any three categories. The faculty member will be felicitated with a citation and memento. The faculty receiving the IGU research excellence award of that year will not be considered for this award.

Table 2: Criteria for Best Researcher Award II-B only.

S. No.	Research Activities	Categories	Credit Points	Remarks	
1.	Extramural Research Funding/ Project (for each project)	1-5 (lakhs)	05	<ul style="list-style-type: none"> ➤ Full credits will be given to PI (single PI) for each project. ➤ In case of collaborative research, PI will get 70 % credits and 30 % credits will be given to Co-PI. ➤ In case of more than one Co- PI, then 30 % credits will be equally shared among them. 	
		>5-10	10		
		>10-20	15		
		>20-30	20		
		>30-50	30		
		>50-100	35		
		>100	40		
2.	Research Publications	Impact Factor (Thomson - Reuters)		<ul style="list-style-type: none"> ➤ Single author (full credits) ➤ In case of more than one author, 70% credits will be given to first/corresponding author and 30% to all other authors. ➤ Only research papers and review articles will be considered for credit points. 	
		0.5-1	05		
		>1-3	15		
		>3-5	25		
		>5-7.5	35		
		>7.5-10	45		
		>10	50		
3.	Books Publications (Reputed publishers with ISBN number)		National	International	<ul style="list-style-type: none"> ➤ Single author (full credits) ➤ In case of more than one author, 70% credits will be given to first/corresponding author and 30% to all other authors. ➤ There will be capping of maximum 30 credits.
		Text Book	10	20	
		Reference Book	15	30	
4.	Annual Citation Index as per Scopus/Google Scholar	Citations			<ul style="list-style-type: none"> ➤ Those papers will be counted which have been published as IGU faculty.
		25-50		02	
		>50-100		05	
		>100-200		10	
		>200-500		20	
		>500-1000		30	
		>1000		40	

5.	h-index of faculty member as per Scopus/Google Scholar	05-10	05	
		>10-15	10	
		>15-20	15	
		>20-25	20	
		>25-30	25	
		>30-35	30	
		>35-40	35	
		>40	40	
6.	Research & Academic Awards and Fellowships	State Award	20	<ul style="list-style-type: none"> ➤ From Government organizations and apex national/international academic bodies with minimum 10 years of existence ➤ Fellowship must be for the duration of at least 3 months. ➤ Indian National Academy of Sciences, Indian Academy of Sciences and National Academy of Sciences Fellows will receive 40 credits.
		National Award/ Fellow/Fellowship	30	
		International Award/ Fellow /Fellowship	40	
7.	Patents granted in the name of IGU Meerpur	International	20	<ul style="list-style-type: none"> ➤ Single inventor (full credits) ➤ In case of more than one author, 70% credits will be given to first/corresponding inventor and 30% to all other inventors. ➤ There will be capping of maximum 40 credits.
		National	15	

III. IGU Best Research Department Award

This award shall be given to the Department of University receiving the highest funding from external sources based on the utilization of the same in concerned financial year. The grant received and utilized from DST-FIST/UGC-SAP/DBT-IPLS/ICSSR etc for Research, Conference, Symposia etc and research grants received by the faculty members of that department will be considered for this award.

B) Research Incentives

1. Research Publication Promotion Incentives

Incentives for the research publications will be as under.

S. No.	Thomson Reuters Impact Factor	Award	Cash Prize (In Rs.)	Remarks
1.	1-2	Citation	1,100	<ul style="list-style-type: none"> ➤ The cash prize will be given to the authors with IGU Meerpur affiliation only. ➤ In case of more than one author, 70% share of the cash prize will be given to the first/corresponding author and 30% will be shared by all other authors. ➤ Only research papers and review articles with Thomson Reuters Impact Factors will be considered for the cash prize.
2.	> 2-5	Citation	2,100	
3	> 5-7.5	Citation	3,100	
4.	> 7.5-10	Citation	4,100	
5.	> 10	Citation	5,100	

Note: Mementos and citations may be given to faculty members with the (i) highest Cumulative Impact Factor (CIF) (ii) highest h-index (iii) highest number of citations.

2. R & D/Consultancy Project Promotion Incentives

Incentives for the faculty members awarded with extra mural funding for research project (minimum 5 lakhs) are as under:

Extra mural R&D Projects (Amount in lakhs)*	Consultancy Projects (Amount in lakhs)*	Cash Prize (in Rs.)
5-10	1-2	5,100
> 10-20	> 2-5	11,000
> 20-50	> 5-10	21,000
> 50-75	> 10-20	31,000
> 75	> 20	51,000

*DST-FIST/UGC-SAP/DBT-IPLS or any other institutional grant will not be entitled for such incentives.

The cash prize and a citation will be given to PI only. If project involves more than one faculty from our university the incentive will be shared among the participating faculty members in the ratio of 70:30 (PI: Co-PI).

3. Collaborative Research project with foreign University/ Institute

Any collaborative research project undertaken by the faculty with a foreign university/institute may be awarded with a citation and memento.

**The year in which the collaborative project commenced is the criteria for including this into the scheme.*

4. Patents Promotion Incentives

Incentives for the patents granted in the name of IGU Meerpur will be as under.

S. No.	Category	Award	Cash Prize (In Rs.)	Remarks
1.	International	Citation	3,100	➤ The cash prize will be given to the inventors with IGU Meerpur affiliation only. ➤ In case of more than one inventor, 70% share of the cash prize will be given to the first/corresponding inventor and 30% will be shared by all other inventors.
2.	National	Citation	2,100	

C) BEST Ph.D. THESIS AWARDS

The research scholars of the University will be encouraged for pursuing quality research by offering the best Ph.D. thesis awards in each academic year based on the Cumulative Impact Factor (CIF) of the research publications. The rules for the University Gold/Bronze/Silver and Faculty Best Thesis Awards are as under:

S. No.	Category	Minimum Eligibility	Award	Cash Prize (In Rs.)	Selection Criteria
1.	University Gold Medal	CIF > 10	Gold Medal + Citation	51,000	Highest CIF
2.	University Silver Medal	CIF > 10	Silver Medal + Citation	31,000	Second Highest CIF
3.	University Bronze Medal	CIF > 10	Bronze Medal + Citation	21,000	Third Highest CIF
4.	Faculty Best Thesis	CIF > 5	Citation	11,000	Highest CIF in each Faculty

Instructions for the Applicants of Best Thesis Award:

1. The academic year corresponds to 1st July of particular year to 30th June of next year. For example, if a candidate wants to apply for the best Ph.D. thesis award for the academic year 2022-23, his/her thesis should have been defended between 01-07-2022 to 30-06-2023.
2. Only provide the details of research articles (not the review articles) included in the Ph.D. thesis (either published or accepted) till the defense of the thesis.
3. Enclose the first page of published research article not the entire publication as proof of publication.

4. Provide the proof of the journal's latest impact factor as per Thomson Reuters.
5. The application duly verified by the supervisor and forwarded by the Chairperson of the Department will be considered for the award of best Ph.D. thesis.
6. Any wrong information will be liable for disqualification of the candidate from best Ph.D. thesis award.

D) GRANTS TO PROMOTE RESEARCH AT UNIVERSITY LEVEL

- Initial seed grant for three years (1 lakh per year) for the newly recruited faculty members (up to five years from the date of their joining) for establishment of their research work be given subject to the availability of funds. The proposal shall be submitted throughout the year and will be reviewed by an expert committee duly constituted by Vice-Chancellor/ Research Promotion Board. Seed grant for only ten proposals will be awarded in a particular year with at most one proposal in each Department.
- Post seed grant for three years (1.5 lakhs per year) may be given to the teachers who were appointed before 6-15 years subject to the availability of funds. The proposal shall be submitted throughout the year and will be reviewed by an expert committee duly constituted by Vice-Chancellor/ Research Promotion Board. The proposal will be awarded on their merits. Only five projects will be awarded in a particular year.
- Additional 10 duty leaves (for research purpose) may be sanctioned to the PI (having a major research project of more than 10 lakhs) for Project related work outside the University.

Note: IGU **RadhaKrishna Fund** may be utilized to encourage research and innovations in the University.

• PERIOD OF EVALUATION

All awards will be distributed each year on the foundation day of the university or in some other major function of the university but before 30th June of the next year. The academic year (from 1 July of particular year to 30 June of the next year) is the period for calculating the credits mentioned in the selection criteria of the awards. The applications will be received up to 7th August of each year. Only regular faculty members of the University will be eligible for the awards related to faculty members.

• AWARD SELECTION COMMITTEE

A five members committee shall be constituted by the Vice-Chancellor under the Chairmanship of the Director, Research and Development Cell. Dean, Academic Affairs will be the member of the committee. Three members will be nominated by the Vice-Chancellor. The decision of the committee shall be final and binding.

Chapter – 44

Rules of Professional Consultancy by the teachers of the University

Preamble

To ensure effective teaching and enhancement in research in the university, technological/professional institutions, there is a great need for interaction with the industry and other comparable Institution of higher learning. Such interactions will certainly help for the welfare of the society. The interaction between academic institution and industry shall be in the form of:

- (i) Industrial Consultancy/Legal Consultancy
- (ii) Sponsored Research
- (iii) Transfer of ideas inferred from research in the form of patents etc.
- (iv) Inter-Institutional collaboration in 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, computer, Laboratory Staff and administrative persons etc.

Organizational set-up

The Executive Council of the Indira Gandhi University Meerpur may set up a small unit headed by a senior Professor (name as Dean/Director Consultancy or any other designation) who will co-ordinate and guide the consultation activities of the University to take suitable administrative action to control such activities as per rules framed by the University in this regard. He/She may exercise such authority as may be vested in him/her by the Vice-Chancellor.

Payment of Consultancy and permissible limits

1. All consultancy assignments by faculty members should be undertaken with prior concurrence of Chairperson of the Department and permission of Dean/Director Consultancy.
2. A faculty member may be allowed to spend normally a maximum of 30 days a year for consultancy with the permission of the Vice-Chancellor.
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 in form a Cheque/draft in favour of Registrar 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 fee at Clause-11(f) 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/her share in one academic year should not exceed his/her 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. Quarterly statements of consultancy services rendered by each faculty shall be forwarded by the Dean/Director 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 university facilities on payment basis as per Clause 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 faculty member by University authorities.
11. Before accepting the consultation job, the faculty member shall obtain the approval of the Dean/Director Consultancy through the Chairperson/Incharge 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 laboratory Equipments/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 / 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 equipment.
 - v) T.A./D.A. for visits to site etc.
 - vi) Administrative / overhead charges to be paid to the University.
 - vii) The technical fee

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 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 laboratory facilities are not needed, no charges may be levied for use of equipment. The expense on labour and material should be regulated as per the usual procedure of the University.

Out of the fee stated above at Clause 11(f) 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 breakup 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 - 45

Magazine Fund Rules for University Teaching Departments and affiliated Colleges

1. These rules will be called the Magazine Fund Rules for UTDs and affiliated Colleges of Indira Gandhi University, Meerpur, hereinafter called as "Magazine Fund".
2. There shall be Magazine fund for the University Teaching Departments and affiliated colleges. The Magazine fee realized from the students for the purpose shall be credited to the Magazine Fund. The fund will be operated by the Dean of Faculty to be nominated by the Vice Chancellor/Principal of College.
3. Every student of the University Teaching Departments/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 of this fund will be supplied to each student. Copies shall also be sent in exchange to various colleges and Universities in the State and elsewhere and also distributed among such other persons as may be determined by the Dean of Faculty to be nominated by the Vice Chancellor/Principal of the College.
5. The Magazine Fund shall be utilized on the following objects:
 - (i) Purchase of stationery for preparing the manuscript of the Magazine.
 - (ii) Publication cost such as cost of paper, printing, composing, binding and such other expenses, which are incidental to the editing, printing and publication of the magazine and necessary bulletins/brochures.
 - (iii) Award of prizes to students in different languages to encourage them to write articles for the Magazine on competitive basis.
 - (iv) Allowance for computer typing and other work done by part-time Clerk/Peon for the Magazine as sanctioned from time to time by the Dean of Faculty to be nominated by the Vice Chancellor/Principal of the College.
6. Payment of honorarium to the Chief Editor and Editors (both teachers and students) per academic year, at the following rates:

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

Note

- Editor must contribute one Write Up/Article each in the Magazine.
 - A separate Sections devoted to all faculties will form part of the Magazine.
7. Any other expenditure that is deemed necessary for publication and distribution of the Magazine such as travelling expenses, postage with prior sanction of the Dean of the faculty nominate by the Vice Chancellor/Principal of the College.

Chapter 46

Students Aid Fund

1. Name of the Fund

This shall be named as "Indira Gandhi University Meerpur Students Aid Fund", hereinafter referred to as I.G.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 students of University Teaching Departments@Rs. 10/- 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 Chairperson of the concerned Department and shall not normally exceed Rs. 6,000/- 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 Chairpersons of UTDs to be nominated by the Vice Chancellor.
- (c) Finance Officer
- (d) 02 students of UTDs, to be nominated by the Vice Chancellor.

The Dean, Students Welfare shall be responsible for the administration of the fund.

Note: Applications from the needy students shall be invited at the time of commencement of the academic session.

5. Audit

The accounts of the IGUSAF will be audited by the Resident Audit Officer as may be deputed by the Examiner, Local Fund Accounts, Haryana.

Chapter 47

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 – 48

Publication And Distribution Of Research Journals

Scope of the Journal: The University Journal (s) shall cater to the research needs 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 the Departments / 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. The periodicity may be varied by the Vice-Chancellor on the recommendations of the Chief Editor.

Date of Publication: The date of publication shall be decided by 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 a quality printing press at Rewari or outside may be entrusted with this job. A Committee consisting of Chief Editor (Convenor), Professor (nominated by vice-chancellor and the Finance Officer will finalize 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/her and such person(s) may be paid suitable remuneration.

Evaluation of Articles: The members of the Editorial Board shall not be appointed as experts for evaluation of articles / research papers. No honorarium shall be paid to the expert(s) for evaluation of article/research paper for publication in the Research Journal of the University (Added by the Executive Council vide Reso. No. 46 dt. 17-09-2010).

Budget: The Chief Editor of every journal shall prepare a budget for 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 may be created by the University, for the printing of research journal (s). The fund shall be maintained by the Finance Officer/Account branch.

Records: The stock register (s) shall be maintained by the Chief Editor(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).
- (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

Advertisement rate shall be decided by the Vice-Chancellor of the recommendation of Chief editor the journal.

Position	Rate
Inner cover full page (2nd & 3rd pages inner pages)	Rs. 200/- (25% extra for guaranteed position on
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 at least one month before the date of publication. Extra charges for advertisement in colour printing shall be decided by Vice-Chancellor. 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).