

CENTRAL UNIVERSITY OF HIMACHAL PRADESH

No	1	2	3	4	5	6	7	8	9	10	11	12	13	Central University of Himachal Pradesh (CUHP) Ordinances Index Title
														ASSIGNMENT OF DEPARTMENTS AND CENTRES TO SCHOOLS OF STUDIES ADMISSION OF STUDENTS TO THE UNIVERSITY APPOINTMENT, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE DEAN CONSTITUTION OF THE BOARD OF STUDIES* TERMS OF OFFICE OF ITS MEMBERS AND [TS POWERS AND FUNCTIONS FUNCTIONS & DUTIES OF THE HEADS OF THE DEPARTMENTS FUNCTIONS & DUTIES OF THE DIRECTORS OF THE CENTRES FUNCTIONS AND RESPONSIBILITIES OF THE DEAN STUDENTS' WELFARE (DSW) EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE VICE- CHANCELLOR EMOLUMENTS AND TERMS AND CONDITIONS OF SERVICE OF THE PRO-VICE-CHANCELLOR EMOLUMENTS, TERMS & CONDITIONS OF SERVICE, FUNCTIONS, RESPONSIBILITIES OF THE REGISTRAR EMOLUMENTS and TERMS & CONDITIONS OF SERVICE OF THE FINANCE OFFICER EMOLUMENTS and TERMS & CONDITIONS OF SERVICE OF THE CONTROLLER EXAMINATIONS EMOLUMENTS and TERMS & CONDITIONS OF SERVICE OF THE LIBRARIAN 2 ORDINANCE NO: 1 ASSIGNMENT OF DEPARTMENTS AND CENTRES TO SCHOOLS OF STUDIES (Statute 15 (5) (a) of the Statutes of the Central Universities Act, 2009) The Departments and Centres of Studies as assigned to each School of Studies areas under 1) School of Medical Sciences a) Colleges Maintained bythe University College of Medical Sciences College of Dental Sciences b) Departments of Studies Such Departments as may be established from time to time under the Statutes and assigned by the Ordinance c) Centres of Studies i) Such Centre as may be established from time to time and assigned by the Ordinances 2) School of Health & Allied Sciences a) Departments. of Studiés: i) v) . vii) Department of Nursing & Patient Care Department of Physiotherapy Department of Rehabilitation Sciences Department of Pharmaceutical Sciences Department of Pathology & Diagnostics Department of Nutrition & Food Technology Such other Departments as may be established from time to time underthe Statutes and assigned by the Ordinances b) Centres of Studies: i) Centre for Criminology & Forensic Sciences Centre for Hospital & Healthcare Management Such other Centre as may be established from time to time and assigned by the Ordinances 3) School of Engineering Sciences & Technology a) Departments of Studies: i) v) vii) viii) Department of Civil & Environmental Engineering Department of Electrical Engineering & Energy Technology Department of Electronics & Communication Engineering Department of Mechanical & Aerospace Engineering Department of Chemical Engineering & Chemical Technology Department of Computer Engineering & Robotics Department of Pharmaceutical Technologies Department of Biotechnology & Genome Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies i) Centre for Emerging Technologies & Innovation z[33 Centre for Earthquake Sciences & Engineering Centre for Skill Development & Community Polytechnic Such other Centre as may be established from time to time and assigned by the Ordinances 4) School of Planning , Architecture & Design a) Departments of Studies: i) Department of Architecture Department of Landscape Architecture Department of Interior Design Department of Planning v) Department of Design Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) Centre for Urban Renewal and Architectural Conservation Such other Centre as may be established from time to time and assigned by the' Ordinances 5) School of Physical & Material Sciences a) Departments of Studies: i) Department of Physics & Astronomical Science Department of Microwave & Electronics Department of Chemistry & Chemical Sciences Department of Nanoscience & Materials v) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) Centre for Energy Studies Centre for Analytical Techniques in Physical & Material Sciences Centre for Inter-disciplinary Research in Basic Sciences Such other Centre as may be established from time to time and assigned by the Ordinances 6) School of Life Sciences a) Departments: i) Department of Animal Sciences Department of Plant Sciences Department of Structural Biology Department of Microbiology v) Department of Biochemistry & Molecular Biology Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: Centre for Computational Biology & Bioinformatics Centre for Human Biological

Chemistry & Genetics Centre for Biomedical Engineering & Bio-Engineering Such other Centre as may be established from time to time and assigned by the Ordinances 7) School of Earth & Environmental Sciences: a) Departments: i) Department of Geology Department of Geography Department of Environmental Sciences Department of Atmospheric & Planetary Sciences v) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) Centre for Climate Change, Oceanic Sciences & Glacier Studies Centre for Hydrological Sciences & Hydro Energy Centre for Natural Resource Management & Human Ecology Such other Centre as may be established from time to time and assigned by the Ordinances 8) School of Mathematics, Computers & Information Sciences a) Departments: i) Department of Mathematics Department of Statistics & Actuarial Science Department of Computer Science & Informatics iv) Department of Library & Information Science v) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) Centre for the Development of Multimedia Systems Such other Centre as may be established from time to time and assigned by the Ordinances 9) School of Humanities & Languages a) Departments: i) v) vii) viii) Department of Philosophy & Human Values Department of Comparative Religion & Civilisation Department of History, Culture & Archaeology Department of Linguistics & Etymology Department of English & European Languages Department of Hindi & Indian Languages Department of Sanskrit & Pali Department of Urdu Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) Communication and Language Lab Centre for Comparative Literature & Translation Studies Centre for Indo-Arab and Iranian Studies Centre for Indo-Tibet and Chinese Studies Such other Centre as may be established from time to time and assigned by the v) Ordinances IO) School of Social Sciences a) Departments: i) Department of Economics & Public Policy ii) Department of Political Sciences & International Relations iii) Department of Public Policy & Public Systems Management iv) Department of Sociology & Social Anthropology v) Department of Social Work vi) Department of Psychology & Behavioural Sciences vii) Department of Family & Community Sciences viii) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) Centre for Peace Studies & Conflict Resolution ii) Centre for South Asian Studies iii) Centre for Defence & Strategic Studies iv) Centre for the Study of Social Exclusion & Inclusive Policies v) Centre for Women Studies VI) Centre for Dalit & Minority Studies vii) Centre for Rural and Tribal Studies viii) Such other Centre as may be established from time to time and assigned by the Ordinances 11) School of Education a) Departments: i) Department of Educational Studies ii) Department of Teachers Education iii) Department of Special Education iv) Department of Early Childhood Education v) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) Centre for Policy Research in Education ii) Centre for Educational Technology & Innovation iii) Such other Centre as may be established from time to time and assigned by the Ordinances 12) School of Business & Management Science a) Departments: i) Department of Accounting & Finance ii) Department of HRM & Organisational Behaviour iii) Department of Production & Operations Management iv) Department of Marketing & Supply Chain Management v) Department of Management Science VI) Department of Change Management & Organisation Development vii) Department of International Trade, Business & Finance Viji) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances sln b) Centres of Studies: i) Centre for Corporate Social Responsibility, Ethics & Corporate Governance ii) Centre for Entrepreneurship & innovation iii) Such other Centre as may be established from time to time and assigned by the Ordinances 13) School of Tourism, Travel and Hospitality Management: a) Departments: i) Department of Tourism & Travel Management ii) Department of Hotel & Hospitality Management iii) Department of Event, Trade Fair & Exhibition Management iv) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) Centre for the Promotion of Ecological, Adventure, Health & Cultural Tourism ii) Such other Centre as may be established from time to time and assigned by the Ordinances 14) School of Fine Arts & Art Education a) Departments: i) Department of Performing Arts ii) Department of Visual Arts iii) Department of History of Art, Art Education & Art Appreciation iv) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centre of Studies: i) Centre for Popularisation and Preservation of Pahari Language, Art, Culture & Handicrafts it) Such other

Centre as may be established from time to time and assigned by the Ordinances 15) School of Journalism, Mass Communication & New Media a) Departments: i) Department of Journalism & Creative Writing ii) Department of Mass Communication & Electronic Media iii) Department of Photography, Films & Television iv) Department of Advertising and Marketing Communication v) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) Centre for Media Studies & Development Communication i) Such other Centre as may be established from time to time and assigned by the Ordinances 16) School of Law & Jurisprudence a) Departments i) ii) Iii) iv) v) vi) vii) Department of Constitutional Law Department of Administrative Law Department of Criminal Law Department of Corporate & Taxation Law Department of Labour Laws & Industrial Relations Department of International Law Department of Personal Law viii) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) Centre for Comparative Law & Jurisprudence ii) Centre for the Study of Cyber Law & Cyber Crimes iii) Centre for the study of WTO, WIPO & IPR related Laws iv) Centre for Human Rights v) Centre for Environmental Law vi) Such other Centre as may be established from time to time and assigned by the Ordinances 17) School of Physical Education, Sports and Athletics a) Departments: i) Department of Athletics ii) Department of Indoor Games & Sports iii) Department of Court Games & Sports iv) Department of Field Games & Sports v) Department of Water Sports vi) Department of Equestrian vii) Department of Shooting & Archery viii) Department of Adventure Sports & Trekking ix) Such other Departments as may be established from time to time under the Statutes and assigned by the Ordinances b) Centres of Studies: i) iii) [v) v) Centre for Sports Psychology Centre for Sports Medicine Centre for Sports Physiotherapy Centre for Yoga and other Fitness Regimen Such other Centre as may be established from time to time and assigned by the Ordinances

ORDINANCE NO. 2 ADMISSION OF STUDENTS TO THE UNIVERSITY (Section 28(1)(1)The Central University Act 2009)

1) General Rules relating to Admission: a) The University shall be open to the persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof. b) The University shall maintain an all- India character and high standards of teaching and research and shall admit students strictly on merit as determined through a common national level entrance examination conducted by the University either individually or jointly with other universities. c) The common national level entrance examination shall be aimed at assessing knowledge, comprehension and aptitude of the student to pursue higher studies and merit of the candidates shall be determined by a composite score based on the marks scored in written test, past academic performance, viva, group discussion and personal interview. d) The academic calendar and commencement of classes for all Programmes of Studies shall be in accordance with the guidelines/regulations issued by the UGC and/or other national level regulatory bodies as issued and amended from time to time. e) The minimum and maximum duration of Programmes of Studies shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by the UGC and other national regulatory bodies from time to time and shall be notified in the Prospectus. f) No candidate, pursuing a full-time programme of study in the University shall be allowed to take up a job without prior and explicit permission of the University. i) Provided further that those already employed at the time of admission shall submit, within thirty days, in original, a certificate from their employer to the effect that the employer has granted him/her leave for the whole duration of the programme of study for pursuing the programme of study in the university. ii) Provided that the above shall not prohibit, exclude or exempt a student from undergoing obligatory or optional work placement, if completion of the programme of studies in which he/she has taken admission, so requires. g) No student pursuing full time Programme of Study in the University shall be permitted to take any other regular examination leading to another degree of this University or any other education institutions. However a student would be eligible to take courses under Career Oriented Proficiency/Certificate/Diploma Programmes of simultaneously either from CUHP or any other university/ educational institution/board etc. h) i) j) If at any time it is discovered that a candidate has made a false or incorrect statement or has furnished false or incorrect information or has used any other fraudulent means have been used for securing admission his / her name shall be removed from the rolls of the University. A Student admitted to the University shall be a member either of a Hall of Residence Hostel or Non-Resident Students Centre of the University. A student

admitted to a Programme of Study if detained due to the shortage of attendance in the first Semester, will no longer remain the student of the University. Such students will have to seek fresh admission and will be required to go through the entire admission process.

2) Application for Admission a) b) c) d) All admissions shall be based on the applications received in response to the admission notification and issue of Prospectus. The University shall, publish its Prospectus, as approved by the Executive Council on the recommendation of Academic Council. Applications for admission must be accompanied by a non-refundable application fee in the form of an Account Payee Bank Draft/ Pay Order (payable to the Central University of Himachal Pradesh) or receipt of remittance of cash transfer to the University through designated channels or Cash Receipt obtained from the designated Banks. University will have a single common application form for admission to all programme of studies at a particular level i.e. a single common form for all programme of studies at the Undergraduate (UG) Level, a single common form for all programme of studies at the Postgraduate (PG) and a single common form for admission in Research Degree (RD). Applicants for admission shall be required to indicate their choices of Programme of Studies in order of their preference in their application form and that the admission shall be made strictly on the merit of based on the composite score of the selection criteria in accordance with the preference of the applicants.

3) Prospectus: a) The prospectus shall be published on the website of the University, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements in the prominent national dailies. Printed copies of the prospectus may also be available along with the application forms for admission at a nominal price. Price of Prospectus and application fee shall be prescribed by Executive Council on the recommendation of the Academic Council b) Content of the Prospectus, shall be such as approved by the Executive Council on the recommendation of the Academic Council, and will broadly contain, at least, the following: i) ii) the number of approved intake/seats and the commencement and last date of the receipt of application for each programme of study for the academic year for which applications for admission are invited. procedure for the issue and receipt and submission of application forms for admission including the dates and timings of the issue and receipt of Admission forms iii) the conditions of eligibility including the minimum prescribed educational qualification and minimum and maximum age limit of persons for admission as a student in a particular programme of study, where so specified by the institution. iv) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each programme of study and the amount of fee to be paid for the admission test. v) each component of the fee, deposits and other charges payable by the students admitted to the University for pursuing a course or programme of study, and the other terms and conditions of such payment. vi) the percentage of tuition fee and other charges refundable to a student admitted in the University in case a student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to that student. vii) details of the teaching faculty, including the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such members are on regular basis or as visiting member. viii) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library and hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution. ix) broad outline of the syllabi specified for every programme of study, including the teaching hours, practical sessions and other assignments. x) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution including provisions relating to the prohibition of ragging of any student or students

4) Reservation of Seats in Admission: a) The University shall follow reservation in admission as mandated under the Central Educational Institutions (Reservation of Seats) Act 2008 as amended from time to time and other. Besides, the University shall also follow reservation in admission in all programmes of studies in accordance with the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Accordingly, the University shall reserve in all programmes of studies seats for admission as under for the students belonging to: i) Scheduled Caste (SC) Category 15.0% ii) Scheduled Tribe (ST) Category 07.5% iii) Other Backward Classes (OBC) Category 27.0% iv) Persons with Disabilities (PWD) 03.0% b) c) Candidates seeking admission under the reserved categories shall be required to fulfil the prescribed conditions of admission requirement of the Course. Application Form of a candidate in the reserved

category must be submitted along with the Caster/Tribe/Non-creamy layer certificate issued by the competent authority, Application Form received without the required certificates is liable to be rejected. If a candidate in the reserved category qualifies for admission in the general category he/she shall be treated as a general category candidate. If sufficient number of candidates are not available to fill up the seats reserved for scheduled tribes, these may be filled up by suitable candidates from scheduled castes and vice-versa.

5) Minimum Eligibility Conditions: a) Minimum eligibility conditions for admission to various programmes of studies including qualifications for admission, age limits and relaxation if any, shall be prescribed by the Academic Council and notified in the Prospectus each year. b) The minimum eligibility requirements and selection criteria for admission in the Undergraduate (UG) Programme, as approved by the Academic Council on date, are as under: Sl. No. 1 2 3 of Minimum Eligibility Requirement Programme Study Undergraduate (UG) Programme Postgraduate (PG) Programme Research Degree (RD) Programme A minimum of 50% Marks or an equivalent grade in 10+2 qualification of a recognised school board or an equivalent examination in the specified discipline. A minimum of 50% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in the specified discipline. A minimum of 60% Marks or an equivalent grade in Master's/PG degree of a recognised University or an equivalent examination in the specified discipline. 6) Relaxation in Minimum Qualifying Marks a) Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories. 7) Criteria for Selection: a) All applicants seeking admission to a Programme of Study shall be required to appear in and qualify the relevant specified Single Common Entrance Examination as under: Sl. Relevant Single Common Admission Test No. For Admission in 1 UG Programme 2 PG Programme 3 RD Programme Specified Relevant Test HEAT: Higher Education Admission Test FEAT: Further Education Admission Test TREAT: The Research Entrance Aptitude Test b) Based on the merit of the relevant single common admission test as specified above, candidates equivalent to three times the number of seats will be called for personal interview/group discussion/interaction. c) Final selection for admission shall be made strictly on the basis of the merit of the composite score determined as under Weightage of different Components of the Composite Score 1 2 4 5 6 7 Components Scores obtained in HEAT/FEAT/TREAT as applicable Percentage of Marks in 10th Percentage of Marks in 10+2 Percentage of Marks in UG degree Percentage of Marks in PG degree Personal Interview/GD Total 100% 100% 10% 100% d) Syllabus, Coverage and weightage of different Components of the HEAT, FEAT & TREAT i) The syllabus, coverage, weightage of different components, durations and the degree and level of difficulty of the HEAT/FEAT/TREAT as applicable for admission in various programmes of studies of the University shall be approved by the Academic Council and duly prescribed and notified in the Prospectus. ii) Broadly, however, the HEAT/FEAT/TREAT shall be aptitude based and of 2 to 3 Hours duration. The time, date and centres shall be notified in the University Prospectus. Further, the HEAT/FEAT/TREAT shall generally have Multiple Choice Questions (MCQs) aimed at assessing the knowledge, aptitude and skills of candidates in terms of: (1) Verbal Ability: Intended to test the candidate's understanding of the basic rules of grammar and English usage, this section will cover Pronouns, Misplaced Modifiers, Subject-Verb agreement, Parallel Construction, Verbs, Quantifiers, Comparatives and Idiomatic Expression, Vocabulary, Synonyms and Antonyms and Sentence completion. (2) Critical Reasoning: Intended to assess aspirants' ability to analyze arguments, find underlying assumptions, discern flaws in arguments and ascertain their validity and also to assess aspirants' ability to critically evaluate statements and situations; the questions in this part shall be based on short passages. (3) Reading Comprehension: Intended to assess candidates' ability to understand and analyze information presented in text and also to assess aspirants' ability to apply concepts and information presented in a passage to parallel situations, in this part, candidates shall be provided one or more passages accompanied by sets of questions. (4) Quantitative Aptitude & Numerical Ability: This section is intended to assess the quantitative aptitudes of the applicants. Intended to evaluate aspirants' understanding and ability to apply the knowledge of basic mathematical concepts. This section shall have questions pertaining to functions, algebra, coordinate system, inequalities, time, speed, distance, ratios and proportions, sets, profit & loss, simple and compound interest and elementary statistics central tendency, dispersion, Probability etc. e) f) (5) Data Analysis and Data Sufficiency: Intended to measure candidates' ability to analyze a situation and make decisions based on available data, this section shall have questions based on data given either in a tabular form or in the form of diagrams of different types, this section shall

comprise of questions based on graphs, tables, bar chart etc. (6) Reasoning and General Intelligence: Intended to assess aspirants' ability and capacity to draw inferences from various given situations and their ability to use logic and general intelligence, this section will have questions that will require aspirants to use logic to draw inferences and make effective decisions. Notwithstanding the above provisions, the University may also admit students, in case of programme of studies where the number of intake is small, on the basis of marks obtained in the qualifying examination in such courses. In that cases, the weightage of different components of the selection criteria shall be adjusted accordingly. Provided further that, in the very first year of the commencement of a programme of studies, when the university is not sure of the magnitude of applications likely to be received, the University may admit students on merit determined by the composite score of candidates in the qualifying examination, past academic records and performance in the group discussion/personal interviews. In that cases, the weightage of different components of the selection criteria shall be adjusted accordingly. 8) Supernumerary Seats for Admission of the Foreign Nationals/NRIs/PIOs a) b) c) d) e) In all the courses 15% seats may be filled as Supernumerary Seats meant for Foreign Nationals (FN), Non-Resident Indians (NRI) and Persons of Indian Origin (PIO) category candidates. Out of the above 15% Supernumerary Seats, one-third shall be earmarked for the children of Indian workers in the Gulf. Candidates belonging to the FN/NRI/PIO category shall not be required to appear for the single common entrance examination of the University will have to fulfil minimum eligibility conditions for admission. Additionally, they may be required to qualify internationally accepted aptitude tests like SAT/GMAT/GRE/TOEFL as prescribed for admission in different programme of studies as specified in the Prospectus of the University. Admission to these category of students shall be granted on merit determined either by their past academic records or by internationally conducted aptitude tests for admission in higher education or a combination thereof with due regards to need for providing opportunities to the nationals belonging to different countries. Candidates seeking admission under the above quota of Supernumerary Seats shall be required to submit their application on a prescribed form, along with the certified copies of all the necessary documents, as per the procedure specified in the Prospectus, to the office of the Foreign Students Advisor (FSA) in advance throughout the year but not later than 30th April. Application for admission should be submitted to the Dean of the School / Head of the Department concerned along with the attested / certified copies of all the necessary documents. o f) Candidates seeking admission under FN/NRI/PIO category shall be required to pay fees and other charges as applicable to their category and as specified in the ordinances relating to fee structure and as notified in the Prospectus. g) Candidates admitted under the FN/PIO category shall be required to undergo a medical test (including test for HIV AIDS) within a week from the date of admission. h) Candidates admitted under the FN/PIO category shall be required to produce STUDENT VISA within one month of the date of completion of the admission but prior to the commencement of the academic session and submit a copy of the same in the Office of the Foreign Students Advisor, failing which their admission shall stand cancelled. 9) Completion of Admission Formalities: a) No candidate shall be entitled to claim admission as a matter of right and that the University reserves the right to refuse admission in any individual case without assigning any reason. b) A candidate shall be considered as admitted to a Programme of Study and be eligible to avail the privileges of a student of the University only after he/she has completed all admission formalities including payment of the prescribed fee, as per the Prospectus. If a candidate fails to complete the admission formalities by the prescribed date, he/she will automatically forfeit his/her right of admission. c) List of selected candidates shall be displayed on the university website (www.cuhimachal.ac.in) and on the Notice Boards of the Controller of Examination and School/Department concerned. No intimation to the selected candidates will be sent by post. d) The candidates shall be required to get their admission completed by the date given in the schedule. e) The selected candidates shall be required to produce, for verification at the time of interview/ last date for completion of the admission formalities, the following documents in original. i) Certificates, Diplomas, Degrees, Mark-Sheets of all educational qualifications ii) In case of the working students, a No Objection Certificate (NOC) from the employer clearly mentioning the permission of the employer has no objection in the candidate pursuing higher education at the University. iii) In case of gap between the qualifying examination and the year of seeking admission in the university, the candidate shall be required to submit an affidavit for engagement during the intervening period. f) Admission will be granted to only those students whose results of the qualifying examinations are complete in all respects. g) Admission of

candidates to a Programme of study shall be subject to the clearance from the Proctor of the University h)

i) j) Admission of such candidates who are seeking admission after a gap of three or more academic years of their taking Certificate/ Diploma/ Degree/ Post-Graduate Degree from this University or any other University/Educational Institution/Board, shall be subject to the clearance by the Admission Review Committee consisting of the Dean Students' Welfare (DSW), the Dean of the School concerned, the HOD concerned, and the Proctor. At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice Chancellor and other authorities of the University. All the students admitted to a Programme of Study shall be required to submit Transfer Certificate/Migration Certificate in original within 30 days from the date of admission, failing which their admission in the university may be cancelled.

10) Conduct and Administration of Admission: a) The administration, conduct and logistics including maintenance of confidentiality and secrecy and preparation of list of candidates called for interview on the basis of the merit of the HEAT/FEAT/TREAT, as applicable, shall be the responsibility of the Controller of Examination or of any person specifically appointed by the Vice Chancellor for the purpose. Accordingly, it shall be the responsibility of the Controller of examination to: i) Ensure that the provisions of the Act, Statutes and Ordinances with regard to admission of students are strictly adhered to. ii) Coordinate the task of preparation of the University Prospectus. iii) Issue notification for admission including the date of commencement of the issue and the last date for the receipt of application form. iv) Receive, verify and process application forms received for admission including allotment of roll numbers and issue the admit cards. v) Take care of the logistics and conduct of entrance examination including. vi) obtain the approval of the Vice Chancellor for appointment of paper setter (s), evaluator(s), coder(s) and decoder(s) and get the answer scripts coded, evaluated and decoded by the panel of experts as approved by the Vice Chancellor. vii) Prepare and notify the list of candidates called for Group Discussion/ Personal Interview (GD/PI) interview, as per the merit of the HEAT/ FEAT/TREAT, as applicable. viii) Forward the list of the candidates short-listed for GD/PI, in alphabetical order, without disclosing the marks obtained in the HEAT/FEAT/TREAT, to the Dean of the School concerned. ix) Verify and tabulate the scores obtained in all the components of the Selection Criteria as specified in these Ordinances and prepare the list of candidates finally selected for admission in various programmes of studies in accordance with the merit of the composite score. x) Notify the list of the elected candidates along with the waiting list and to issue admission and fee slips to the selected candidates for completing the admission formalities. xi) allot registration/enrolment numbers to the candidates finally admitted and Forward the names of the candidates admitted to different programmes of studies to the Deans of the School and Heads of the Department concerned b) Question Papers for each of the single common entrance examination i.e. the HEAT, FEAT and TREAT each year shall be separately set by the Expert(s) appointed by the Vice Chancellor in accordance with the syllabi, coverage and weightage of different components as approved by the Academic Council and notified in the Prospectus. c) There shall be an Admission Committee at the level of each School comprising the Dean of the School concerned, as Chairman, Heads of each Department in the School and two nominees of the Vice Chancellor. The Admission Committee may, if necessary, constitute Admission Interview Committee comprising the Head of the Department Concerned as Chairman, a Nominee of the Dean, one or two faculty members of the concerned Department and a Nominee of the Vice Chancellor. d) Admission Committee shall conduct the GD/PI of the short-listed candidates, verify their marks in the qualifying and other previous examinations and Dean as Chairman of the Admission Committee shall forward the list of candidates mentioning the marks scored by each students in the GD/PI and in the qualifying and previous examinations. e) Final selection of candidates for admission shall be done by the Controller of Examination, who shall verify from record and tabulate the marks obtained by each candidate in different components of the Selection Criteria and will prepare and notify the list of candidates selected for admission in different programmes of studies.

ORDINANCES NO. 3 APPOINTMENT, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE DEAN Under Section 28(1) Clause 5 (3) of the Central University Act 2009 1) The Dean of the School shall be appointed by the Vice-Chancellor from amongst the Professors in the School Concerned by rotation in order of seniority. 2) Provided that if there is no Professor in the school, the Dean shall be appointed, for the time being, from amongst the Associate Professors in the school by rotation in order of seniority. 3) The tenure of the Dean of the School shall be three years or till he/she attains the age of superannuation,

whichever be earlier. 4) The Dean of a School shall be the Head of the School and shall be empowered to convene and chair the meeting of the School Board 5) The Dean of the School shall be responsible for the conduct and maintenance of standards of teaching and research in the School and shall: a) b) c) d) e) f) g) h) i) j) be entitled to such allowances and amenities as the Executive Council may approve from time to time. provide effective leadership and guidance in the policy, curriculum planning and implementation of the School be responsible for overall coordination within the school and also coordinate the conduct of exams and award of the marks sheet; be responsible for overall performance and discipline of the school. be responsible for overall administration, upkeep and maintenance of all the buildings and properties under the School operate the Budget of the School. be responsible for the records, furniture and equipments under him. be empowered to remove the name from the rolls and readmit a student in the School concerned. be empowered to withhold the Hall Ticket of student of the School for valid reasons. and exercise such other powers and perform such other functions, as may be delegated or assigned to him.

17/33 ORDINANCES NO. 4 CONSTITUTION OF THE BOARD OF STUDIES AND TERMS OF OFFICE OF ITS MEMBERS (Section 23 and Statute 16(2) of the Central Universities Act 2009) 1) Each Department shall have a Board of Studies comprising the following members a) b) c) d) e) f) g) Head of the Department, who shall be the Chairman & Convenor Dean of the School concerned or his/her nominee All the Professors of the Department / Centre (ex-officio members) One Associate Professor of the Department by rotation in order of seniority One Assistant Professor of the Department by rotation in order of seniority Two teachers, from amongst the faculty members of the University belonging to the allied and cognate disciplines, nominated by the Vice Chancellor. Two subject experts, not in the service of the university, to be nominated by the Vice Chancellor 2) The term of office of the members, other than the ex-officio members i.e. the Head of the Department and the Professors of the department, shall be three years. 3) A Teacher of the University Department/ Centre shall cease to be a member if he ceases to be a teacher of the concerned Department / Centre. 4) Subject to the overall control and supervision of the Academic Council, the functions of the Board of Studies shall be: a) To approve subject for research for various degree and the other requirements of research degree. b) To recommend to the concerned School Board i) courses of studies and appointment of examiners but excluding research degree ii) appointment of supervisors for research. iii) measures for the improvement of the standard of teaching and research. c) To ensure that the curricula and syllabi of various courses offered by the teachers in the Departments are periodically reviewed and continuously revised and updated, d) To perform such other functions as may be assigned to it by the Academic Council, School Board or the Vice-Chancellor. 5) The Head of the Department/ Centre shall convene and preside over the meeting of Board of Studies. 6) In case Head of the Department/Centre is not present at any meeting the senior-most member present shall act as the Chairman for the meeting. 7) Board of Studies shall ordinarily meet at least twice a year and on such occasions as may be directed by the Vice-Chancellor. 8) Notice for a meeting of the Board of Studies, other than a special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting. The rules of conduct of the meetings of the Board shall be prescribed by the regulations. 9) The quorum for the meetings of the Board of Studies shall be 50% of the members of the Board of Studies which shall include at least one outside expert. 10) Special meetings may be called by the Chairman at his/her own initiative or on a written request by at least 50% of the members of the Board of Studies. 11) In case of special meetings called at the request of the members, no item other than those notified in the Agenda shall be discussed and that the presence of all members, at whose request the Special meeting was called, will be essential. 12) If in the opinion of the Vice-Chancellor, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he considers that a matter could be disposed off by circulation among the members of Board of Studies he may issue necessary instructions to that effect. 1

2. ORDINANCES NO.5 FUNCTIONS & DUTIES OF THE HEADS OF THE DEPARTMENTS (Section 28(1)(0) of the Central Universities Act 2009) The Head of the Department shall be the academic head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies. The Head of the Department shall under the general supervision of the Dean: (iii) Organize the teaching and research work in the Department. Frame the time table in conformity with allocation of the teaching work made by the Department. Maintain discipline in the class rooms and laboratories through the teachers. Assign to the teachers in the Department such duties as may be necessary for the proper

functioning of the Department. Assign work to and exercise control over the non-teaching staff in the Department. and be responsible for the coordination and supervision of teaching and research in the Department. be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library. operate the Budget of the Department Perform such other functions as may be assigned by the Dean, the Board of the School Concerned, the Academic Council and the Vice-Chancellor.

1

2. ORDINANCES NO.6 FUNCTIONS & DUTIES OF THE DIRECTORS OF THE CENTRES (Section 28(1){0) of the Central Universities Act 2009) The Director of the Centre shall be the academic head of the Centre and shall convene and preside over the meetings of the Centre and the Board of Studies. The Director of the Centre shall under the general supervision of the Dean: (iii) Organize the teaching and research work in the Centre; Frame the time table in conformity with allocation of the teaching work made by the Centre; Maintain discipline in the class rooms and laboratories through the teachers; Assign to the teachers in the Centre such duties as may be necessary for the proper functioning of the Centre; Assign work to and exercise control over the non-teaching staff in the Centre; and be responsible for the coordination and supervision of teaching and research in the Centre; be responsible for the records, equipment, library books and furniture of the Centre operate the Budget of the Centre Perform such other functions as may be assigned by the Dean, the Board of the School concerned, the Academic Council and the Vice-Chancellor. **ORDINANCE NO: 7 FUNCTIONS AND RESPONSIBILITIES OF THE DEAN STUDENTS' WELFARE** (Section 9 (9) & 27(2) of the Central Universities Act 2009) 1) The Dean Students' Welfare (DSW) shall exercise such powers and perform such duties in respect of the welfare of the students, as may be delegated/assigned to him/her by the Vice Chancellor 2) The Dean Students' Welfare (DSW) shall be the Chairman of the Students' Council, and he/she shall convene the meetings of the Council. 3) The Dean Students' Welfare (DSW) shall be assisted by Associate Dean Students' Welfare (ADSW) who shall be appointed by the Vice-Chancellor from amongst the teachers of the University for a term of three years. 4) The Associate Dean Students' Welfare (ADSW) shall be entitled to such allowances as the Executive Council may approve from time to time. 5) The Dean of Students' Welfare in the University shall look after the general welfare of the students, as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the classroom, which contribute to their growth and development as mature and responsible human beings. 6) The Dean of Students' Welfare shall: a) Coordinate the activities of various Halls of Residence and have power of shifting a resident student from one Hall/Hostel to another, if deemed necessary; b) Make arrangement with the Railway and Airlines for the issue of concession tickets to students during vacations, for educational tours and for student's participation in extra-curricular, activities and sports; c) Maintain the register of Alumni and foster communication; d) Operate the budget of his Office; e) Perform such other duties and discharge such other responsibilities, as may be assigned to him by the Academic Council/the Vice-Chancellor from time to time. 7) The Dean of Students' Welfare, will arrange for the guidance of and advise to the students of the University in matters relating to the following: a) Organisation and development of students' bodies; b) Counselling and students' guidance facilities; c) Promotion of students' participation in co-curricular and social activities; d) Financial aid to students; e) f) g) h) i) j) k) Students, Teacher and Student-Administration relationship; Career advice services; Health and Medical Services for the students; Residential life of the students; Facilities for the students' Educational Tours and Excursion, other than those prescribed as part of curriculum; Securing facilities for students for further studies in the country and/or abroad, and career advancement; and Any other issues relating to the students of the University. **23/33 ORDINANCE NO: 8 EMOLUMENTS AND TERMS & CONDITIONS OF SERVICE OF THE VICE- CHANCELLOR** Under Section & Statute 2(6) of the' Central Universities Act 2009 1) The Vice Chancellor shall be entitled to receive salary and allowances, other than House Rent Allowance, as notified by the University Grants Commission /Central Government from time to time. 2) The Vice Chancellor shall be entitled to such terminal benefits as may be prescribed by the Government of India from time to time including the benefits of the Contributory Provident Fund of the University. 3) Where an employee of the University, or a College or an Institution maintained by the University or of any other University or Institution maintained by or admitted to the privileges of such other University, is appointed as Vice Chancellor, he/she may be allowed to continue to contribute to any provident fund of which he/she is a member and

the university shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his appointment as the Vice Chancellor. a) b) c) Provided further that where such employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme. Provided further that where an employee of the University is appointed as Vice- Chancellor), he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as Vice-Chancellor. Similarly, on his/her relinquishing the post of the Vice-Chancellor and in the event of his/her re-joining his/her substantive post, he/she shall be entitled to carry back the Leave at his/her credit to the new post. Provided further that if a person, employed in another Institution, is appointed as Vice- Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per Deputation Rules of the Institution to which he/she was entitled prior the his/her appointment as Vice-Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules. 4) The Vice-Chancellor shall be entitled to Leave Travel Concession, as approved by the Executive Council {EC} from time to time. 5) The Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained from the Private OPD/Private Wards of any approved Hospital/Nursing Home approved by the University. 6) The Vice-Chancellor shall be entitled to the reimbursement of the expenses on account of TA/DA for himself/herself and his/her family members and transportation of personal effects (inclusive of that of his/her family) from his/her home town to Dharamshala (Himachal Pradesh) and back on his/her assuming office and relinquishing it on the expiry of his/her tenure. 7) The Vice-Chancellor shall be entitled to receive Travelling Allowance at the rates fixed by the Executive Council. o 8) The Vice-Chancellor shall, during the tenure of his office, be entitled to Leave on Full Pay at the rate of 30 days in a calendar year. The Leave shall be credited to his account in advance in two half- yearly instalments of 15 days each on the first day of January and the first day of July every year. a) Provided that if the Vice-Chancellor assumes or relinquishes' the charge of his/her office during the currency of a half year, the Leave shall be credited proportionately at the rate of two and a half days for each completed months of service. b) The Leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days. c) The Vice-Chancellor, on relinquishing the charge of his office, shall be entitled for the number of days equivalent of the salary admissible for the number of days of leave on full pay due to him at the time of his relinquishing of charge, subject a maximum of 300 days, including encashment benefit availed of elsewhere. d) The Vice-Chancellor shall also be entitled to Half-Pay Leave at the rate of twenty days for each completed year of service. The half-pay leave may also be availed of as commuted leave on full pay on medical certificate. Provided that when such commuted leave is availed of, twice the amount of half-pay leave shall be debited against the half-pay leave due. e) The Vice-Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five years on medical grounds or otherwise. f) In case the Vice-Chancellor is appointed for a further term, the leave period mentioned above, shall apply separately to each term. g) During the period of such Leave, the Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided. 9) (n the case of any absence of the Vice-Chancellor occasioned by any call by the Central or State Government, or Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty . IO) The Vice-Chancellor shall be entitled, without payment of rent to use a furnished residence throughout his/her term of office and no charge shall fall on the Vice Chancellor in respect of the maintenance of such residence including water and electricity. 11) The Vice-Chancellor shall be entitled to the facility of a free official car and free telephone with STD & ISD facility at his/her residence. He/She shall also be entitled to one cook, and two attendants at his/her residence. Ordinance No: 9 EMOLUMENTS AND TERMS & CONDITIONS OF SERVICE OF THE PRO-VICE- CHANCELLOR Under Section & Statute 4(3) of the Central Universities Act 2009 1) The Pro-Vice-Chancellor shall be entitled to receive salary and allowances as notified by the University Grants Commission/ Central Government from time to time 2) The Pro-vice-Chancellor shall be entitled to such terminal benefits as may be specified by the Government of India from time to time including the benefits of the Contributory Provident Fund of the University. 3)

Where an employee of the University, or a College or an Institution maintained by the University or of any other University or Institution maintained by or admitted to the privileges of such other University, is appointed as Pro-Vice- Chancellor, he/she may be allowed to continue to contribute to any provident fund of which he/she is a member and the university shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his appointment as the Pro-Vice Chancellor a) Provided further that where such employee had been a member of any pension scheme, the University shall make the necessary contribution to such scheme. b) Provided further that where an employee of the University is appointed as Pro-Vice- Chancellor), he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as Pro-Vice-Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice- Chancellor and in the event of his/her re-joining his/her substantive post, he/she shall be entitled to carry back the Leave at his/her credit to the new post. c) Provided further that if a person, employed in another Institution, is appointed as Pro-Vice-Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per Deputation Rules of the Institution to which he/she was entitled prior the his/her appointment as Pro-Vice-Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules. 4) The Pro-Vice-Chancellor shall be entitled to Leave Travel Concession, as approved by the Executive Council (EC) from time to time. 5) The Pro-Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained from the Private OPD/Private Wards of any approved Hospital/Nursing Home approved by the University. 6) The Pro-Vice-Chancellor shall be entitled to the reimbursement of the expenses on account of TA/DA for himself/herself and his/her family members and transportation of personal effects (inclusive of that of his/her family) from his/her home town to Dharamshala (Himachal Pradesh) and back on his/her assuming office and relinquishing it on the expiry of his/her tenure, 7) The Pro-Vice-Chancellor shall be entitled to receive Travelling Allowance at the rates prescribed by the relevant Ordinances. 2433 8) The Pro-Vice-Chancellor shall, during the tenure of his office, be entitled to Leave on Full Pay at the rate of 30 days in a calendar year. The Leave shall be credited to his account in advance in two half- yearly instalments of 15 days each on the first day of January and the first day of July every year. a) Provided that if the Pro-Vice-Chancellor assumes or relinquishes the charge of his/her office during the currency of a half year, the Leave shall be credited proportionately at the rate of two and a half days for each completed months of service. b) The Leave at the credit of the Pro-Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days. c) The Pro-Vice-Chancellor, on relinquishing the charge of his office, shall be entitled for the number of days equivalent of the salary admissible for the number of days of leave on full pay due to him at the time of his/her relinquishing of charge, subject a maximum of 300 days, including encashment benefit availed of elsewhere. d) The Pro-Vice-Chancellor shall also be entitled to Half-Pay Leave at the rate of twenty days for each completed year of service and half-pay may also be availed of as commuted leave on full pay on medical certificate. Provided that when such commuted leave is availed of, twice the amount of half-pay leave shall be debited against half-pay leave due. e) The Pro-Vice-Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five years on medical grounds or otherwise. f) In case the Pro-Vice-Chancellor is appointed for a further term, the leave period mentioned above, shall apply separately to each term. g) During the period of such Leave, the Pro-Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided. 9) In the case of any absence of the Pro-Vice-Chancellor occasioned by any call by the Central or State Government, or Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty . 10) The Pro-Vice-Chancellor shall be entitled, to a free furnished residence throughout his/her term of office and no charge shall fall on the Pro-Vice-Chancellor in respect of the maintenance of such residence including water and power. 11) The Pro-Vice-Chancellor shall be entitled to the facility of a staff car for journeys performed between Office and his/her residence. He/ She shall also be entitled to free telephone with STD facility and an attendant at his residence. Ordinance No: 10 EMOLUMENTS, TERMS & CONDITIONS OF SERVICE, FUNCTIONS AND RESPONSIBILITIES

OF THE REGISTRAR (Section 28(1)(0) & Statute 6 (3)& 7)(g) of the Central Universities Act 2009) 1) The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time. a) Provided that the Registrar shall retire on attaining the age of sixty-two years, b) Provided further that where an employee of this university or any other Institution / Government and its organisations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post. 2) In case the Registrar is appointed on deputation from the Government or any other Organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. Provided that the Registrar appointed on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor 3) When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose. 4) Registrar shall be entitled to a unfurnished residential accommodation for which he/she shall pay the prescribed licence fees, as applicable to the category of the house. 5) Registrar shall be entitled to the facility of staff car between the Office and his/her residence and shall also be entitled to free telephone with STD facility. 6) The terms and conditions of service, leave, allowances, provident fund and other terminal benefits of the Registrar shall be such as prescribed by the University from time to time for its nonvacation staff. 7) The Registrar shall have power to take disciplinary Action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment. Provided that: 9) no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the Action proposed to be taken in regard to him. b) an appeal shall lie to the Vice-Chancellor against any order of the registrar Imposing any of the penalties specified in sub-clause (a). 23133 c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations: Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty. 8) The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be a member of either of these authorities and he shall be ex officio Member-Secretary of the Court. 9) It shall be the duty of the Registrar- a) To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge; b) To issue all notices convening meetings of the court, the Executive Council, the Academic Council and of any Committees appointed by those authorities. c) To keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities. d) To conduct the official correspondence of the court, the Executive Council and the Academic Council; e) To supply to the visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings; f) To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and g) To perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executives Council or the Vice- Chancellor. Ordinance No: 11

EMOLUMENTS and TERMS & CONDITIONS OF SERVICE OF THE FINANCE OFFICER (Section 28(1)(0) & Statute 7 (3)& 7(6)(b) of the Central Universities Act 2009) I) The Finance Officer shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time. 2) Provided that the Finance Officer shall retire on attaining the age of sixty-two years. 3) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform

the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose. 4) In case the Finance Officer is appointed on deputation from the Government or any other Organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of Government of India. Provided that the Finance Officer appointed on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor 5) Where an employee of this university or any other Institution /Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension /Gratuity / Transfer TA) to which he was entitled prior to his appointment as the Finance Officer, and till he/she continues to hold his/her lien on that post. 6) Finance Officer shall be entitled to a unfurnished residential accommodation for which he/she shall pay the prescribed licence fees as applicable to the category of the house. 7) Finance Officer shall be entitled to the facility of staff car between the Office and his/her residence and shall also be entitled to free telephone with STD facility. 8) The terms and conditions of service, leave, allowances, provident fund and other terminal benefits of the Finance Officer shall be such as prescribed by the University from time to time for its non- vacation staff. 9) The Finance Officer shall be ex officio Secretary of the Finance committee, but shall not be its member. 10) The Finance Officer shall: a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; b) perform such other financial functions as may be assigned to him by the Executive Council or the Vice Chancellor or as may be prescribed by the Statutes or the Ordinances. 11) Subject to the control of the Executive Council, the Finance Officer shall- a) hold and manage the property and investments of the University including trust and endowed property; b) ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted. c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council; d) keep a constant watch on the state of the cash and bank balances and on the state of investments; e) watch the progress of the collection of revenue and advise on the methods of collection employed; f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories; g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and h) call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties. 12) Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive council for any money payable to the University shall be sufficient discharge for payment of such money.

31/33 Ordinance No: 12 EMOLUMENTS AND TERMS & CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS 1. 2. 3. 4. 5. 6. 7, (Section 28(1)(o) & Statute 8 (3) of the Central Universities Act 2009) The Controller of Examinations shall be entitled to receive salary and allowances as prescribed by the Central Government and as adopted by the Executive Council from time to time. The terms and conditions of service of the Controller of Examinations shall be such, as prescribed for other non-vacation ,employees of the University. In case the Controller of Examinations is appointed on deputation from the Government or any other Organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the University. Provided that the Controller of Examinations appointed on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor The Controller of Examination shall be entitled to a unfurnished residential accommodation for which he/she shall pay the prescribed licence fees as applicable to the category of the house. The Controller of Examinations shall be entitled to the facility of staff car between the Office and his/her residence and shall also be entitled to free telephone with STD facility. The terms and conditions of service of the Controller of Examinations shall be such as prescribed by the University from time to time for its non-vacation staff. Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall perform the duties in regard to the examinations and shall perform such duties and functions as may be assigned to him from time to time by the Executive Council or Vice-Chancellor. Ordinance No: 13 EMOLUMENTS and TERMS & CONDITIONS OF SERVICE OF THE LIBRARIAN Under Section & Statute 9 (2) of the Central Universities Act 2009 1)

Librarian shall be entitled to receive salary and allowances as prescribed by the Central Government and as adopted by the Executive Council from time to time. 2) The terms and conditions of service of the Librarian shall be such, as prescribed for other non- vacation employees of the University. 3) In case the Librarian is appointed on deputation from the Government or any other Organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the University. Provided that the Librarian appointed on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor. 4) The Librarian shall be entitled to a unfurnished residential accommodation for which he/she shall pay the prescribed licence fees as applicable to the category of the house 5) The Librarian shall be entitled to the facility of free telephone with STD facility at his/her residence. 6) The terms and conditions of service of the Librarian shall be such as prescribed by the University from time to time for its non-vacation staff. 7) The Librarian shall exercise such powers and perform such duties as may be assigned to him / her from time to time by the Executive Council or by the Vice Chancellor. REGD. NO. D. L.-33004/99 33004/99 Che Gazette of -3India EXTRAORDINARY PART III—section 4 PUBLISHED BY AUTHORITY Paper to bc laid on the Tablo - 9fLpk Sabha/Rajya Sabha en tcated 286] No. 286] 20, 2017/3TIAT4 29, 1939 NEW DELHI, THURSDAY, JULY 20, 2017/ ASADHA 29, 1939 2009 24 2010 AUTHENTICATED 2009 \$1 28(1) (UT) 2 (v) 22(1)] NEW DELHI A NATH. PANOEV 3frfi), g I Bhauvan, New t qti 71) (k €r) ?IY, 3) ?TY, woe-TT, 4407 GI/2017 (1) 2 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] Trä, ide, 9) 24 19 10) 11) fig 3@fh I 12) \$1 fifi a-Tiu 13) 14) ag 15) 25 \$1 fig v) 31Tg 3 16) 17) gq-qjl@I i) Üli, 8141, ii) qfr, Rimu, Q-TTqqT, VIT, iii) q) Tiq, 18) 19) Rra-Ta 20) \$1 I 21) 2009 \$1 33(1) frg 22) 23) 24) g, 4 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 25) NIlfi, \$1 fiufvr 7T) fig T)g/qg is/ q firrqa lrg \$1 I NTIfi, -i 3iffH *ITTI 26) 18(6) TV) Nälf, Ndi, 180 fig 27) 71) G.) Ng iJi:- 5 i) qiq gg q) wg-frT qti e) fifi (gifte-9 28) (gåRevf) 29) \$1 30) (ghRö \$1 31) (@ReM) dii 32) 33) (@RZNT) I 34) qi frg 35) \$1 36) 37) t, 3-1kTT ag qti OTT I 6 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 38) frg \$1 39) 0, frg 40) 41) 42) \$1 am 43) \$1 44) 45) 46) 47) AV, 48) \$1 49) I 2009 22(3) 10 V. 22(1) (e " (q-q-dTq) qqfi%) FfkT: ü-å t: 7 OTT I 8. \$1 31Tg 10. O, 309 313 6TH) VG.2) 15 2009 \$1 28 (1) (VT) fig m) fig 71) fr4T qTVIT I 8 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] ii) iii) iv) : q) qTftq1ftQi 8 71) q) 10 i) fig ng ii) fig 71) äRT t: ii) iii) iv) Vf @R--TØ Ng 9 Ø) 1/30 qi + @ 300 v) 60 71) 300 U) 120 120 I q) 300 gg 294-300 g, 1 06 30 qq/31 06 300 20 v) 240 Orr I T) d, 240 OTT qlWTI fri iAT 31+1 qTdT 312.BT I -11 - 21, 11 4] 12) frg 13) V) 21 2; 71) 14) fig fig 71) \$1 qiq I g.) NITfi, qiq I UTT, \$1 gg aft, Rig I fiufVT 12 THE GAZETTE OF INDIA ; EXTRAORDINARY [PART III—SEC. 4] (UT) \$1 6) 12 fig & I (q) qrå (i) gig (ii) \$1 \$1 gig ur Rq)é (15) ifh fig CT) qti Trg 5 I NIN, @ \$1 öftl fifi @TVfr, (U) \$1 fig fig 4] (16) (71) (17) \$1 : @) qrå (18) (19) (i) fig 300 (ii) 3TTg 300 a, fig (iii) fig Orr I (iv) fig \$1 300 fig 300 \$1 t fig (vi) fig (vii) t, (viii) wf-ä: 13 14 (20) THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 3ßür etr, t @ 3iRq (71) 9 au ati) (21) : fig I NTfi, (22) . (V) fig (71) uT fig t, \$1 OTT, gg (23) (24) • \$1 fig 15 25) 30 300 fig frg (TO 180 qgi ffg (26) qntg CT) Rig t, (27) fig 10 (wig 1000 vgg gaiq 10 vqg fig 1000 500 vqg fig 5 wig) I gig F, g9r, (go fig fig t; *ITT/Rvft, 16 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] AT t, fig \$1 qi-g qig gå 7Tg fig fir gig I qig F, 891, ..., ..., v-qg uvi t) 2009 Ill•vg 4] GIRT frg udi ö, fiy*, 2009 Ng xqi äRT qig Rig I qig gig uT (U2.T1ftefr) gig äTvr I frg \$1 Gig 20.....@9 q-q-qrq 17 3Tdü— Ill uvi t) 2009 (ga uvi t) frg 18 3 THE GAZETTE OF INDIA : EXTRAORDINARY frg frg ugi [PART III—SEC. 4] fig (i) qig \$1 gig fig (ii) (ULTIfiLTff) t qig \$1 (iii) ur Gig äRT 19 1 2 3 Q-tr AT - Gré SVT NIT 7TZIT : 16 2009 18 (4) 30 (2) fig 30 (4) fig fig I \$1 10 fig I Ng aüfh I 20 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] fig (10) 7Tg g/åg/3hg/uT fig (11) \$1 (12) 18 (2) (13) 2009 7 3TRfh (14) gg 10 (15) - frg \$1 (16) AT g*ge fig fig üT/öfi, I (17) \$1 (18) 12(2) (ii) fi-gfri I (19) (20) (21) gg (22) fig *41) \$1 \$1 frg qrå (23) nr (24) \$1 fig 19 (1) (25) EFfnaT, 21 : 17 2009 28 (1) (q) 28 (2) (3) äRr 8 Gift, @ 5 6.30 CT) (efiQTßö) @ fig Rg (7) låg g-å frg I grr I (10) I (11) frff\$R fifi (12) 22 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] (13) @ frT0, frg; (G.) QR, fifi 3ifr/uT m, (U) fig, (14) (15) 200 fig 4 I (16) + (Axo, (Rö, (17) fig I (18) (19) 90 fig \$1 fig äRT \$1 (20) @) fig (q) fig fir0 @ fig 0) fig 23 S fig I (21) fig : 18 2009 2B (2) @) qqTg (v) Q-tr (g.) 71-g \$1 I (70) (b) qg@fiT, @ vrg (ur) Q-ti 24 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] (5) 15 Ng qg 5: å3iqg (6) 01lm, (70) (8 frg Gi-ft I (10) fig (11) NIT@, fiÜfui (12) fig *711 (13) gq (14) qqTg

(15) 5: fig (16) frg I (17) \$1 g-€TVTT/\$TVft I (18) \$1 I (19) fig (20) 0) frg (v) \$1 TFT, frg ur 25 (21) NOTT I (22) frui @ \$1 fig (71) v}, t, ftqhé (23) I : 19 2009 28 (l) (VT) (1) 8bi, (IT) qYé (\$1) Sr/ér 31R/g (51) Ng (70 (G.) fig I (6) enulvr, fig I 26 (71) THE GAZETTE OF INDIA : EXTRAORDINARY : 20 2009 28 (1) (UT) [PART III—SEC. 4] @ ØFTT; (vr) filtui frg (q) ftqjé (5) Rig I 24 1) fr7T. *.€r. @fi.), &N+111/4/3T+TIVT/152/17] CENTRAL UNIVERSITY OF HIMACHAL PRADESH (Established Under Central Universities Act 2009) NOTIFICATION Dharamshala, the 24th July, 2010 No. 3-3/CUHP/GA/2010No.II.- The following is published for General Information:- ORDINANCE NO: 14 TERMS AND CONDITIONS OF SERVICE AND CODE OF CONDUCT FOR TEACHERS AND OTHER ACADEMIC STAFF (Section 28 (1) (o) Section2(b)&2(q) Statute 22(1) of the Central Universities Act 2009) Teachers of the University mean Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any 27 College or Institution maintained by the University and are designated as teachers by the Ordinances. 2)- A teacher of the University shall be a whole-time salaried employee of the University and shall devote his / her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers. a) No teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. b) Provided that teachers may be permitted to undertake such assignment as examination work of Universities or learned bodies or Public Service Commissions or any literary work or publication or radio/ television talk or extension lectures or, any other academic work with the permission of the Vice- Chancellor. c) Provided further that teachers shall be encouraged to actively engage in research, publication, consultancy and management/executive development programmes as per UGC guidelines and with prior approval of the University. Nature of Duties 3) The work load of teachers in term of contact hours, presence on the campus and other activities relating to teaching, research, examination, evaluation, curricular development self-study and preparation for lectures shall be as per the norms prescribed by the University Grants' Commission. 4) Organisation of teaching, teaching of courses of studies assigned and other work related to the effective teaching such as development, revision of curricula & syllabi, laboratory & field work, tutorials, work related to examination and evaluation of students, maintenance of discipline in the classroom, general welfare of students etc. shall be the primary duties of the teachers. 5) In addition to the teaching of assigned courses of studies, teachers shall be expected to actively engage in research, publications, patent development, promotion of academic culture etc. in true spirit of the best intellectual traditions. 6) Teachers shall be bound by the decision of the department, the Board of Studies, School Board, the Academic Council and the Executive Council of the University and shall act and work under the general direction and supervision of the Head of the Department and Dean of the School concerned. 7) Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required of him/her in accordance with the letter and spirit of the Act, the Statutes and Ordinances as made from time to time and as in force. 8) Every teacher is appointed as teacher in the University and his/her present placement in a particular School/Department/Centre is in accordance with the current needs and requirements of the University. The University reserves the right to establish, abolish, merge, reorganize and rename its Schools/Departments/ Centres as warranted by the changing needs, requirements and circumstances and that the placement/place of posting of teacher may be changed accordingly at any time in the best interest of the University. Probation 9) Teachers shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed 24 months. Provided that the condition of probation shall not apply in the case of teachers appointed by the Executive Council under the provisions of Statute 19. Confirmation 10) It shall be the duty of the Registrar to place before the Executive Council the case of Confirmation of a teacher on probation, not later than forty days before the end of the period of probation. 11) The Executive Council shall have the power to confirm the teacher or decide not to confirm him, or extend the period of probation by a maximum of twenty-four months in all. Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting. 28 12) THE GAZETTE OF INDIA : EXTRAORDINARY [PARTIII SEC. 4] In case the Executive Council decides not to confirm a teacher, whether before the end of twenty-four months' period of his / her probation, or before the end of the extended period of probation, as the case may be, the teacher shall be informed in writing to that effect, not later than thirty days before

the expiration of that period. Increment 13) Every teacher shall be entitled to increment in his/her scale of pay, as per rules, unless the same has been withheld or deferred or postponed by a resolution of the Executive Council. Provided that a teacher whose increment is proposed to be withheld/deferred/postponed shall be given due opportunity to make his/her written representation.

Promotion through career advancement 14) The promotion through career advancement of Assistant Professors / Associate Professors / Professor in the university shall be governed by the Norms / Regulations prescribed by the University Grants Commission in vogue and as amended from time to time.

Age of retirement 15) Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he / she attains the age of superannuation as prescribed by the UGC / Govt. of India from time to time. a) Provided that if the date of Superannuation of a teacher falls at any time during the Academic Session, the Executive Council, may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department /Centre. b) Provided further that in special cases, a teacher on his/her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

Professional Code of Conduct 16) Every teacher shall be bound by the Act, the Statutes, the Ordinances, the Rules & Regulations and Code of Conduct as formulated by the University from time to time. a) Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him. 17) Every teacher of the University shall abide by the Code of Conduct framed by the University from time to time. As a matter of general rules, the following lapses would amount to and constitute misconduct on the part of a University teacher: a) Refusal, words or actions, to teach courses of studies, supervise research and/or other administrative and co-curricular activities assigned to him/her by the Department, the Board of Studies, the Dean of the School, the School Board and the Vice-Chancellor. b) Lapses or negligence or carelessness in performing or carrying out the responsibilities as defined or as assigned to him/her from time to time by the university. c) Refusal to carry out the decisions of the university authorities, academic bodies and/or functionaries of the University. d) Non-adherence to the highest standards of personal and professional ethics and/or indulging in plagiarism of any kind and sort, within the legal meaning, interpretation and expression of the term. e) direct and tacit involvement in activities leading to: i) disturbance of peace and harmonious community life on the campus including involvement and abetment in inciting students, staff and outsiders against other students, colleagues, administration and campus. ii) spread of communal feeling, hatred, campus violence including making derogatory remarks on caste, creed, colour, religion, race or gender. iii) in any activities, actions and deed adversely affecting or impinging upon the interest of the university. f) Nothing contained in these ordinances shall, however, interfere with the right of a teacher to express his/her views and difference of opinion on matters of principles in public forum, seminars, conferences, workshops and/or in his speech and writing.

Resignation 18) A teacher may, at any time, terminate his/her contract by giving the University three months' notice in writing or on payment to the University of three months' salary in lieu thereof. 19) The notice period shall be one month in case of probationers, contractual, temporary and ad- hoc teachers or salary in lieu thereof. 20) Provided that the Executive Council may waive the requirement of notice at its discretion.

Written Contract 21) As mandated under Section 33(1) of the Central Universities Act 2009, every teacher of the University shall be required to enter into a Written Contract with the University in the form as prescribed in Annexure I of this Ordinance and as amended from time to time.

Teaching Days, Work Load and Leave Rules 22) The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC from time to time.

Fixation of Pay of Re-employed pensioners 23) As per the Government of India Rules issued from time to time.

SENIORITY OF TEACHING STAFF 24) It shall be the duty of the Registrar to prepare and maintain in respect of each category of employees to whom the provisions of this Ordinance apply, a complete and up to date seniority list in accordance with the provisions of this Ordinance. 25) Seniority of teachers shall be determined in accordance with the UGC norms. However, while determining the seniority of teachers the following principles shall be observed: a) Seniority in each grade shall be determined in accordance with the length of continuous service from the date of appointment of the person in his/her grade. b) If a teacher of the University is selected by a duly Selection

Committee for an appointment to a post in the same grade in another Department/Centre/School of the University, his/her seniority in the University will be reckoned from the date of his/her original appointment to the post in the same grade in the University. c) In case two or more teachers are recommended for appointment by the same selection committee held on the same date, the Selection Committee shall have powers to specify their seniority with due regards to the merit of the selected candidates and that the same shall be used for the purpose of determining seniority in service. d) Seniority of the teachers appointed/promoted under the Career Advancement Scheme shall be determined in accordance with the UGC guidelines/regulations/norms in this regard. If a teacher is promoted to the next higher grade/post under the Career Advancement Scheme, his/her seniority in the higher grade/post shall be reckoned from the date of eligibility for promotion to the next grade/post. However, if a candidate is denied promotion, his/her seniority shall be reckoned from the date of the next eligibility. e) If two or more persons have equal length of continuous service in a particular grade or post or the relative seniority of any person(s) is otherwise in doubt or in question, the Registrar may, on his own 30 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] motion or at the request of any person, submit the matter to the Executive Council whose decision thereon shall be final. f) Seniority among the Deans of Schools, Heads of the Departments, Directors of the Centres of studies and Principals of the Colleges maintained by the University shall be determined with effect from the date of their appointment to such position.

TEMPORARY APPOINTMENT OF TEACHERS

26) Temporary appointment of teachers shall be restricted to appointment against vacancies caused due to leave by teachers and shall be governed by the following rules: a) Vacancies caused due to leave of Professors/ Associate Professors/Assistant Professors will be filled in the cadre of Assistant Professor. b) Temporary vacancies shall be filled on the advice of the Selection Committees in accordance with the procedure prescribed as per Clause 18 (6). c) A temporary appointment so made shall be continued for the period of leave granted to a permanent incumbent. However, the temporary appointee cannot without any further express recommendations of a Selection Committee be continued after the exhaustion of his/her temporary tenure or be adjusted against any other vacancy/vacancies. d) A temporary teacher, who has been detained for official work during the Vacation shall be entitled to an ex-gratia payment equivalent to the emoluments he/she would have received had his/her appointment continued till the end of the vacation, provided that the teacher has worked in the University for a minimum period of 180 days during that academic year and has held that appointment on the last day of that academic year. Provided further that such teacher must not hold any appointment elsewhere for remuneration during the period of that vacation. e) The temporary appointment so held shall not confer any rights on the teacher(s), so appointed to seniority, regularisation, absorption or preference in future appointment in the University. **Re-employment of Teachers**

27) The Executive Council may, in the interest of the University, re-employ a distinguished superannuated University teacher, who has contributed substantially to the field of knowledge and learning in accordance with the following procedure: a) A University teacher retiring on superannuation shall intimate his/her willingness for re-employment to the Vice-Chancellor at least six months before the date of his/her superannuation through proper channel. b) The Head of the Department/Institution and the Dean concerned shall forward the same to the Vice-Chancellor with their express recommendations. c) In the case of the Head of the Department seeking re-employment, the Dean of the School shall forward his/her application with remarks to the Vice-Chancellor. d) If the Dean of the School is himself/herself seeking re-employment, he/she shall submit his/her application to the Vice-Chancellor directly. e) The application for re-employment shall be supported by the following documents: i) Complete bio-data of the retiring teacher with special emphasis on the academic and other achievements made during the last five years. The bio-data shall include details regarding teaching and research experience, publications, attendance/presentations at conferences, workshops, seminars, symposia etc. f) ii) Medical certificate of fitness from the recognised Health Centres/Hospitals. (The University reserves the right to get it verified by the University Medical Officer). On receipt of the application/proposal and complete bio-data from the University teacher willing to work on re-employment, the Vice-Chancellor shall, in consultation with the Head of the Department or with any other expert in the field/subject of the applicant teacher, form his/her g) h) i) j) k) l) 31 opinion and views about the re-employment of such a teacher and place the same in the form of a proposal before the Executive Council for consideration. No teacher can claim re-employment as a matter of right. The re-employment of a University teacher would be subject to the over-all age limit as prescribed by the UGC

for Central Universities beyond which there would be no provision for extension. The re-employment shall be treated as a fresh temporary appointment. The Executive Council at its discretion may terminate the services of a re-employed University teacher by giving him/her one month's notice in writing. A re-employed University teacher shall not be eligible for appointment as Head of the Department or Dean of a School nor can be a member of an authority of the University nor shall be given any other administrative responsibility. The salary and other benefits admissible to a University teacher shall be in accordance with the Rules prescribed by the University from time to time. PROFESSOR EMERITUS 28) Executive Council may, confer the title of "Professor Emeritus" on a Professor of the University, who has retired from this University after a total service of at least fifteen years as a Professor in this or any other University, including at least seven years' service as Professor in this University. 29) The Vice-Chancellor may recommend to the Academic Council the conferment of the title of "Professor of Emeritus" and on the recommendations of the Academic Council, the Executive Council may confer the title. (Note:-The proposal for appointment of Professor of Emeritus is to be carried unanimously at all levels.) 30) The title of "Professor Emeritus" will be conferred only on scholars, who have made outstanding contribution to their subject by their published research work and teaching. 31) A "Professor Emeritus" may pursue academic work within the framework of the Department/Centre to which he/she is attached and shall not be entitled to any special facilities like a personal office or an independent laboratory nor will he/she be a member of any Committee of the Department or of the University. 32) Emeritus Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation. 33) The conferment of the title of "Professor Emeritus" will be forlife. HONORARY PROFESSOR 34) 35) 36) 37) 38) The Executive Council may appoint any outstanding scholar or eminent person resident, whose association with the University would help in furtherance of the academic activities of the University as an Honorary Professor for a period of two years. This period may, however, be extended for a period of only one year. The Head of the Department concerned in consultation with his/her colleagues in the Department, may propose to the Vice-Chancellor the appointment of a person as Honorary Professor and the Vice-Chancellor may, after satisfying himself recommend the appointment to the Academic Council and the appointment will be made by the Executive Council on the recommendation of the Academic Council. No person shall be appointed or continued as Honorary Professor on his/her attaining the maximum age of superannuation as prescribed by the UGC. An Honorary Professor shall be expected to be associated with the normal academic activities Of the Department to which he/she is attached but shall not be a member of any committee of the University except that of the Board of Studies of the Department concerned. An Honorary Professorship will carry with it no financial commitment for the University or 32 THE GAZETTE OF INDIA : EXTRAORDINARY responsibility for providing residential accommodation. [PART III—SEC. 4] VISITING PROFESSOR 39) Distinguished persons, having special competence in one or other of the fields of study covered by the University, may, with the approval of the Executive Council, be invited by the Vice-Chancellor to function as Visiting Professors in the University. These Visiting Professors can be drawn either from within India or abroad. 40) Such Visiting Professors shall, according to arrangements entered into in each individual case, teach a course of study, deliver a Lectures or take Seminars or supervise research scholars assigned to him/her or participate in such other manner as may be deemed appropriate. 41) Persons invited as Visiting Professors may be paid such salary, honorarium, travelling expenses, hospitality, etc. as may be decided in each case by the Vice-Chancellor. 42) A Visiting Professor shall be expected to be associated with the normal academic activities of the Department to which he/she is attached but shall not be a member of any committee of the University except that of the Board of Studies of the Department concerned. 43) To the extent possible, the University will make arrangements for accommodating such visiting professors within the campus so that fruitful contacts could be established between them and the teachers and students of the university. 44) Subject to the above, the Vice-Chancellor will determine, at his discretion, such other terms and conditions including the duration of appointment as may be deemed necessary in the case of any visiting Professor. ADJUNCT PROFESSOR 45) 46) 47) 48) 49) Distinguished persons, from within the country and/or abroad, having special competence in one or other of the fields of study covered by the University, may, with the approval of the Executive Council, be invited by the Vice-Chancellor to associate with the University as Adjunct Professors. Such Adjunct Professors shall, according to arrangements entered into in each individual case, teach a course, deliver Lectures or take Seminars or supervise research scholars

assigned to him/her or participate in such other manner as may be deemed appropriate. Persons invited as Adjunct Professors may be paid such honorarium, travelling expenses, hospitality, etc. as may be decided in each case by the Vice- Chancellor. An Adjunct Professor shall be expected to be associated with the normal academic activities of the Department to which he/she is attached but shall not be a member of any committee of the University except that of the Board of Studies of the Department concerned. Subject to the above, the Vice-Chancellor will determine, at his discretion, such other terms and conditions including the duration of association as may be deemed necessary. Annexure I FORM OF WRITTEN CONTRACT TO BE SIGNED BY TEACHER AND MEMBER OF THE ACADEMIC STAFF Under Clause 22(3) of the Central Universities Act 2009 WRITTEN CONTRACT OF APPOINTMENT Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance. TO BE TYPED ON Rs.100 NON-JUDICIAL STAMP PAPER & SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF SERVICE CONTRACT ARTICLES OF AGREEMENT EXECUTED this the year Two Thousand the her the day of Year of the Republic of India between S/O/D/O/W/O 33 of the first part hereinafter aged years, residing at called 'the party of the first part') and the Central University of Himachal Pradesh of the second part. WHEREAS the Clause 22(1) (hereinafter referred in as "the University") have engaged the party of the first part as School of the (Designation) in and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained; Now these present witness and the parties here to respectively agree as follows: 1. 2. 3. 4. 5. 6. 7. 8

9. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the (Date) subject to the termv and date of joining duty conditions herein contained. The party of the first part shall devote his / her whole time and attention efficiently and diligently to his / her duties and at all time obey the rules including the University Servants Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him / her from time to time. The party of the first part shall be of the Teacher's / Officer's rank and his / her status shall be that of (designation) in the School of (School) and presently placed in the (Department /Centre/Office) The party of the first part understands and agrees that his/her present placement in a particular School/Department/Centre is in accordance with the current needs and requirements of the University and that the University reserves the right to establish, abolish, merge, reorganize and rename its schools, departments and centres as changing needs, requirements and circumstances may warrant and that the party of the first part shall willingly accept and have no objection to any change in his/her placement to any school/Department/Centre of the University. The party of the first part shall, from the date of coming into force of these, be granted Rs. in the pay scale of Rs. (Basic Pay including the grade pay of Rs. He shall also be eligible for the usual allowance admissible under the rules of the University / Govt. of India in force. The party of the first shall, during the period of this / her agreement earn leave according to the rules applicable to him/her. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officers of his / her/her equal rank in the University. His / her agreement may be terminated at any time within the said period of the age of superannuation / by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary of the period which may fall short of three months. The party of the first part shall be eligible to the benefit of the University Provident Fund / Pension / New Pension Scheme according to the rules applicable

10. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne in the category of the Teacher / Officer in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this agreement and the decision of the University as their applicability shall be final IN WITNESS WHEREOF the party of the first part and the (Name) Registrar acting for and on behalf of and by the order and direction of the Executive Council, have hereunto set their hands in the year of the REPUBLIC OF INDIA.³⁴ THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] SIGNED BY THE

PARTY OF THE FIRST PART: IN THE PRESENCE OF: Witness: 1) Witness: 2) ORDINANCE No. 15

LEAVE RULES FOR THE TEACHING STAFF Under Section 28(1)(0) of the Central Universities Act 2009

1) General Rules Relating to Leave: a) No teacher can claim leave as a matter of right and when the exigencies or service so demand, leave of any description may be refused or revoked by the leave sanctioning authority. b) In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as binding and compulsory in all cases. c) Except as otherwise provided in these rules, leave shall be earned by period spent on duty only. d) No teacher shall avail leave of any kind, except in case of emergency or for reasons beyond his/her control, unless the leave has been sanctioned by the competent authority. Provided further that application for leave must reach the competent authority in advance giving sufficient time to grant or deny the leave. e) As a general rule, such long leave as Study Leave, Sabbatical Leave, Extra Ordinary Leave can be availed from the commencement of the academic session and no teacher would be permitted to proceed on long leave while the academic session is in progress and continuing.

2) Leave Admissible to Teachers: a) The following kinds of leave would be admissible to permanent teachers: i) Leave treated as duty: Casual Leave, Special Casual Leave and Duty Leave. ii) Leave earned by duty: Earned Leave, Half Pay Leave and Commuted Leave. iii) Leave not earned by duty: Extra Ordinary Leave and Leave not due. iv) Leave not debited to leave account: Maternity Leave, Maternity Leave, Quarantine Leave, Study Leave, Duty Leave and Sabbatical Leave. v) Exceptional Leave: The Executive Council may in exceptional cases grant, for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

3) CASUAL LEAVE: a) A whole time teacher of the University shall be eligible for 8 days' casual leave each year for attending to exigent personal and family responsibilities. b) Provided that the Casual Leave cannot be carried over to the next leave year. c) Provided further that Public Holidays and Weekly holidays falling in between the Casual Leave shall not be counted as part of Casual Leave and such holidays may be prefixed/suffixed with casual leave.

4) SPECIAL CASUAL LEAVE: a) Special Casual Leave not exceeding ten days in a calendar year may be granted to a whole time permanent teacher by the Vice Chancellor for the purposes of academic activities. i) Provided that in computing the total number of ten days leave admissible to the teacher, the number of days taken in the journey, shall not be counted. b) Special casual leave to the extent mentioned below may also be granted to 35 i) A maximum of six working days to a male teacher for undergoing the sterilization operation under family Planning Programme; ii) A maximum of fourteen working days to a female teacher for undergoing non-puerperal sterilisation; c) Special Casual Leave cannot be accumulated, nor it can be combined with any other kind of leave except Casual leave. It may, however, be granted in combination with holidays or the vacation.

5) DUTY LEAVE: a) A whole time permanent teacher may be granted Duty Leave of such duration as may be considered necessary by the sanctioning authority on each occasion for the following purposes: i) attending conferences, congresses, symposia, seminars, workshops and meetings of the national level bodies on behalf of the University or with the permission of the University. ii) delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by this University and accepted by the Vice-Chancellor. iii) working in another Indian or foreign University, any other agency, institution or organisation when so deputed by the University. iv) participating in a delegation or working on a Committee appointed by the Government of India, the University Grants Commission, a sister University or any other Academic Body and for performing any other duty for the University. b) Duty 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. c) Duty Leave may be combined with earned leave, half-pay leave or extra ordinary leave.

6) EARNED LEAVE a) b) c) d) e) f) g) Earned Leave admissible to a teacher shall be (a) 1/30th of actual service including vacation plus (b) 1/3rd of the period, if any, during which he is required to perform duty during vacation such that the total Earned Leave at the credit of a teacher shall not be accumulated beyond 300 days. Provided that for the purpose of computation of period of actual service all periods of leave except Casual, Special Casual and Duty Leave shall be excluded. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days, except in the case of higher study or training or leave on medical certificate or when the entire leave or portion thereof is spent outside India. Earned Leave taken as leave preparatory to retirement can be availed up to a maximum of 300 days. However, no permission for private employment except with Public Sector Undertaking or Government of

India shall be granted during the period of leave. Prefixing and suffixing holidays to leave, other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for suffixing/prefixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which a teacher is certified medically fit for rejoining duty, happens to be a holiday, he shall be automatically allowed to suffix such holidays to his medical leave and such day(s) shall not be counted as leave. When a teacher combines vacation with Earned Leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days 36 7) 8) THE GAZETTE OF INDIA : EXTRAORDINARY [PART III SEC. 4] shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days: h) While limiting the maximum of 300 days, where the balance at credit is 294-300 days, further advance credit of 06 days on 1st January/ 1st July will be kept separately and set-off against the Earned Leave availed of during that half year ending 30th June/ 31st December. However, if the leave availed is less than 06 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half year. HALF PAY LEAVE: a) Half Pay Leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, from a Registered Medical Practitioner, for private affairs or for academic purposes. b) A completed year of service means continuous service of specified duration under the University and includes period spent, on duty as well as leave including extra ordinary leave. COMMUTED LEAVE: a) Commuted Leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent teacher. b) Commuted leave during the entire service shall be limited to a maximum of 240 days. c) The total duration of earned leave and commuted leave taken in 'conjunction, shall not exceed 240 days at a time. Provided that no commuted leave may be granted under the provision unless the authority competent to sanction leave has reasons to believe that the teacher will return to duty on its expiry. d) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due. e) Where a teacher who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to 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 teacher for further service or in the event of his death. 9) EXTRA ORDINARY LEAVE a) A permanent teacher may be granted extra ordinary leave when no other leave is admissible or when other leave is admissible, the teacher specifically applies in writing for the grant of extra ordinary leave. b) At no time, more than 20% of the strength of the teachers on rolls of the Department shall be allowed to avail the extra ordinary leave and study leave/ sabbatical leave. c) Extra Ordinary Leave shall always be without pay and allowances and shall not count for increment except in the following cases: i) Leave taken on medical certificate. ii) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin, duty, due to civil commotion or a natural calamity, provided that the teacher has no, other kind of leave to his credit. iii) Leave taken for pursuing, furthering and fostering higher studies. iv) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or an assignment for technical or academic work of importance. d) Extra Ordinary Leave may be combined with any other kind of leave except the casual leave and special casual leave. 37 i) Provided that the total period of continuous absence from duty on leave (including period of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. ii) Provided further that the total period of absence from duty shall in no case exceed five years in the full working life of the individual, 10) LEAVE NOT DUE: a) A permanent teacher may, at the sole discretion of the Vice Chancellor, granted 'leave not due' for a period not exceeding 360 days during the entire service. Provided further that such leave shall not be granted for more than 90 days at a time except in case of medical ground, in which case the maximum leave of 180 days may be sanctioned. b) Leave not due' availed by a teacher shall be debited against the half-pay-leave earned by him subsequently. c) Leave not due' shall be granted only if the Vice-Chancellor is satisfied that, as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted. d) A teacher to whom 'Leave not due' is granted, shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not

wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned. e) Provided that In a case where retirement is unavoidable on account of reason of illness incapacitating that teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council. f) Provided further that the Executive Council may, in exceptional cases, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned. 11) MATERNITY LEAVE: a) b) c) d) Maternity Leave may be granted to a woman teacher on full pay as applicable to the employees of the Central Government. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career shall be as applicable to the employees of the Central Government and the application for leave is supported by medical certificate. Maternity Leave may be combined with leave of any other kind, except casual leave, but the leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate. Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary. 12) PATERNITY LEAVE: a) Paternity Leave as applicable to the employees of the Central Government may be granted to male teachers during the confinement of their wives provided, the limit is up to two children. 13) QUARANTINE LEAVE: a) b) c) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher. Quarantine leave may be granted on medical certificate for a period not exceeding 21 days; in exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. 38 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] d) Quarantine leave may be combined with earned leave, half pay leave or extra ordinary leave. 14) STUDY LEAVE: a) A permanent teacher may be granted Study leave after a minimum of 3 years of continuous service in the University, 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 organisation and methods of education. Leave, with pay, may be sanctioned in the first instance for a period of two years and may be c) d) e) f) g) h) i) j) extended for a maximum of one more year, if there is adequate progress as reported by the Research Guide. Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university. 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. Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years. In computing the length of service, the time during which a person was on probation or engaged as a research assistance may be reckoned provided that the person is a permanent teacher on the date of the application and that there is no break in service. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of years of service being continuous. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department who can be on long leave. A teacher on study leave shall not be permitted to change/alter substantially the course of study or the programme of research without obtaining the prior permission of the Executive Council. Notwithstanding the expiry of the Study Leave sanctioned, a teacher on Study leave shall resume duty immediately upon the completion of the programme of study for which the study leave was sanctioned and availed. The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances. However, the amount of scholarship, fellowship or financial assistance etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. k) Provided further that the foreign scholarship/fellowship received by such teachers would be offset against pay only if such scholarship/fellowship exceeds the amount, as determined and specified from time to time, with due regard to the cost of living for a family in the country in which the study is to be undertaken. In case of the Indian fellowship, which exceeds the salary of the teacher, the study leave shall be sanctioned without pay. l) Study leave may be combined, with earned leave, half-pay leave, extraordinary leave or vacation,

provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher subject to the condition that the total period of absence from duty shall not exceed three years. m) A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post. n) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. However, he/she shall not be entitled to receive arrears of increments. o) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave. p) Study leave granted to a teacher shall be deemed to have been cancelled if the teacher fails to avail the q) r) i) ii) s) 39 same within 12 months from the date of sanction. Provided that where study leave granted has been so cancelled, the teacher may be eligible to apply again for such leave. A teacher availing study leave shall be required to undertake that he/she shall resume duty and shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave. Before availing the study leave sanctioned, a teacher shall be required to: execute a bond in favour of the university binding himself/herself for the due fulfilment of the conditions of the Study Leave. give security of immovable property 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 case of the non-fulfilment of the conditions of the Study Leave. The teacher on Study Leave shall be required to submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave, failing which the payment of leave salary may be deferred till the receipt of such report. 15) SABBATICAL LEAVE: a) b) c) d) e) f) g) h) Permanent, whole time teachers of the university who have completed a minimum of seven years of service as Associate Professor or Professor in the University, may be granted sabbatical leave to undertake study or research or other academic pursuit or for the development of higher education system. The duration of sabbatical leave shall not exceed one year at a time and two years in the entire career of a teacher. A teacher who has availed Study Leave shall not be granted Sabbatical Leave until after the expiry of five years from the date of the teacher's return from last availed study leave. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave. A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or teaching and research assignment on honorarium or any other form of assistance. Provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowance. 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 provided fund, provided that the teacher rejoins the university on the expiry of his/her leave. The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave. On return from leave, the teacher shall report to the university the nature of studies; research or other work undertaken during the period of leave. 16) COMMENCEMENT AND TERMINATION OF LEAVE: a) b) c) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed. Weekly holidays or other public holidays (except vacations) may be prefixed as well as suffixed to leave. Teachers are normally expected to be present on the last day of the academic session and on the opening day of the session after a vacation. However, in exceptional or special circumstances, combination of vacations at one end might be allowed by the Vice-Chancellor to any kind of leave except casual leave. 40 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 17) 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. 18) COMBINATION OF LEAVE: a) Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave. 19) GRANT OF LEAVE BEYOND THE DATE OF RETIREMENT AND ON RESIGNATION: a) No leave shall be granted beyond the date on which a teacher must retire, provided that a teacher may be paid each equivalent of leave salary in respect of the period of earned leave at his credit at the time of retirement on

superannuating subject to the following conditions: i) ii) iii) iv) v) vi) vii) The payment of cash equivalent of leave salary for earned leave shall be limited to 300 days. In respect of a teacher who retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo-motu issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the teacher on the date of his retirement subject to a maximum of 300 days. The cash payment will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance and/or rent allowance shall be payable. The cash payment for unutilised earned leave shall equivalent to the pay admissible on the date of superannuation plus dearness allowance for the number of unutilised earned leave at the date of superannuation subject to maximum of 300 days. A teacher who is re-employed after retirement may, on termination of his re-employment, be granted suo-motu by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of termination of re-employment; subject to a maximum of 300 days, including the period for which encashment was allowed at the time of retirement. A teacher can also avail of, as leave preparatory to retirement, a part of earned leave at his credit. In that case, he will be allowed benefits of this rule for the earned leave that remains at credit on the date of retirement in accordance with the terms and conditions stipulated in this rule. A teacher already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to benefit under this rule on the date of retirement. viii) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a teacher who retires from service on attaining the age of superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University's dues, if any. 20) CONVERSION OF ONE KIND OF LEAVE INTO ANOTHER KIND: a) At the request of the teacher, the sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the teacher cannot claim such conversion as a matter of right. b) The conversion of one kind of leave into another, shall be subject to adjustment of leave salary on the basis of leave finally granted to the teacher, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid. c) Extra Ordinary Leave granted on medical certificate or otherwise may be converted retrospectively into leave not due subject to the provisions of Rule 9 (Leave not due). 21) REJOINING OF DUTY ON RETURN FROM LEAVE ON MEDICAL GROUNDS: a) A teacher who has been granted leave on medical certificate will be required to produce a medical [1 Illæu-g 4] 41 24) certificate of fitness before resuming duties in such manner and from such persons as may be prescribed. b) The authority competent to grant leave may in its discretion, waive the production of a 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 a leave on medical certificate and shall be debited against leave other than leave on medical grounds. 22) INCREMENT DURING LEAVE: a) If the increment falls during leave other than casual leave or special casual leave, the effect of increase of pay will be given from the date the employee resumes duty without prejudice to the normal date of his increment. b) No permanent employee shall be granted leave of any kind for a continuous period exceeding three years. c) When an employee does not resume duty after availing leave for continuous period of three years, or whether an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds three years his lien shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be deemed to have terminated and he shall cease to be in the University service. 23) ABSENCE AFTER EXPIRY OF LEAVE: a) Unless the authority competent to grant leave extends the leave, a University employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extra-ordinary leave. b) The leave account except casual and compensatory leave shall be maintained for each teacher in the Office of the Registrar. c) The order sanctioning earned leave/half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit. LEAVE SALARY: a) b) c) d) e) f) Except as

provided in these rules, a teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave. Teacher on half pay leave or leave not due is entitled to leave salary' equal to half the amount specified in sub-rule(I). A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub- rule(I). A teacher on extra ordinary leave is not entitled to any leave salary. A teacher who is granted leave beyond the date of retirement or quitting of service, as the case may be, shall be entitled during such leave, to leave salary as admissible under the rules in lump sum for the entire period of such leave as one time settlement, reduced by the amount of pension and pension equivalent of other retirement benefits. Where such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of other retirement benefits. Provided that it shall be open to the teacher not to avail himself of the leave but to avail of full pension 25) ADVANCE OF LEAVE SALARY: a) The advance in lieu of leave salary admissible to a teacher proceeding on leave of not less than thirty days shall include allowances as well subject to deduction on account of income tax, provident fund, house rent recovery of advance etc. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III— SEC. 4] b) In case a teacher 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 of leave salary for 300 days, shall be paid to his family. Further, such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum- retirement, gratuity. c) Half Pay Leave up to a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study i.e. a course which is certified to be in the public interest by the leave sanctioning authority. 26) TEACHER APPOINTED ON PROBATION: a) A teacher, appointed as a probationer against a substantive vacancy and with definite terms of probation, shall during the period of probation be granted leave which would be admissible to him if he held his post substantively otherwise than on probation. b) If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council. c) On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant to assess his suitability to the post shall until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. d) If a person in the permanent service of the University is appointed on deputation to a higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post. 27) TEMPORARY TEACHER: a) The teachers appointed on temporary basis in the University are entitled to the same privileges of leave and annual increments as are given to permanent teachers. OFFICE OF THE REGISTRAR CENTRAL UNIVERSITY OF HIMACHAL PRADESH DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH FORM OF BOND FOR STUDY LEAVE Annexure-I Form of bond to be executed by the employees of the CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA, DISTRICT KANGRA, HIMACHAL PRADESH on a Non-judicial stamp paper of the value of Rs. 10/- (According to the Stamp Act, if the value of the Bond is Rs. 1000/- then the stamp would be Rs. 10/- only but if it exceeds, than a stamp of Rs. 5/- per Rs. 500/- in excess of Rs. 1000/-). THIS BOND is executed on the Shri/Smt./Km. day of two thousand by (hereinafter called 'the employee') in favour of the CENTRAL UNIVERSITY OF HIMACHAL PRADESH, being a Central University under an Act of Parliament (hereinafter called 'the UNIVERSITY'). Whereas the UNIVERSITY upon an application made by the Employee has granted to the Employee Study Leave for a period of from in pursuance of Resolution No for the purpose of to -----passed by the Executive Council of the UNIVERSITY in its meeting held on And whereas the Employee has agreed to accept the said leave on the terms, and conditions laid down by the UNIVERSITY under as applicable NOW IT IS HEREBY CONVENANTED BY THE EMPLOYEE as follows:- I

2. That the Employee availing himself/herself of Study Leave 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 after expiry of the Study Leave. That the employee binds himself/herself under this Bond for the due fulfilment of the conditions and give security of Immovable property to the satisfaction of the Finance Officer, or a fidelity bond of an insurance company or a guarantee of a scheduled Bank or furnish a security of two permanent teachers 3. 4. 43 for the amount which shall

become refundable to the University, in case of non-joining of the said employee or fails to satisfy the other imposed conditions, in facts or in law. That if the Employee, who is granted Study Leave on full, half or no pay, either fails to complete his studies within the period of Study Leave or with a maximum period of 5 years or fails to rejoin the service of the CUHP on the expiry of his/her Study Leave or fails to complete the prescribed period of service after rejoining the service which he/she has covenanted to perform as Clause 1 or he/she is dismissed or removed from the service by the University within the said period, then the said employee hereby binds himself/herself, his/her heirs, executors, representatives or assigns to pay back to the University, the amount of leave salary and allowances and other expenses incurred on him/her or paid to him/her behalf to others in connection with his/her course of study or research pursuit, together with the interest or such proportion thereof as the Executive Council may fix in its discretion, from time to time. Should the Employee be refused extension applied for and he/she does not rejoin duty on the expiry of his/her Study Leave originally sanctioned, he /she will be deemed to have failed to rejoin the service of the CUHP on the expiry of his/her Study Leave for the purpose of recovery of the amount payable to the University under this Bond. In witness thereof the Employees puts his/her signature to this Bond on the day aforesaid Name: S/o, IYO, W/o RO In the presence of the Officer of the CUHP Employee Registrar In the presence of : Witnesses

1. Name : S/o, IYO, W/o Name: S/o, IYO, W/o KNOW ALL FORM OF SURETY BOND MEN BY THESE PRESENTS THAT 1, Central University of Himachal Pradesh (Stamp) Annexure-II S/O, D/O, W/O , permanently resident= of , employed as with presently resident of in the present scale of Rs.(hereinafter called the 'Surety') am held and firmly bound up to the CENTRAL UNIVERSITY OF HIMACHAL PRADESH, a Central University ESTABLISHED UNDER THE 44 THE GAZETTE OF INDIA : EXTRAORDINARY [PARTIII SEC. 4] CENTRAL UNIVERSITIES ACT 2009 acting through its Registrar in the sum of an amount calculated by the Registrar with interest as specified and all costs incurred, legal or otherwise, as also all expenses incurred by or occasioned by the CENTRAL UNIVERSITY OF HIMACHAL PRADESH AND I hereby voluntarily and truly bind myself, my heirs, executors, administrators and representatives firmly by these Presents putting my hand hereinbelow on this the day of , 20. WHEREAS the CENTRAL UNIVERSITY OF HIMACHAL PRADESH has agreed to grant/accord to RIO employed as (hereinafter called the Teacher of University/Employee of the University) at his/her own request Study Leave as per Ordinance UNIVERSITIES ACT 2009 vide an office order bearing no. Dated of the CENTRAL issued by AND WHEREAS the said Teacher of the University has undertaken vide a Bond duly executed by him/her on incorporated in Ordinance binding himself/herself for the due fulfilment of the conditions of the University. AND WHEREAS in consideration of the CENTRAL UNIVERSITY OF HIMACHAL PRADESH having agreed to grant/accord the Study Leave to the Teacher[Employee of the University, the Surety herein has consented/agreed to execute this Bond with such conditions as are written hereunder:- The Surety herein shall stand discharged from the obligations of this Bond if the Teacher/Employee of the CENTRAL UNIVERSITY OF HIMACHAL PRADESH pays all such sums (inclusive of costs, clerkages, and expenses (legal or otherwise) as calculated by the Registrar of CENTRAL UNIVERSITY OF HIMACHAL PRADESH or any other Officer authorized on his behalf for any default commissioned by the said Teacher/Employee of the University in violation of the terms and conditions of the Bond executed by him/her on or non-fulfilment of the requirements of Ordinance BUT SO NEVERTHELESS that if the said Teacher/Employee of the University shall die or become insolvent or any time ceases to be in the service of the CENTRAL UNIVERSITY OF HIMACHAL PRADESH or for any reason whatsoever, the whole or part of the Liability (as the case may be) imposed upon him/her by the University shall remain unpaid/unsatisfied, the same shall become immediately payable and due to the CENTRAL UNIVERSITY OF HIMACHAL PRADESH by the surety herein in one instalment by virtue of this Bond. The obligation undertaken by the Surety herein shall not be discharged or in any way affected by an extension of the Study Leave granted to the said Teacher/Employee of the University whether with or without the knowledge of the Surety herein. Signed by the Surety on this the day of Designation & Seal In the present of 1. 2. (Name and Designation of the Witnesses) , 20 Signature of Surety Annexure-III FORM OF SURETY BOND KNOW ALL MEN BY THESE PRESENTS THAT 1, son street permanently resident of House No. , employed/self-employed as No. having Permanent Account No. with the Income Tax Authorities (hereinafter called the of name and 'Surety') am 45 held and firmly bound up to the Central

Universities Act, 2009 action through its Registrar in the sum of an amount calculated by the Registrar with interest as specified and all costs incurred, legal or otherwise, as also all expenses incurred by or occasioned by the Central University of Himachal Pradesh AND I hereby voluntarily and truly bind myself, my heirs, executors, administrators and representatives firmly by these Presents putting my hand herein below on this the day of , 2000. WHEREAS the Central University of Himachal Pradesh has agreed to grant/accord to , employed as_ , resident of (hereinafter called the Teacher of the University/Employee of the University) at his/her own request Study Leave as per Ordinance of the Central University of Himachal Pradesh vide an office order bearing no. issued by dated And WHEREAS the said Teacher of the University has undertaken vide a bond duly executed by him/her on , binding himself/herself for the due fulfillment of the conditions incorporated in Ordinance of the University. AND WHEREAS I am the true and lawful owner of immoveable property/properties the details of which are laid out herein below: Sl No Descri tion of the Pro e 1 2 3 Situated at Areas Estimated Valuation (True copies of the relevant documents of the said properties are annexed herewith for the perusal and satisfaction of the Finance Officer, CUHP) AND WHEREAS in consideration of the Central University of Himachal Pradesh having agreed to grant/accord the Study Leave to the Teacher/Employee of the University, the Surety herein has consented/agreed to execute this Bond with such conditions as are written hereunder:- (i)The Surety Herein shall stand discharged from the obligations of this Bond if the Teacher/Employees of the Central University of Himachal Pradesh pays all such sums (inclusive of costs, clerkages, and expenses (legal or otherwise) as calculated by the Registrar of Central University of Himachal Pradesh or any other officer authorized on his behalf for any default commissioned by the said Teacher/Employee of the University in violation of the terms and conditions of the Bond executed by him/her on _or non-fulfilment of the requirements of Ordinance (ii) BUT SO NEVERTHELESS that if the said Teacher/Employees of the University shall die or become insolvent or any time ceases to be in the service of the Central University of Himachal Pradesh or for any reason whatsoever, the whole or part of the liability (as the case may be) imposed upon him/her by the University shall remain unpaid/unsatisfied, the same shall become immediately payable and due to the Central University of Himachal Pradesh by the Surety herein in one instalment by virtue of this Bond. (iii) The obligation undertaken by the Surety herein shall not be discharged or in any way affected by an extension of the Study Leave granted to the said Teacher/Employee of the University whether with or without the knowledge of the Surety herein. Signed by the Surety on this the Signature of Surety Designation & Seal In the presence of : (Name and Designation of the Witness) day of 201. (Affidavit of the Surety) 46 1, THE GAZETTE OF INDIA : EXTRAORDINARY son of AFFIDAVIT , resident of [PART III—SEC. 4] do hereby solemnly affirm and declare as under : That I am the true and lawful owner of the following immoveable property/properties: Sl No Descri tion of the Pro e 1 2 3 Situated at Areas Estimated Valuation I affirm on oath that the said properties have not been sold, transferred, or assigned in favour of anyone whomsoever and command a good marketable title. That I have stood surety binding myself to Central University of Himachal Pradesh vide a Surety Bond dated and I affirm that I shall not in any way transfer/assign or part with the said properties till my Surety is duly discharged by the said University. (Deponent) VERIFICATION : Verified at Dharamshala on this the 2000 that the contents of my above day of Affidavit are true and correct; no part thereof is false and nothing material has been concealed therefrom. (Deponent)

ORDINANCE NO: 16 PROCEDURE/NORMS TO BE FOLLOWED BY THE SELECTION COMMITTEE FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR AND OTHER ACADEMIC STAFF Under Clause 18(4) of the Central Universities Act 2009 1) In order to attract the most talented candidates, the University shall have the policy of rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year, and all applications received at least 30 days' before the meeting of the Screening Committee shall be considered for being called for the interview. 2) In order to provide equal opportunity to all, the University will also advertise all vacancies on all- India basis in leading national dailies giving at least 30 days' time to all eligible candidates to apply. 3) The number of positions advertised by the University may be treated as tentative and that the University shall have the right to increase/reduce the number of positions at the time of selection and make appointments accordingly. 4) The prescribed application forms for various positions shall be available at request, for a nominal price, as prescribed by the Executive Council of the University from time to time. However, the prescribed

application forms may be downloaded from the university website free of cost. 5) Applicants shall be required to pay a nominal application processing fees, as prescribed by the Executive Council of the University from time to time, in the manner prescribed in the advertisement notification. The applicants belonging to the SC/ST/Physically Handicapped category shall, however, be exempted from the payment of application fees. 6) Applicants already in the service/employment shall be required to apply through Proper Channel. They may, however, submit an advance copy of their application. However, the duly forwarded application form along with the No Objection Certificate (NOC) and Verification of the Employer must, however, reach the University at least ten days prior to the date of interview, failing which the applicant may not be called for interview. 4] 7) Applicants shall be required to attach self-attested copies of all the relevant documents in support of their educational qualifications, work experience, research and publications, which they shall be required to produce in original for verification at the time of interview. 8) The terms and conditions with regard to the minimum qualifications and other terms and conditions shall be as prescribed by the UGC from time to time. In addition to- the above, the Vice-Chancellor may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other condition as required for the post to be filled up. 9) The fact that a candidate possesses the minimum prescribed qualification and experience, shall not necessarily entitle him/her to be called for interview and that the University shall have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit. 10) No TADA and/or local conveyance shall be paid by the University to the candidates called for interview. Outstation candidates belonging to SC/ST categories called for interview shall, however, be paid equivalent to the return single second class railway fare towards their travel expenses on production of Tickets as a proof of their travel. 11) Canvassing in any form either by the candidates himself/herself or by any one on behalf of the candidate will disqualify the candidate. 12) Appointments to the post of Professors, Associate Professors and Assistant Professors and other Academic Staff shall be made on all India basis on the recommendations of the duly constituted Selection Committee as per Statute 18(2). 13) The Selection Committee shall follow the procedure laid down by the UGC from time to time and that the rules and procedures prescribed by the Government of India in respect of the reserved categories as provided in Section 7 of the Central Universities Act 2009, as amended up to date, shall be strictly adhered to, 14) Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and of the experts nominated by the Executive Council and that the President-Convener shall issue, to each member a Notice, not less than ten days before .the meeting, stating the time and venue of the meeting. 15) The President-Convener shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/Statute/Ordinance. The President-Convener shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie. 16) The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation. 17) The Selection Committee shall have no power to recommend candidates for appointment with condition(s) attached to the occurrence of the future events. 18) The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 12(2) (ii). 19) In case two or more persons are selected on the same date and by the same selection committee, the selection committee shall have the right to specify the seniority in order of merit of the selected candidates for the purpose of determining seniority in service. 20) The statutory provision relating to the relaxation in age, minimum qualification, experience etc. as prescribed in case of the candidates belonging to SC/ST/OBC/PH categories shall be adhered to. 21) If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., the reasons justifying the same shall have to be duly recorded in the proceedings of the Selection Committee. 22) While recommending advance/additional increment(s) to a selected candidate, the Selection Committee shall abide by the rules relating to the additional/advance increment as specified by the UGC regulations. Further, when the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, the reasons justifying the same has

to be duly recorded in 47 48 THE GAZETTE OF INDIA : EXTRAORDINARY the proceedings of the Selection Committee. [PART III—SEC. 4] 23) The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval. 24) Notwithstanding the provisions contained in these ordinances, it would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19(1). 25) In cases of any disputes or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Dharamshala, District Kangra, which is the Headquarter of the University.

ORDINANCE NO: 17 CONDITIONS OF RESIDENCE OF THE STUDENTS AND FUNCTIONS, DUTIES, RESPONSIBILITIES AND PROCEDURE OF APPOINTMENT OF PROVOST & WARDENS OF THE UNIVERSITY

Under Section 28(1) (h) and 28(2) of the Central Universities Act 2009

- 1) There shall be Halls of Residence for resident students. Each Hall of Residence shall, consist of as many Hostels as may be allocated by the Academic Council from time to time.
- 2) Students will be admitted to the Halls of Residence/Hostels subject to availability of seats. Those of the students who are not admitted to the Halls of Residence/Hostels shall be treated as members of Non Resident Students Centres (NRSC)
- 3) The students residing in the University Hostel shall pay such fees as may be prescribed by the Executive Council from time to time. Similarly, the members of the NRSC shall be required to pay such membership fees as may be prescribed by the Executive Council from time to time.
- 4) Every Hall of residence shall maintain such Register and records, as may be prescribed by the university, and shall furnish such statistical information as the university may require, from time to time.
- 5) Every resident shall have to observe discipline as per the hostel rules.
- 6) Women students residing in the Women's Hostels shall be governed by the following Regulations:
 - a) Women students residing in the Women's Hostel shall assemble for the roll call in the Common Hall at 8.00 P.M. daily.
 - b) Women students residing in the Women's Hostels shall be allowed to meet only such visitors in the visitors room on Sundays/Holidays and other approved days from 5.00 P.M. to 6.30 P.M. as have been permitted in writing, by their Legal/ or Local guardians.
 - c) The natural/legal guardian of the women students residing in the women's Hostels, shall nominate local guardian(s) and affix their photographs in a prescribed form. These forms shall remain in the custody of the administrative Warden concerned.
 - d) Women students who desire to go out of the Women's Hostel for a few hours to make purchases or for any other valid reason shall leave the hostel only after obtaining prior permission from the Administrative Warden/Warden. A record of the permission so given will be maintained in a Register.
 - e) No Women student residing in the Women's Hostels shall accommodate guests in her room. In exceptional cases of near female relations, the student may approach the Warden who may, if satisfied, permit her to stay for a day in the Common Room attached in the Hostel.
- 7) Each Hall of Residence shall have a Provost who shall be appointed by the Vice-Chancellor for a period of three years from amongst the teachers of the University on 'such terms and conditions as may be prescribed by the Executive Council from time to time.
- 8) The Provost shall exercise such powers and perform such duties in respect of the maintenance of discipline the Halls of Residence, as may be delegated/assigned to him/her by the Vice- Chancellor
- 9) The Provost shall hold office for a period of three years and shall be eligible for re-appointment.
- 10) The Provost shall be entitled to such allowances and amenities as the Executive Council may approve of from time to time.
- 11) The Provost shall be assisted by Wardens who shall be appointed by the Vice-Chancellor for a term of three years, on such terms and conditions as may be prescribed by the Executive Council from time to time.
- 12) The Provost shall have the power to:
 - a) b) d) e) f) g) h) take cognizance of any breach of discipline in the Halls of Residence, and if the circumstances so require, to take immediate disciplinary action, in such cases. supervise the Hall(s) of residence in his/her charge in matters relating to the overall functioning of the hostels in the Hall, the welfare of the residents and discipline; inspect periodically the Hostels and be in contact with the Wardens, staff and students; permit stay of any guest according to the Hostel Rules; take punitive action, including the ordering of eviction of a resident from the Hostel; suspend mess facilities in respect of resident students defaulting payment of Mess Bills; and prepare and operate the budget of the Hall of residence with due approval of the Vice- Chancellor; Sanction leave for Wardens in the Hall;
- 13) The Provost shall be responsible:
 - a) b) c) d) e) f) g) h) to ensure maintenance of discipline and decorum in the halls of residence; for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall; for supervising the functioning of the Mess and the working of the Mess Staff; for supervision of the purchases and procurements of mess stores, provisions etc.; to ensure the correctness of receipts,

issuance of mess stores, crockery etc. and or /the stock balance. for the verification of Stock Register and bills received from suppliers with reference to the Stock register; drawl and adjustment of temporary advance; for the overall security of the Hostels in coordination with the security staff of the University 14) Each Hostel shall have Wardens, who shall be appointed by the Vice-Chancellor for a period of three years, from amongst the teachers of the University on such terms and conditions as may be prescribed by the Executive Council from time to time. 15) There shall be up to a maximum of four Wardens for each Hostel for two hundred students. 16) The Provost may, if necessary, designate one of the Wardens in a Hostel as Senior Warden, Warden (Mess), Warden (Sports), Warden (Common Room) etc. 17) The Wardens shall be entitled to such honorarium as may be decided by the Executive Council from time to time. 18) The Warden shall ordinarily be required to stay in the Warden's accommodation during the tenure of his office. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. 19) The warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted- special permission by the Vice-Chancellor on the recommendation of the Provost concerned for retaining the room. 20) The Wardens of Hostels shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the overall charge of the Provost. In addition to specific duties assigned by the Provost, the Wardens shall: a) b) c) d) e) be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students; ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel; have the right to inspect Hostel Rooms; be individually and collectively responsible for the smooth functioning of the Hostels; ensure that the resident students in his/her charge observe the Hostel Rules properly and maintain discipline and decorum and shall promptly report to the Provost all cases of misbehavior, indiscipline and sickness of the resident students in his/hercharge; 50 f) g) h) i) j) k) l) m) n) THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students, be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge; allot and supervise Hostel Rooms and Guest Rooms; check the Resident Student's Register and the Guest Room Register; permit stay of a resident student's guest up to a period of 3 days, if necessary; take disciplinary action against a resident student for keeping any unauthorized guest• order double-locking or rooms of resident students and their re-opening, when required; take action for the eviction of resident students in consultation with the Senior Warden; and periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture. 21) A teacher who has been appointed as Warden shall not be sanctioned leave without the prior approval of the Provost shall be necessary for a Warden to go on leave. When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

ORDINANCE NO: 18 MAINTENANCE OF STUDENTS DISCIPLINE AND PROCEDURE OF APPOINTMENT, FUNCTIONS, DUTIES, RESPONSIBILITIES OF THE PROCTOR OF THE UNIVERSITY [Statute 28(2) of the Central Universities Act 2009]

1) Discipline includes the observance of good conduct and orderly behaviour by the students of the University. 2) It shall be the duty of each student to strictly comply with and observe the following and such other rules as framed by the University from time to time: a) Each student shall maintain discipline and consider it his/her duty to behave decently at all places. Men student shall, in particular, show due courtesy and regard to women students. b) No student shall visit places or areas declared by the Proctor as "Out of Bounds" for the students. c) Every student shall always carry on his/her person the Identity Card issued by the Proctor. d) Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctor or his/her staff or Teaching or Library Staff and any other officials of the University. e) Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action. f) The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Proctor. 3) Breach of discipline, inter alia, shall include: a) b) c) d) e) f) g) h) irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned; causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.; disobeying the instructions of teachers or the authorities; misconduct or misbehaviour of any nature at meetings or during curricular or extra- curricular activities of the University; use of unfair means or the

misconduct or misbehaviour of any nature at the Examination Centre; misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University; causing damage, spoiling or disfiguring the property of the University inciting others to do any of the aforesaid acts; 51 i) j) k) l) m) n) o) giving publicity to misleading accounts or rumour amongst the students; mischief, misbehaviour and/or nuisance committed by the residents of the hostels; visiting places or areas declared by the proctor as out of bounds for the students; not carrying the Identity cards issued by the Proctor; refusing to produce or surrender the Identity Card as and when required by the Proctorial and other Staff of the University; any act and form of ragging. any other conduct anywhere which is considered to be unbecoming of a student 4) Students found guilty of breach of discipline shall be liable to such punishment, as Fine, Campus Ban, Expulsion and/or Rustication. 5) A student found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period. 6) However, no such punishment shall be imposed on an erring student unless he is given a fair chance to defend himself. This shall not preclude the Vice- Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him. 7) All powers relating to discipline & disciplinary action in relation to the student shall vest in the Vice- Chancellor. However the Vice- Chancellor may delegate all or any of his powers as he deems proper to the proctor or to the discipline committee as the case may be or any functionary of the University. 8) There shall be a Discipline Committee comprising of the following members a) The Vice-Chancellor, who shall be the Chairman b) The Pro- Vice-Chancellor c) The Dean Students' Welfare (DSW) d) The Provost e) The Deans of Schools f) The Proctor, who shall be the Member-Secretary 9) Subject to any powers conferred by the Act and the Statutes on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate. 10) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other orders under them shall be binding on all the students of the University. 11) The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee shall be empowered to review its decisions 12) One-third of the total members shall constitute the quorum for a meeting of the Discipline Committee. 13) The University shall have a Proctor, who shall be appointed by the Vice-Chancellor from amongst the teachers, of the University not below the rank of Associate Professor. 14) The Proctor shall exercise such powers and perform such functions and duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice- Chancellor. 15) The Proctor shall hold office for a period of three years and shall be eligible for re-appointment. 16) The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve of from time to time. 17) The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee. 18) The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice- Chancellor for a term of three years. 52 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SECA 19) The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time. 20) The Proctor shall have the duty to: a) take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases. b) monitor the disciplinary climate prevailing in the student community. c) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline; d) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; e) issue all orders relating to disciplinary proceedings against students. 21) The Proctor shall maintain liaison with the local State Administration in matters regarding the law and order situation in the University Campus. 22) The Proctor shall have the power to: a) institute proceedings in cases of breach of discipline, referred to him/her by the Vice- Chancellor or reported to him/her by any other person or noticed by himself/herself. b) to suspend or rusticate a student up to a maximum period of two weeks and/or impose a fine as prescribed from time to time. c) In all cases of disciplinary action,

where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action. 23) The Proctor shall perform such other functions as the Vice- Chancellor may direct from time to time.

ORDINANCE NO: 19 UNIVERSITY BUILDING COMMITTEE Under Section 28 (1) (0) of the Central Universities Act 2009

1) The University shall have a Building Committee consisting of the following members, namely: a) b) c) d) e) f) g) h) i) j) The Vice-Chancellor, who shall be the Chairman A Representative of the CPWD/PWD, not below the rank of Executive Engineer A member of Planning & Monitoring Board nominated by Vice-Chancellor The Finance Officer A Representative of User Department Two teachers of the University not below, the rank of Professor nominated by the Vice-Chancellor Dean of the School of Engineering in the University or the Principal of a nearby University Engineering College or the Director of a nearby National Institute of Technology. University Engineer OSD DR/AR in charge of Development The Registrar, who shall be the Member-Secretary

2) The Dean of the School/ Head of the Department / Director of the Centre who is the main user of the proposed Building, may be invited to attend the meeting in which the said project comes up for consideration.

3) The Building Committee shall: a) be responsible for finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc; b) c) d) e) q-TRä : be responsible for the maintenance and upkeep of the University Buildings; assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the Budget for the same to be submitted for approval of the Executive Council. exercise all such powers, as delegated to it by the Executive Council from time to time and Constitute one or more Sub Committees to look after any of the functions and responsibilities assigned to it.

4) The Committee shall meet at least twice in a year, or as and when necessary.

5) One third members shall form the quorum.

6) The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission the Government and from the University's own resources.

ORDINANCE NO: 20 UNIVERSITY LIBRARY COMMITTEE Under Section 28 (1) (0) of the Central Universities Act 2009

1) There shall be a University Library Committee consisting of the following Members, namely: a) b) c) d) e) f) g) h) Vice-Chancellor, who shall be the Chairman Pro- Vice Chancellor Registrar Finance Officer Deans of the Schools including DSW The senior most professor from each of the Schools to be appointed by the Vice Chancellor by rotation in order of seniority Proctor Librarian, who shall be the Convener

2) The term of office of the Members of the Building Committee, other than the ex-officio members, shall be one calendar year.

3) The Committee shall: a) b) c) d) e) f) exercise general supervision over the University Central Library, and all the other Libraries of the University; frame Regulations for the management and use of the Libraries subject to the approval of the Academic Council; allocate funds to various Departments, assess the requirements of the Library and other Libraries and frame budget to be submitted to the Authorities concerned; submit to the Academic Council of the working of all the Libraries of the University annually; recommend to the Executive Council the creation of any new post 'in the Libraries; formulate and administer proposals concerning the development of libraries of the University.

4) The Committee shall meet at least twice in a year.

5) One-third of the total number of members shall constitute the quorum for a meeting of the Committee.

6) The Convener shall issue to each member a Notice convening the meeting and a copy of the Agenda at least seven days before each Ordinary Meeting of the Committee. In case of the Extra ordinary Meetings, the notice and agenda has to be sent at least 24hours before the meeting.

Brig. J.C. Rangra, YSM (Retd.), Registrar [ADVT.-111/4/Ext./152/17]

54 THE GAZETTE OF INDIA : EXTRAORDINARY 13 2011 [PART III—SEC. 4] 21 28 W) 2. Riq fig fri*1-å (q) RTfhT &fil @) fig @ åfriØ O) gm fig @ Eli, fig I (g.) åfrm I (#IET) öfi, • g-RT I 55 @ frg RF, RraTå, (IT) (71) I 10. 11. Om, 12. fi, 13. fig frg t, 14. qx, I ÅGf Rig I 0) qqhT, (i) (ii) (iii) (iv) (vii) (viii) 5: \$1 56 THE GAZETTE OF INDIA : EXTRAORDINARY 22 2009 15(3) (4) [PART III—SEC. 4] (G.) frQTITr/* g*g-e 2. fig I @) fig (71) \$1 fig \$1 @ fig (S) fig @ (q) (Ergå), •å-o-fi 57 5. 1/5 6. \$1 frg I 7. fig 14 I 25 2009 35 (2) 3. ffg I 4. 500/- 10,000/- 5. 100/- 6. fig F) (V) (71) (V) (G.) 10 8. I frg I 9. qti 10. I 11. I 12. I 13. \$1 \$1 fifi 26 2009 \$1 28 (71) 58 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] €. 27 [ürq 2009 \$1 28(1) 1. 2009 5, 6 (X) (xiv) 4. (gq.3å.4) I 5. äRT gq.3å.4 fig @ 01 @ 3T*dTl 7. \$1 W.3å.4 8. W.3i.4 fig Ng F: 59 28 fiqvr 28 (71) \$1 (ii) (iii) (iv) I (ii) Rqhé (iii) I (ii) I (iii) g-å a-If (iv) (ii) (iii) (ii) *711 60 (iii) THE GAZETTE OF INDIA :

EXTRAORDINARY [PART III—SEC. 4] (ii) Rqhé (iii) 8. Offui, (q) fig I 29 ltg 1. fig fir #e-q: 2. /ßfru (ii) (iii) (iv) @) fig [84TTT 4] 61 (u) \$1 fig CT) y*q/ftqlé @ 3iqx vå fir gg frg 4. 1 /3 fig I 5. frg 30 fig 'Hr-fifiÜT 2009 &ITI 2. / 3ivH[3iä\$R \$1 (#3Tltg) 5.1 5.2 «rwr-25 5.3 (#31ltg) fig 1 50 7. 3li& *iu-eq, Ng gINT 8.1 w(l) 25 I 25 3iØ; 8.2 '€ 50%) 5 3 15 8.3 '71' 3li& 10 (ANT) 3 (8Ä) 30) I d, 20 3li& 10 I 9. Eid 62 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 9.1 'd: 25 (gØ 3iq qvf 9.2 5 (fr) 8 — 25 3iq) 9.3 'TT': 5 (±FT 50 8) 20 10 3iM 10 (€r€rg) g-4 äRr 11. \$1 12. t, 3RT: 13

14. RqY/ äRT m, fiü/ Rüé Gift, gq 15.fig frg \$1 50 16. 3iRq fig I 17. fig 18. \$1 19. äuR Älä, qufq 10 20

21. Gg 22.\$1 15 I 23. qrä7TTl 63 24. \$1 25. frg - (v) qaTg, (71) 26. avq-ré I 27. 3BTé I 28. 29. YW/ I äRT 30. 31. fig 15 32. *IT, fig 33. ltg 34. 34.1 I 34.2 ur gINT Rq)é 34.3 34.4 I 34.5 64 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 34.6 34.7 34.8 uT 34.9 \$1 I 34.10 35. 36. 37. R, RQ5Té 38. ig a-TéFT I ftqh-é 39. ftqhé 40. 40.1 402 I 40.3 I 40.4 I 41. (3) 42. Rq)é 43. 43.1 frg 43.2 I 43.3 43.4 (1) I 43.5 (1) (F) 43.6 \$1 43.7 43.8 Ng 65 43.9 frg 44. wg 7Tg 45. Ng I 46. gg fig 47. (N, (\$e) (ft) 48. fig •IT I 49. \$1 49.1 frg 49.2 fifi I 49.3 I 49.4 49.5 50. \$1 i, 3i?T 51. 52. 3iqg üT, I 53. 54. gg mtr: 55. OTT, U: (6) 56. (q) (GPA); (V) (WAM); 0) (CGPA) @ (CGPA), (OWPM) I GPA = (ECi Gi) / (i Ci) WAM= (ECi Mi) / (i Ci) CGPA = (i cni Gni) / (i cni) OWPM = (i : cni Mni 66 Mi Gi Cni Mni Gni THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 57. (6) 75- 100 65— 74 64 55- 59 50- 54 00— 49 3iqi 5.50—6.00 4.50—5.49 4.00—4.49 3.50—3.99 3.00—3.49 0.00-2.99 • 75-100 0.02 • 65- 74 0.11 0 50-64 0.1225 3iØ • 0-48 0.0761 QTä (OWPM) (CGPA) I ültrg, 58. (€#g) I 59. -\$ i, (OWPM) 75—100 65—74 60-64 55—59 50—54 0—49 60. gq5T t, I c [qTq 4] 67 61. 75 (OWPM) L 63 75 \$1 Öfil 64 t, 65 75 3iRq 7 Qi@I 66 67. fig 75 65 I 68. 3Ti& 69. (1) 70. (1) 'F' 2, 71. 72. 50 73. gm 'F' 74. (F) t, 5: \$1 &fr, 75. 'F' 3iRq 3 fig 5: gm (F) (yuH 3 5: äö 76. *FT/ (F) 77. I 68 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 78. Ng fig 50 I 3FTä 79. 79.1 79.2 Ng I 79.3 I 79.4 fig (Gift) 79.5 (g-qgq I 79.6 (€l&g) 79.7 (3i*gg) I 79.8 Fff) I 31 fir, em-qi, 2009 28(1) (IT) 28(1) (8) T. g-ä 31@- fi:— ft, v. fig fig 4. 31Ti<ftT 3itfqg OTT 5. qftg fig @ 311) 69 v. g. q. 3Ti* G) 16 15 (RÄ i iii) @ 16 15 ii iv) I 18 90 üTl qvf fifi 10. qvf fig 11. 12. viä I GIRT 13. gifäq 14. 15. 16. 17. fig 817, I 18. 19. 70 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SW. 4] 20. 21.- fig 22. 23. frg 24. q, 1 fig 30 3@fh 10 05 Eii 15 fri kl-ä 1 30 25. 26. 27. \$1 fig 28. Gg i, fig I fig 29. fig I 30. \$1 äRT I frg frg fig I 31. fig *IAi, fig 71 Ng g/ g g (frT Q<lg) (10 2. 500/0 (gt5égä) 3@fh €rei v. fig get-ur I Ø. vf ffg 80 (30%) (40%) (30%) 24 32 24 80 240 320 240 800 120 160 120 400 360 480 360 1200 720 960 720 2400 v. 20 qti fig I 7T. gg Rs-r fr--ä -RI fig QTä 500/0 75% i, m. 80 4 40 2 72 1

2. THE GAZETTE OF INDIA : EXTRAORDINARY 500/0 [PART III—SEC. 4] V. (10 F) 4. qft-ä fig fig Ng GRT 3iö v. g fäg I ah-é fig m. vf Ng 80 \$1 Off: (30%) (70%) 24 56 80 240 560 800 120 280 400 360 840 1200 720 1680 2400 20 v. frg \$1 20 I fig frg fig I vri 750/0 Ng g, 80 4 01 q. 40 2 fig 1. 2. V. (10 F) Ill-zqug 4] 73 q. 500/0 Ø. 50/0 qfi, 4. Ng fig fig NIT 3üfh I v. Rig GTIWTI fig fig 80 äü: (70%) 24 56 80 240 560 800 120 280 400 360 840 1200 720 1680 2400 20 v. 20 I 71. gg 500/0 fig \$1 I 750/0 t, 6. kid: 80 4 40 2 (10 2. m. 500/0 3iØ q. 50/0 3iö q-ä 74 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] fig GIRT v. fig Ø. 80 (30%) (70%) 24 56 80 240 560 800 120 280 400 360 840 1200 720 1680 2400 20 fig 20 I fig \$1 fig 500/0 Ng I 75% g, 80 4 a I v. 40 2 (gq.*tr 8) 1. 2. ii) (5 ii) (12 Nn) d 55 3i-ä fri 75 Ø) 3iö 50/0 qft, fig (fi Rig 71) fig frg (ft) I Q, 100 ii) 10 (q9 / iii) a m: Off, Gg 60 &fr.- q) : 20 : 20 if) : 10 v) : 20 v) i m: ftq.€f. 8bfi, Ng 120 8bfi:- q) : 20 : 60 71) : 20 • 20 VT) ffg. 76 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] q) fig frg, OTTfi, Rg fig 60 gt5.*. RAT I U) Ng : w. * frg i) fig 2 ii) Ng 4 iii) 5 iv) Ng 10 V) fig \$1 q) frg :- \$1 i) 10 ii) Ng 5 iii) fivfr, 3 fig 1 7Tg fig 3üfh I fig gq.l* gq.* fig I 32 2. OTT 01 77 5. 6. v. 71. 7. 3üfh 10 100/0 10 150/0 10 200/0 3iffH 30 10. gg a@fh 11. *iüf 12. (w 31)) t, 1000/- 13. t, 1500 FRTRr) 14. 15. fig (fil?N) 16. 17. 78 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC 4] 18. \$1 fig I 19. 30 GTT@I 20. fig qTVTT g. 21. frg 30 äRT \$1 I 22. I 23. 01 24. 25. 26. 27. 281 Orr/öfi. • fig

29. Rg 30.(w&vr. FH 31. eiqi fig 32. \$1 33. \$1 34. 2010-11* (ufiüu) 100 4000 500 50 10 20 100 500 100 50 50 500 -100 79 100 500 100 200 20 30 200 500 100 50 50 500 100 80 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] 50 50 100 100 200 50 50 50 50 1 2 3 4 5 6 7 2010-11 t, fig I q. fig A#g/g tg (frT iATg)/gwäg 4000/- 2000/- 2010-11* fig 3*fi/gft 50 50 100 100 400 50 50 50 50 (vgä) 100/= 150/= 400/= 300/= 100/= 500/= 100/= 100/= 100/= 100 / = 1 9 10 11 12 13 14 15 16 17 81 200/= 100/= 200/= 200/= 50 / = 100/= 500/= 100/2 500/= mré 33 2009 \$1 6(2) (iv) V) frg q) G.) q) b) q) \$1)

(gqe*) 82 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] frg frg I 7) frg V) 10 71) 8) frg Ng fig fig 9) fig t, t, 25% I 10) ig/2 31%/ 500/0 frg I 3iaRUT Ng , 11) q) t Ng 15 Eii \$1 1 GfTVTT; t, frg 30 \$1 t fig 2 qrå 2 I 12) gg 71) t; fig 250/0 mr. ü.ër. xtGT, @Ä.), [fr\$Tqq-111/4/3RNwr/152/17] 83 NOTIFICATION Dharamshala, the 13th February, 2011 No. 3-3/CUHP/GA/2010No.II.- The following is published for General Information:- ORDINANCE 21 SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH) [In Compliance with Section 28(n) of the Act] 1) The Central University of Himachal Pradesh shall be committed to the elimination of all forms of 2) a) b) c) d) e) 3) 4) a) b) c) d) discrimination against women and shall take proactive steps towards gender sensitisation and elimination of sexual harassment. In order to take proactive steps and sustained efforts towards gender sensitisation and prevention of workplace harassment of all kind, the University shall have an Apex Committee consisting of the following: Three persons, of whom at least two shall be women, from amongst the teachers of the University, to be appointed by the Vice Chancellor, the senior most of the woman member shall be the Chairperson. Two persons, of whom at least one shall be a woman, from amongst the non-teaching staff of the University, to be nominated by the Registrar. Two persons, of whom at least one shall be a woman, from amongst the Students of the University, to be nominated by the Dean of Students' Welfare (DSW). One representative of an NGO engaged in women rights, gender issues and social development etc. to be appointed by the Vice Chancellor. One person to be appointed by the Vice Chancellor from the Students' Council. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice Chancellor may decide from time to time. The Apex Committee shall, with the approval of the Vice Chancellor of the University: evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence; promote gender equity, obliterate gender-bias, eliminate discrimination against women, prevent and protect women from sexual harassment and gender-based violence; take measures necessary for creating a social and psychological environment for harmonious and healthy shall design and organise awareness campaigns, gender-sensitisation programmes, orientation and training for sensitising the students, staff and teachers of the University about gender-based e) organise counselling, guidance and help centres aimed at preventing and protecting women against f) frame and issue policies and guidelines of good conduct and behaviour amongst the students, staff, and g) ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting h) fulfil the directives of the Supreme court enjoining all employees to develop and implement a policy i) take suo-motu cognizance of any act of gender discrimination, gender bias and sexual harassment on the campus and direct the Complaint Committee to look into the matter and make their recommendations for 5) For effective and efficient discharge of the complaints against sexual harassment, the University shall have a University Complaint Committee (UCC) consisting of the following members: a) one of the Members of Apex Committee to be appointed by the Vice Chancellor, who shall be the b) c) d) 6) a) b) THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] Three persons to be appointed by the Vice Chancellor from amongst the women teachers of the University. One person to be nominated by the Registrar from amongst the women non-teaching staff of the University. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice Chancellor may decide from time to time. The Complaint Committee shall have the rights and duties to: receive and register, in strict confidentiality, complaints from students, staff and teachers of the University and/or from any other person from outside the university against sexual harassment by a student, staff, teacher, service provider of the University; request the university authorities to initiate necessary action for lodging complaint with the appropriate authorities, in case of sexual harassment by an outsider, i.e., by a person or persons unconnected with the University; c) take cognizance of complaints about sexual harassment, and conduct enquiries, provide assistance and redressal to the victims and recommend penalties and other action to be taken; and d) conduct a formal enquiry against the student/teacher/non-teaching staff /service provider of the University allegedly involved in a case on the basis of its findings during the preliminary enquiry maintaining strict confidentiality. 7) Sexual harassment shall include such unwelcome sexual behaviour (whether directly or by implication) as: a) Unwanted physical contact and advances; b) A demand or request for sexual favours; c) Making a sexually-coloured remarks; d) Exhibiting/displaying/showing pornography; and/or e) Any other unwelcome physical, verbal or non-

verbal conduct of sexual nature. 8) The aggrieved party may lodge complaint of sexual harassment, either in writing or orally, directly to the Vice-Chancellor, or to the Chairperson or to any Member of the Complaint Committee. 9) In case the complaint is made orally, the same shall be recorded in writing by one of the Members of the Complaint Committee and shall be read out to the complainant and signed by the complainant and countersigned by the member. 10) The complaint received as such or as recorded in writing shall be forwarded to the Complaint Committee for conducting enquiry. 11) The Complaint Committee shall hear both the parties involved, i.e., the complainant and the accused in a manner as it may deem appropriate, and determine the course of action that the situation merits. 12) The enquiry shall be conducted under the rules and procedures already laid down by the University and will be in conformity with the principles of natural justice. 13) The formal enquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC (University Complaint Committee) finds it impractical to dispose off the case within the given time, it will be recorded in writing, and the period may be extended by the Vice Chancellor. 14) Depending upon the severity of the case, the University Complaint Committee may a) In case of employees of the University, recommend disciplinary action including penalty and punishment as per university rules; b) In case of outsiders/service providers to the University, request the university authorities to initiate necessary action for lodging complaint with the appropriate authorities; and c) In case of students, the penalty, punishment and disciplinary action against the offender may include: i) Warning, ii) Written apology 85 ÄiT : IILÆÜS 4] v) vi) vii) viii) Fine in cash Bond of good behaviour Debarring entry into hostel/campus Withholding examination results Expulsion from the university Denial of re-admission

ORDINANCE NO. 22 CONSTITUTION, POWERS AND FUNCTIONS OF THE SCHOOL BOARD {Statute 15(3) & (4) of the Statutes of the Central Universities Act, 2009} 1) 2) 3) Each School shall have a School Board which shall consist of the following members: a) b) c) d) e) f) g) h) Dean of the School who shall be the Chairperson; Heads of the Departments in the School; Directors of the Centres in the School; All Professors in the School; One Associate Professor from each Department/Centre in the School to be appointed by rotation in order of seniority from each Department/Centre in the School; One Assistant Professor from each Department/Centre in the School to be appointed by rotation in order of seniority from each Department/Centre in the School; Three experts not in the service of the University having special knowledge of the subject or subjects concerned, around which the Departments/Centres in the School are organised, nominated by the Academic Council; Two professors to be nominated by the Vice Chancellor from amongst the professors of the Allied & Cognate SchoolsDiscipline; The term of the Office of the members other than ex-officio members shall be three years and they shall be eligible for re-nomination. The School Board shall, subject to the overall supervision of the Academic Council of the University, perform the following functions: a) b) c) d) e) f) g) h) To prescribe the qualifications for and procedures for admission of candidates to the various Programmes of Studies in the Departments/Centres of the School; To co-ordinate the teaching and research work in the Departments/Centres in the School; To consider and approve subjects for research for various degrees and other requirements of research degrees, as recommended by the Board ofStudies. To constitute committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any Department/Centre in the School and to supervise the work of such committees; To recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments/Centres or committees mentioned in clause (d) above; To consider schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council; To promote and review research within the School and to submit reports on research to the Academic Council; To frame general rules and guidelines for the evaluation of continuous internal assessment including the Counselling Activities & Tutorials(CAT), assignments, quizzes, sessional work, Mid-Term and End-Semester Examinations; 86 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] i) To recommend to the Academic Council, the award of research degrees to candidates who have been found qualified and fit to receive such degrees; j) To consider and act on any proposal regarding the welfare of the students of the School; k) To perform all other functions which may be prescribed by the Act, the Statutes and the Ordinances, and to consider all such matters as- may be referred to it by the Executive Council,, the Academic Council or the Vice - Chancellor; and l) To delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by e Board from time to time. Meetings of the School

Board 4) The Board shall hold at least two ordinary meetings in an Academic year, one in each semester; 5) The Dean may convene special meetings of the Board at his/her own initiative or at the suggestion of the Vice - Chancellor or on a written request from at least one-fifth of the members of the Board; Quorum 6) The quorum for the meeting of the Board shall be one-third of its total members. Notice 7) Notice for any meeting of the Board shall be issued at least 14 days before the date fixed for the meetings. 8) The Dean may convene emergency meeting of the Board at short notice. Rules of Business 9) Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard. 1. 2. 3. 4. 5. 6. 7. 8

9. ORDINANCE NO: 25 THE ALUMNI ASSOCIATION Under Clause 35(2) of the Central Universities Act 2009 There shall be an Alumni Association of the University. The objective of the Association shall be to promote the objectives of the University, to maintain contacts and solidarity among the graduates of the University, and to raise funds for the development of the University. The membership of the Association shall be open to all degree holders of the University, including the holders of diplomas and certificates. The membership fee for the Association, shall be Rs. 500/= per year and Rs. 10,000/- for life or as decided by the Executive Council of the University from time to time. There shall also be an Alumni Association Admission fee of Rs 100/= which shall be collected at the time of admission of students in the university. The application for membership shall be in a form prescribed by the University. The Executive Committee of the Association shall consist of the (a) President; (b) Vice President; (c) General Secretary; (d) Joint Secretary; and (e) 10 other Members. The Vice-Chancellor shall be the ex-officio Patron. All other office -bearers and members of the Association shall be elected for a term of three years. No member of the Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of the election and is a degree holder of the University of at least Five years' standing. IO. Provided that the condition relating to the completion of one year membership shall not apply in case of the first election

11. The funds of the Association shall be managed by the Finance Officer of the University who will maintain a separate Account for the purpose

12. The elections of the Association and all its meetings shall be conducted in the manner to be prescribed by Regulations. 4]

13. In case of any difficulty in operating any clause of the Ordinance the matter shall be referred to the Vice- 87 Chancellor whose decision thereon shall be final. **ORDINANCE NO: 26 GAMES AND SPORTS COMMITTEE Under Section 28 (1) (o) of the Central Universities Act 2009 There shall be a Games and Sports Committee consisting of the following members, namely: 1. 2. 3. 4. 5. 1. 2. 3. a. b. c. d. e. The Dean of Students' Welfare, who shall be the Chairperson; Two prominent sportspersons to be nominated by the Vice Chancellor; Presidents of various Games and Sports Clubs; One Outstanding Sportsman/Sportswoman from among the students on rolls, nominated by the Chairman for a period of one year; and The Director of Physical Education, who shall be the Ex-Officio Member-Secretary of the Games and Sports Committee. The Committee shall : a. b. c. d. e. f. g. h. take measures to attract the sports talent available in the University; make arrangements and supervise the games and sports of the University and frame Regulations in this regard; Propose the budgetary requirements for games and sports; allocate finances to the various Clubs; maintain the play-grounds, gymnasias, swimming pools and other sports facilities of the University; hold/organise contests, competitions, tournaments, athletic meets etc.; recommend to the Vice-Chancellor the names of outstanding players/ sportspersons to be nominated for admission under sports quota, if any; recommend to the Vice Chancellor names of the Outstanding player/Sportspersons for training/coaching facilities/stipend, if any; and perform such other functions, as may be assigned to it by the Executive Council/ Academic Council/ Vice Chancellor from time to time. The Director, Physical Education will operate the budget under the supervision of the Dean of Students' Welfare. The Committee shall hold its meetings at least once in two months under the supervision of the DSW. One-third of the total members shall form the quorum for a meeting of the Committee.** NOTIFICATION Dharamshala, the 13th February, 2011 No. 3-3/CUHP/GA/2010Nol.II.- The following is published for General Information:- **ORDINANCE NO: 27 PROCEDURE FOR CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES, INSTITUTIONS AND OTHER AGENCIES INCLUDING LEARNED BODIES OR ASSOCIATIONS Under Section 28(1)(k) of the Central Universities Act 2009 In consonance with the provision under section 5, 6(x) (xiv) of the Central Universities Act 2009, the University envisages to network and collaborate with other institutions of repute from India and abroad. The University may network and collaborate with Institutions of higher Education,**

research institutions, industry, and/or NGOs of National and Internationalrepute. The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural 88 4. 5. 6. 7. 8. 1) 2) 3) THE GAZETTE OF INDIA : EXTRAORDINARY dialogue and exchange of ideas for its faculty, research scholars and students. [PART III—SEC. 4] With the above in view, the University may enter into Memorandum of Understanding (MOU) with other institutions of national and international repute. Any proposal received and/or initiated by the University to enter into an MOU with other institutions shall be examined by a Committee comprising the following: a. b. C. d. e. f. The Pro Vice Chancellor (PVC) or One of Deans, to be nominated by the Vice Chancellor, who shall be the chairperson Two faculty members not below the rank of Professor, to be nominated by the Vice Chancellor - Coordinator, External Relations The Deans of the Schools concerned The Finance Officer The Registrar, who shall be the Member Secretary The Committee, referred as above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into the MOU. Recommendations of the Committee together with the draft of the MOU shall be placed for the consideration and approval of the Academic Council and Executive Council of the University. All MOUs are to be for a specified time period and shall be reviewed periodically by the Committee for extension/continuation. ORDINANCE No.28 EMPLOYEES AND STUDENTS' GRIEVANCES REDRESSAL COMMITTEES [Section 28(n) of the Act] The University shall constitute a mechanism for the redressal of the grievances of Employees and Students of the University. To this effect the University shall constitute the following three Grievance Redressal Committees : a) Students' Grievance Redressal Committee b) Teachers' Grievance Redressal Committee c) Non-Teaching Staff Grievance Redressal Committee STUDENTS' GRIEVANCE REDRESSAL COMMITTEE: a) b) The Students' Grievance Redressal Committee shall comprise the following: i) The Dean of Students' Welfare or such other person to be nominated by the Vice Chancellor, who shall be the Chairman & Convener; ii) Dean of the School concerned; iii) Three persons nominated by the Vice Chancellor; and iv) Three Representatives of the Students' Council. Powers and Functions of the Students' Grievance Redressal Committee shall be: to entertain written and signed complaints and petitions of students in respect of matters directly i) affecting them individually or as a group; ii) to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and iii) to recommend appropriate action against complainant(s), if allegations made are found to be baseless. TEACHERS' GRIEVANCE REDRESSAL COMMITTEE a) The Teachers' Grievance Redressal Committee shall comprise the following: i) Pro-Vice-Chancellor (PVC) or one of the Deans to be nominated by the Vice Chancellor, who 89 Ill-ac 4] -ii) Three faculty members, not below the rank the Vice Chancellor; - iii) Five teachers representing women, minority, SC, ST, OBC, to be nominated by the Vice Chancellor; and iv) Dean of the School concerned. b) The Powers and Functions of the Teachers' Grievance Redressal Committee shall be: i) to accept and consider written and signed complaints and petitions of teachers and other academic staff in respect of matters directly affecting them individually or as a group; ii) to enquire into the grievances, and make recommendations and to the concerned authorities for redressal or suitable action; and iii) to recommend appropriate action against complainant(s), if allegations made are found to be baseless. 4) NON-TEACHING STAFF GRIEVANCE REDRESSAL COMMITTEE a) The Non-Teaching Staff Grievance Redressal Committee shall comprise the following: 5) 6) 7) 8) 9) i) Registrar, who shall be the Chairman & Convener; ii) Five persons from the non-teaching staff representing women, minority, SC, ST, OBC, to be nominated by the Vice Chancellor; and iii) Head of the Section concerned. b) Powers and Functions of the Non-Teaching Staff Grievance Redressal Committee shall be: i) to accept and consider written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group; ii) to enquire into the grievances, and make recommendations and report to the concerned authorities for redressal or suitable action; and iii) to recommend appropriate action against complainant(s), if allegations made are found to be baseless. Grievances pertaining to the Students shall be received in the office of the Dean of Students' Welfare and shall be referred to the Students' Grievance Redressal Committee. Grievances pertaining to the teachers, and other academic staff shall be received in the office of the Pro- Vice Chancellor/Chairman & Convener of the Teachers' Grievance Redressal Committee and shall be referred to the Teachers' Grievance Redressal Committee. Grievances pertaining to the non-teaching and other non-academic staff

shall be received in the office of the Registrar and shall be referred to the Non-Teaching Staff Grievance Redressal Committees. The Grievance Redressal Committees, in their respective areas of jurisdiction, shall observe the following general principles: a) Create awareness among the students, staff and teachers about the grievance redressal mechanism; b) Register and acknowledge grievances received and referred to them; c) To the extent possible, all grievances received shall be settled within a fortnight by arriving at a final decision; d) If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply; e) As a matter of general rule, no grievances should remain pending beyond the limit of three months; f) The Chairman & Convener of, the respective Grievance Redressal Committees should make himself/herself freely available to hear the grievances personally; and Aggrieved parties who are not satisfied with redressal by the Grievance Redressal Committee, may appeal to the Vice-Chancellor for a reconsideration and review.

90 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] ORDINANCE 29 STANDING COMMITTEE ON EQUIVALENCE FOR RECOGNITION OF EXAMINATIONS/DEGREES [Section 28 (1) (o) of the Act] 1. All proposals and requests for equivalence shall be examined by the Dean of the School concerned with regards to the courses of study and the standard of the Courses. Report of the Dean shall be placed before the Standing Committee on Equivalence of Examinations/Degrees. Composition of the Standing Committee on Equivalence of Examinations/Degrees 2. The Standing Committee on Equivalence of Examinations/Degrees shall consist of the following i) or One of the Deans to be nominated by the Vice Chancellor who shall be ii) Deans of the Schools; iii) One person nominated by the Academic Council from amongst its members for a period of three iv) Registrar; and v) Controller of Examinations.....Member Secretary 3. The functions of the Committee shall be a) to consider the proposal for the recognition of new courses/examinations/degrees of other Universities/Boards/ Institutions ; b) to consider requests for recognition of Examinations/degrees received from other Universities/ Institutions/individual(s) and submit its recommendations to the Academic Council; c) to report to the Academic Council on all matters, which are referred to it; and d) to prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country. Rules of Business 4. One third of the members of the Committee shall constitute the quorum for a meeting of the Committee

5. The Committee shall frame the Rules of business and lay down guidelines for consideration and approval of the Academic Council. The Academic Council may delegate any of its powers, in this behalf, to the Equivalence Committee. ORDINANCE 30 MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING SYSTEM FOR PROGRAMMES OF STUDIES OTHER THAN Tl-m RESEARCH DEGREE PROGRAMME [Under Section 28(1)(b) , 28 (1)(c) and 28(1)(g) of the Central Universities Act 2009] Medium of Instruction & Examination: I. 2

3. The medium of instruction in respect of all Programmes of Studies offered by the Schools, Departments and Centres of Studies shall be English, except in cases of studies/research in Languages. Question Papers of all examinations shall be set and answered in English language, except in case of examinations. in languages/literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course. Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, , if any, shall have to be written in English, except in case of the Programmes of Studies in languages/literature, where the same be required to be written in the respective language. : 3-TET+ETVT 91 Examination System: 4. 5. 6. 7. 8

9. All Programmes of Studies of the University shall be offered under Semester System and Examination and evaluation of students shall be through Comprehensive Continuous Internal Assessment (CCA). As a general principle, the Comprehensive Continuous Internal Assessment shall comprise the following components: 5.1. Continuous Internal Assessment.....25% 25% 5.2. Mid Term Examination 5.3. End-Semester Examination Depending upon the nature and requirements of a particular course, individual Departments/Centres shall, within the overall framework of Comprehensive Continuous Internal Assessment (CCA) prescribed by the School Board concerned, have freedom to prescribe additional/different components and weightage for different component. Provided that the weightage of the End-Semester Examination shall not be less than 50%. Detailed distribution and break-up of the Comprehensive Continuous Internal Assessment (CCA) shall be specified by the teacher concerned in the

Detailed Course Outline for each course taught by him/her during a semester. Except in exceptional cases, the question papers for the Mid-Term Examinations shall be of 2 (Two) Hours duration and shall be set such as to comprise the following sections: 8.1. 8.2. 8.3. Section A: shall have 25 (Twenty Five) Multiple Choice Questions (MCQs) of 1 (one) Mark each. All questions in this Section shall be compulsory and no choices shall be given to the examinees (Total 25 Marks); Section B: shall have 5 (Five) Short Answer Questions (SAQs) of 5 (Five) Marks each, out of which the examinee shall be required to attempt any three (Total 15 Marks); Section C: shall have 3 (Three) Essay/Long Answer Questions (LAQs) with internal choices, of 10 (Ten) Marks each (Total 30 Marks); Alternatively, if the course so requires, this section may comprise of a Case Study of 20 Marks and one question with internal choice of 10 Marks; Except in exceptional cases, the question papers for the End-Semester Examinations shall be of 3 (Three) Hours duration and shall be set such as to comprise the following sections: 9.1. 9.2. 9.3. Section A: shall have 25 (Twenty Five) Multiple Choice Questions (MCQs) of 1 (one) Mark each. All questions in this Section shall be compulsory and no choices shall be given to the examinees; (Total 25 Marks) Section B: shall have 8 (Eight) Short Answer Questions (SAQs) of 5 (Five) Marks each, out of which the examinee shall be required to attempt any five questions; (Total 25 Marks) Section C: shall have 5 (Five) Essay/Long Answer Questions (LAQs) with internal choices, of 10 (Ten) Marks each (Total 50 Marks); Alternatively, if the course so requires, this section may comprise of a Case Study of 20 Marks and three questions with internal choice of 10 Marks; Paper Setting & Evaluation: 10. 11

12. The overall framework of the Comprehensive Continuous Internal Assessment (CCA), including the broad guidelines regarding the content, format, duration and timings of different components of examination and evaluation shall be as decided by the School Board. Within the overall framework of examination and evaluation as decided by the School Board, the content, format, duration of various components of the CCA shall be decided by the concerned faculty members and notified to students along with the detailed course outline provided at the commencement of each course. Since the University follows Choice Based Credit System (CBCS) and CCA, the question paper for examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] case of examinations involving Viva Voce, practicals etc in a course offered by a Department/Centre, the evaluation shall be done by a panel comprising of the Head or the Department/his (her) nominee, the concerned faculty member and an external expert to be appointed by the Dean of the School concerned. 14. - Project Work/Project Report/Dissertation/Field Work Report/Training Report etcy shall be evaluated by an external evaluator appointed by the Dean of the School concerned. Provided further that in case of Viva-voce based on the Project Work/Project Report/Dissertation/Field Work Reponnrraining Report etc, evaluation shall be done by a committee comprising of the Advisor concerned, the external evaluator and Dean or his/her nominee. Guidelines for Paper Setting: 15. 16. 17. 18. 19. 20. 21. 22. 23

24. The question papers for the Mid-Semester Examination shall be based on at least 50% o! the course content prescribed for the Semester. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester. The question papers for the Mid-Term and End-Semester Examinations shall be set such as to encompass total course content covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study. The question papers for the Mid-Term and End-Semester Examinations shall be set such as to encompass total course content covered with limited internal choices such as to make it imperative for the student to study the prescribed course content in full and deter them from selective study. The paper setter shall set the question paper for the Mid-Term Examination in the prescribed format and shall arrange to make adequate number of copies/printouts, which shall be submitted in sealed cover marked as Confidential to the Head of the Department/Director of the Centre, at least ten days prior to the commencement of the Mid-Term Examination; Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her; For Mid-Term Examination the Head of the Department/Director of the Centre shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the invigilatorconcerned. The paper setter for the End Semester Examination shall set the question paper in the prescribed format and shall submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester

Examination; Each Paper setter shall also be required to submit in a separate sealed cover the key to the Multiple Choice Questions and synoptic answers to SAQs and LAQs to the Head of the Department/Director of the Centre concerned, along with the question papers. These shall be kept sealed in safe custody by the Head of the Department/Director of the Centre. The question papers set by the paper setters shall be reviewed in the meeting of the Board of Studies of the Department/Centre concerned held immediately after the examination •is over and the comments and feedback for further improvement in future shall, be recorded and furnished to the paper setter through the Head of the Department/Director of the Centre. Guidelines for Evaluation: 25. 26

27. It shall be the bounden duty of the concerned faculty•members to: (a) evaluate all assignments, quizzes and mid-term examination answer scripts and return the same to the students within one week of the date of such examination; (b) address questions of students, explain and satisfy them about the marks/grades awarded to them; (c) display the marks/grades awarded to each student on the notice board of the Department/ Centre; and (d) submit the marks/grades awarded to the students to the Head of the Department/Director of the Centre concerned.Each examiner shall be required to evaluate the answer scripts of the End-Semester Examination within one week of the date of examinations and shall be required to return to Controller of Examinations, the evaluated answer scripts along with the award list. Head of the Department/Director of the Centre concerned, shall forward to the Controller of Examination, the consolidated award list Of marks/grades awarded to the students in the Continuous 4] Internal Assessment and Mid-Term Examination of each course offered by the Department. Revaluation of Answer Scripts: 93 28

29. A student may apply on the prescribed application form along with the prescribed fees, for revaluation of his/her answer script(s) to the Controller of Examinations within seven working days from the date of declaration of the results.Revaluation of the answer script shall be done by an independent expert on the subject to be appointed by the Controller of Examinations on the recommendations of the Head of the Department/Director of the Centre. Answer scripts shall be revaluated with reference to the key of MCQs and the synoptic answers of SAQs & LAQs submitted by the paper setter; and the marks/grades awarded by the independent expert shall be considered as final. Conduct of Examination: 30. 31

32. All examinations of the University (except the entrance examinations for admission in different Programmes of Studies) shall be conducted and held at the University Campus only.The Date Sheet for Mid-Term and End-Semester Examination shall be notified by the Controller of Examinations in consultation, with Heads of the Department/Directors of the Centres/Deans of the School at least fifteen days prior to the commencement of the examinations. The Mid-Term and End-Semester Examinations shall be conducted under the general supervision of the Head of Department, who shall act as Centre Superintendent for all examinations of the courses of his/her Department. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination. Indiscipline and Unfair Means in Examination: 33

34. There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination.Non adherence to such instructions shall attract disciplinary action. Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Unfair practices and Unfair means relating to examination shall mean and include: 34.1. 34.2. 34.3. 34.4. 34.5. 34.6. 34.7. 34.8, 34.9. 34.10. Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator/Centre Superintendent. Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university. Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile/cell phones/electronic aids, unless otherwise permitted as a component of examination and /or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall, Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other

examinees or any other person inside or outside the examination hall. Attempts of impersonation including writing some other candidate's registration number/roll number, in the answer paper and/or Exchanging or attempting to exchange answer sheets or other materials during the course of examination. Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator. Boycott/walkout of the examination and or causing disturbances of any kind during the conduct of examination. Any other act of omission or commission as may be declared by the Executive Council as unfair means in respect of any or all the examinations. 94 35. 36. 37. 38

39. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing. The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the- Controller of Examinations for the purpose. In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent. The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report. All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee. Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor shall have powers to cancel the examination of all the candidates appearing from the centre concerned and order re-examination an initiate further disciplinary action against all concerned. Examination Discipline Committee 40. 41. 42. 43

44. The Examination Discipline Committee shall consist of the following members: 40

1. The Dean of Students' Welfare, who shall be the Chairperson 40.2. The Proctor 40.3. Four faculty members to be nominated by the Vice Chancellor 40.4. The Controller of Examination, who shall be the Member-Secretary The Terms of office of the Members of the Examination Discipline Committee, other than the Ex- Officio Members, shall be three years from the date of appointment and that three Members of the Committee shall constitute the quorum. Centre Superintendent concerned shall be special invitees to the meeting of the Examination Discipline Committee while considering the reported cases of Unfair Means. Depending upon the extent and severity, the punishment for the use of Unfair Means may include: 43.1. 43.2. 43.3. 43.4. 43.5. 43.6. 43.7. 43.8. 43.9. Obtaining written apology and undertaking for good behaviour and conduct Lowering the Marks/Grade in the examination in which the Unfair Means was used Lowering the Marks/Grade in all examination of the Semester Awarding "I"GradeP"F" Grade to the candidate in the particular examination in which the Unfair Means was used Awarding "I"GradeP"F" Grade in all Examinations taken by the candidate during the semester Debarring for certain specified number of semesters from appearing in examination of the University Cancellation of admission from the University Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university for certain specified period of time; Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university forever; The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice; 4] 45. All decisions taken by the Committee will be placed before the Vice-Chancellor for approval

46. A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration. Specific Provisions for the Conduct of Entrance Examination for Admission 95 47. 48. 49. 50. 51. 52. 53

54. The University shall conduct Common Entrance Examination by the name of Higher Education Admission Test (HEAT), Further Education Admission Test (FEAT) and The Research Entrance Aptitude Test (TREAT) for admission in the undergraduate, postgraduate and research degree programmes respectively; The Paper Setters for the Common Entrance Examination shall be appointed by the Vice Chancellor. The overall administration, conduct, supervision and control of the Common Entrance Examination shall be the responsibility of the Controller of Examinations who with the approval of the Vice Chancellor, shall arrange: 49.1. 49.2. 49.3. 49.4. 49.5. To get the question papers for the Common Entrance Examination set by the paper setter(s) appointed by the Vice Chancellor For the confidential printing of the question papers for the Common Entrance Examination To appoint Centre Superintendents for each of the Examination Centres For the smooth conduct of the Common Entrance Examination in all Examination centre and exercise general supervision and control For the evaluation of the Answer scripts and preparation of the meritlist; In the absence of Controller of Examinations or otherwise if the circumstances so warrant the Vice Chancellor may appoint a Coordinator of the Common Entrance Examination who shall perform such functions as specified in the preceding para. The Common Entrance Examination shall be held at the designated Examination Centres as approved by the Academic Council and notified in the University Prospectus. Each Examination Centre shall be under the charge of a Centre Superintendent, who shall ensure smooth and fair conduct of the Common Entrance Examination. During an entrance examination, all candidates shall be under the disciplinary control of the Centre Superintendent, whose instructions on the conduct of examination shall be final and binding. If a candidate disobeys instructions or misbehaves with Centre Superintendent/Supervisory staff/invigilator/any other staff/ other examinees, he/she may be expelled from the examination. Notwithstanding anything contained in these Ordinances, the examination of all such candidates who are found using unfair means in the Common Entrance Examination shall be cancelled and consequently his/her answer script will not be considered for evaluation and preparation of merit list. Grading System 55. The University shall, have grading system based on a Six (6) point scale of evaluation of the performances of students in terms of marks, grade points, letter grade and class

56. The total performance of a student within a semester and the continuous performance from the second semester onwards shall be indicated by the (a) Grade Point Average (GPA); (b) Weighted Average Marks (WAM); (c) Cumulative Grade Point Average (CGPA); and (d) Overall Weighted Percentage Marks (OWPM) with the CGPA and OWPM, being the real indicators of a student's performance. These shall be calculated as under: $GPA = \sum G_i / \sum C_i$ $WAM = \sum (E_i C_i M_i) / \sum C_i$ $CGPA = \sum C_n G_n / \sum C_n$ $OWPM = \sum (E_n C_n M_n) / \sum C_n$ where 96 THE GAZETTE OF INDIA : EXTRAORDINARY C_i - number of credits for the course, M_i - marks obtained in the course, G_i - grade point obtained in the i th course, C_n — number of credits of the course of the n th semester - marks of the i th course of the n th semester M_n G_n - grade points of the course of the n th semester Course-Wise Letter Grade & Grade Point 5.50 - 6.00 4.50 - 5.49 4.00 - 4.49 3.50-3.99 3.00 - 3.49 0.00-2.99 [PART III—SEC. 4] 57. Accordingly, the percentage of marks obtained by a student in a course will be indicated by a grade point and a letter grade on a Six (6) point scale as under: Percentage of Marks 75-100 65-74 60-64 55-59 50-54 00-49 Grade Point Letter Grade o For calculating the exact Grade Point on the basis of marks obtained by a candidate in each course, the following multiplication factor shall be applied: > 0.02 per mark between 75-100% 0.11 per mark between 65-74% 0.1225 per marks between 50-64% 0.0761 per marks between 0-48% Provided that the above multiplication factor shall not be applied to OWPM for conversion to CGPA CGPA, Overall Letter Grade and Class: 58. 59. 60

61. The overall cumulative performance of a student shall be indicated by the Cumulative Grade Point Average (CGPA). The marks and the grades obtained in the courses corresponding to the maximum number of credits specified for completion of a Programme of Studies will be taken into consideration in arriving at the OWPM with overall Letter Grade and Class, as under: OWPM 75-100 65-74 60-64 55-59 50-54 0-49 Letter Grade o Class Outstanding First First Second Second Fail A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System shall be deemed to have completed the Programme of Studies. A student who obtains 75 and above in OWPM shall be deemed to have passed the Examination in FIRST CLASS (Outstanding) provided he/she has successfully completed all the courses prescribed at

the first appearance. 97 Ranking of Students: 62. The first two ranks in every Programme of Studies shall be decided on the basis of OWPM. Attendance: 63. 64. 65. 66

67. No student shall be permitted to sit for the End-semester examination in the course in which he/she has secured less than 75% attendance. The teacher handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course and shall display on the Notice Board of the Department the monthly attendance record of each student. All teachers shall intimate the Head of the Department/Director of the Centre concerned, at least seven calendar days before the last instruction day in the semester, particulars of all students who have secured less than 75% attendance in one or more courses. The Head of the Department/Director of the Centre shall display on the Notice Board of the Department names of all students who will not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Dean of the School concerned. The Dean of the School concerned may grant exemption to a candidate who has failed to obtain the minimum prescribed 75% attendance for valid reasons provided that such exemptions shall not be granted for attendance below 65%. Promotion & Progression: 68. 69. 70. 71. 72. 73. 74

75. A student shall be required to participate in all components of the Comprehensive Continuous Internal Assessment, as specified in the Detailed Course Outline, failing which he/she shall be deemed to have NOT COMPLETED the course and shall be awarded the "I" Grade. Provided further that the I Grade shall also be awarded to a candidate in a course in which he/she has been declared ineligible to appear in the End-Semester Examination of a courses on account not meeting the minimum prescribed attendance requirements for the course. A student who has been awarded "I" Grade shall be required to re-register for the same course, when it is offered in the next semester(s), or shall have to register for another course under the overall framework of credit accumulation under the Comprehensive Choice Based Credit System to be able to successfully complete the minimum specified credit requirements for completion of the Programme of Studies. A candidate shall be deemed to have successfully completed a course except in case where he/she has been awarded the "I" Grade or "F" Grade. A student who has successfully completed a course shall not be permitted to repeat the course to improve his/her grade; A candidate shall be required to secure a minimum of 50% Marks, in the course taken, to successfully complete that course, failing which he/she shall be deemed to have failed in the course and shall be awarded the "F" Grade. The "F" Grade once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the arrears. If a student has been awarded "F" Grade, he/she shall be required to repeat the only the End-Semester Examination i.e. he/she shall be required to reappear in End-Semester Examination of that course when that course is offered next. Provided further that a student shall not be permitted to repeat/reappear in the Continuous Internal Assessment and/or the Mid-Term Examination and that the marks/grade obtained by him earlier shall be carried forward for declaring the result. A student with "F" Grade in a course shall be permitted to repeat/reappear in the End-Semester Examination of the Course for maximum number of three times i.e. a student with arrears on account of "F" Grade, shall be permitted to repeat/reappear in the End Semester Examination for a maximum of three times (including the first appearance), along with the subsequent End Semester Examinations. 98 76. 77

78. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III SEC.4] If a student secures "T" Grade in a Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc for a maximum of three times (including the first submission). There shall be no system of compartmental/supplementary examination. All students admitted to an Odd Semester shall be eligible for promotion to the Even Semester. To be eligible for promotion from an Even Semester to the Odd Semester, a student shall be required to successfully complete at least 50% of all the courses registered by him/her so far, All such students who are not promoted to the next semester shall be treated as Ex-Students and shall continue to remain so till they become eligible for promotion to the next semester. Grade Card 79. The grade card issued at the end of the semester to each student will contain the following: 79.1. Marks obtained for each course registered in the semester 79.2. Credits earned for each course registered for that

semester 79.3. Performance in each course indicated by the letter grade 79.4. Grade Point Average (GPA) of all the courses registered for that semester 79.5. Weighted Average Marks (WAM) of all the courses registered for that semester 79.6. Cumulative Grade Point Average (CGPA), 79.7. Overall Weighted Percentage of Marks (OWPM) 79.8. The class and the grade of all the courses, after completing the programme. ORDINANCE 31 CURRICULAR FRAMEWORK, PROGRAMME OF STUDIES AND CONDITIONS FOR AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES [Under Section 28(1)(b) , 28 (1)(c) and 28(1)(g) of the Central Universities Act 2009] Curricular Framework: 1. 2. 3

4. The curricular framework of the Central University of Himachal Pradesh shall be learner-centred and based on the holistic approach to higher education. Focussed on in-depth learning, the curricula and syllabi shall be linked to research & scholarship and shall be continuously reviewed and updated on the basis of feedback and evaluation. The teaching-learning process (classroom activities, self-learning, work placement, assessment, and evaluation) shall aim at nurturing and development of: a. Knowledge & Comprehension - general, domain specific, discipline specific, organisation- specific, application-orientation; b. Abilities & Skills - verbal, numeric, synthetic, analytic, soft-skills, entrepreneurial skills, leadership, team-working; and c. Values & Aptitude - human values, work ethics, work culture, positive thinking, empathy, emotional intelligence. The curricula and pedagogy of all Programmes of Studies shall seek to: a. incorporate exposure to current and emerging knowledge, theory and practice; b. inculcate research aptitude and skills through project work, literature survey, data collection, analysis, interpretation and inference; c. develop critical thinking and pursuit of knowledge; and d. develop ability to apply knowledge and skill for appraisal, evaluation and problem solving. In order to promote learning driven by the intrinsic curiosity and mastery of the subject, the curricula shall aim at striking a fine balance between the taught content and independent learning by students. 99 5

6. With a view to discourage rote learning, the curricula of all Programmes of Studies shall aim at assessing the Total Learning Outcome (TLO) by assessing performance or student in terms of knowledge, comprehension, application, analysis and synthesis. Assessment and evaluation of students shall be based on Total Student Effort (TSE). Accordingly, it shall take into account the accomplishment of students across the total workload specifications comprising the: a. b. c. d. e. f. g. h. i. Contact Hours/Organised Classroom Activity; Practicals/Lab work/tutorial/teacher-led Activities individual/Group Work; Obligatory/Optional Work Placement; Literature Survey/ Library work; Data Collection/Field work/Project Work; Papers/Projects/Dissertation/Thesis/Seminar; Assignments/Quizzes/mid-term End-semester examination. Semester System: 7. All Programmes of Studies, offered by the University shall be based on the Semester-System. Accordingly, the Academic Calendar of the University shall be divided into (a) Monsoon Semester (Semesters I & III) spanning from 16th July to 15th December; and (b) Spring Semester (Semesters II & IV) spanning from 16th January to 15th June. Each Semester shall have a minimum of 90 days of teaching spread over 18 weeks. Choice Based Credit System (CBCS): 8. 9. 10

11. All Programmes of Studies in the University shall be based on a Comprehensive Choice-Based Credit System (CBCS). The curricula for all Programmes of Studies shall offer wide choices to students in terms of courses, content, mode and pace of learning and shall encourage students to choose their own basket of courses and decide their own pathways and pace of learning. In order to enable students decide their pathways and exercise choices for basket of courses in each semester, they will be assisted by Faculty Advisor who will guide them in exercising their choices; The School Boards shall specify broad framework, set standards and benchmarks by pre-specifying educational components, learning outcomes and workloads to be followed by Departments in designing and delivery of courses; Course Catalogue: 12. 13. 14

15. The nomenclature/title, educational components, course-requirements including pre-requisites and co- requisites and credits shall be specified by the Board of Studies within the broad framework specified by the School Board. All courses as specified and approved by the Boards of Studies/School Board/Academic Council, shall be listed in the Course Catalogue that shall be continuously reviewed and updated. The Course Catalogue will provide a comprehensive listing and a brief outline of all courses offered across all Departments/Centres/Schools of the University. Each course listed in the Course Catalogue shall indicate its level, pre-requisite(s) and co-requisite(s), expectations in terms of time

commitments on the part of students registering for that course and requirements for successful completion of the course. Course Registration: 16

17. After admission to a Programme of Studies and at the commencement of each subsequent Semester, a student shall be required to register for the Courses he/she intends to undergo during the Semester. The registration for courses shall be made in consultation with the Faculty Advisor(s) and on the prescribed format and shall be duly signed by the Student, Faculty Advisor and Head of the Department/Director of the Centre concerned. 100 18

19. THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] A student may be permitted to change the courses, if applicable, within 7 days from the date of course registration. The minimum and maximum number of credits that a students can register for in a semester shall be such as prescribed by the School Board/Academic Council. Audit of Course 20. Subject to the permission of the teacher handling the course, a student may be permitted, on payment of prescribed fees, to audit, a maximum of two courses without assigning any credits. Detailed Course Outline: 21

22. In order to make programme offerings dynamic, flexible, multi-disciplinary and inter-disciplinary, individual faculty members shall be required to prepare Detailed Course Outline for each course to be taught by them in a particular semester and shall make the same available to each student registered to take the course, at the commencement of each semester. The Detailed Course Outline shall be prepared within the overall framework and broad guidelines as provided by the Board of Studies/School Board/Academic Council and shall include such specific details about a particular course as, completion requirements, assessment criteria, unit-wise course contents, lecture plan, prescribed texts, reading list, planned activities for Students Effortteacher-led activities etc. Assignment of Credits: 23. 24

25. Credit assigned to a particular course will be decided with due regard to specified Learning Outcomes, Educational Components and Workload requirements. As a general rule, a course of 1 Credit shall require a work load of 30 Hours comprising: a. 10 Hours of Lectures/ Organised classroom activity/Contact Hours b. 05 Hours of Laboratory Work/Practicals/Field Work/Tutorials/ Teacher-led activities c. 15 Hours of other workload such as independent individual/group work; obligatory/optional work placement; literature survey/library work; data collection/field work; writing of papers/projects/dissertation/thesis; seminars etc. Individual Departments/Centres/Schools may depart from the above specified arrangement for specifying credits, depending upon the specific needs and requirements of a course subject to the condition that 1 credit course would entail a minimum total student effort/workload of 30 hours; Programmes of Studies: 26. All Programmes of Studies shall be in general adherence to the minimum eligibility conditions, duration, credit requirements and other conditions of minimum standards as prescribed by the UGC/National Regulatory Bodies/Professional Councils. Minimum and Maximum Duration of Programmes of Studies: Subject to the requirements of the UGC/Regulatory Body/Professional Council concerned, the minimum and maximum duration of all Programmes of Studies introduced and offered by the University shall be such as approved by the Academic Council of the University. Minimum Eligibility Requirements and Criteria for Selection for Admission: 28. Minimum eligibility conditions and criteria for selection of students for admission to various Programmes of Studies including qualifications for admission, age limits and relaxation if any, shall be prescribed by the Academic Council and notified in the Prospectus. Credit Requirements for Completion of Programmes of Studies: Subject to the requirements of the UGC/Regulatory Body/Professional Council concerned, Credit 29. requirements for completion of a Programme of Studies shall be such as prescribed by the Academic Council of the University. Conditions for the Award of the Degree/Diploma/Certificate: Subject to the requirements of the UGC/Regulatory Body/ Professional Council concerned, the 30. conditions of the award of DegreeDiploma/Certificate shall be such as prescribed by the Academic Council of the University. 101 Minimum Eligibility Requirements, Criteria for selection of students for admission, credit requirements for completion and conditions for the award of Degree/Diploma/Certificate for different Programmes of Studies: 31. Minimum Eligibility Requirements, Criteria for selection of students for admission, credit requirements for completion and conditions for the award of DegreeDiploma/Certificate for different Programmes of Studies, as approved by the Academic Council from time to time is given in Schedule – I of this Ordinance. Schedule I Minimum Eligibility Requirements, Criteria for Selection of Students for Admission, Credit Requirements for Completion and

Conditions for the Award of Degree/Diploma/Certificate for different Programmes of Studies
MBA/MBA(Entrepreneurship Development)/MBA(Insurance and Financial Services) 1. 2. 3. 4

5. Programme Duration: a. Minimum: Two Years (4 Semesters) b. Maximum: Five Years (10 Semesters)
Minimum Eligibility Conditions: a. A minimum of 50% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in any discipline. Relaxation in Minimum Qualifying Marks a. Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories. Criteria for Selection of Students for Admission: a. b. c. All applicants seeking admission to a Programme of Studies shall be required to appear and qualify in the Further Education Admission Test (FEAT) conducted by the University. Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Group Discussion/Personal Interview (GD/PI) strictly on the basis of merit of FEAT. Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score as specified in the Ordinances dealing with the admissions. Credit Requirements a. For successful completion of the Programme, a student shall be required to accumulate a total of 80 PG Credits as under: Course Type University Wide Courses (30%) School Wide Courses (40%) Department Wide Courses (30%) Total Requirements: Credits Required 24 32 24 80 Contact Hours/ Lectures 240 320 240 800 Lab/ Practicals/ Fieldwork/ Tutorial 120 160 120 400 Other Work Load 360 480 360 1200 TSE Workload Hours 720 960 720 2400 b. c. The maximum number of credits that a student may earn in a Semester shall not exceed 20, and he/she shall be required to register for such number of courses accordingly. In order to enable a student to pursue the chosen Programmes of Studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75% of the courses would be treated as Part-Time Students. 102 6. THE GAZETTE OF INDIA : EXTRAORDINARY Conditions for the Award of Degree/Diploma/Certificate: [PART III—SEC. 4] a. Master's Degree: A student admitted to the Programme shall be awarded Masters Degree if he/she successfully completes 4 semesters with 80 PG credits b. Advanced Diploma: In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 PG credits, he/she shall be awarded Advanced Diploma; Provided further that students opting out with the Advanced Diploma may be permitted to get lateral entry into the Programme within a maximum period of two years to complete their Master's Degree. MA (Economics) 1. 2. 3. 4

5. Programme Duration: a. Minimum Two Years (4 Semester) b. Maximum: Five Years (10 Semesters)
Minimum Eligibility Conditions: a. A minimum of 50% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in any discipline;. Relaxation in Minimum Qualifying Marks a. Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories. Criteria for Selection of Students for Admission: a. b. c. All applicants seeking admission to a Programme of Study shall be required to appear and qualify in the Further Education Admission Test (FEAT) conducted by the University. Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Group Discussion/Personal Interview (GD/PI) strictly on the basis of merit of FEAT. Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score as specified in the Ordinances dealing with the admissions. Credit Requirements a. For successful completion of the Programme, a student shall be required to accumulate a total of 80 PG Credits as under: Course Type University Wide Courses (30%) Department Wide Courses (70%) Total Requirements: Credits 24 56 80 Contact Hours/ Lectures 240 560 800 Lab/ Practicals/ Fieldwork/ Tutorial 120 280 400 Other Work Load 360 840 1200 TSE Workload Hours 720 1680 2400 b. c. The maximum number of credits that a student may earn in a Semester shall not exceed 20, and accordingly he/she shall be required to register for such number of courses as to earn a maximum of 20 Credits. In order to enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum

prescribed for a semester subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students. 103 6. Conditions for the Award of Degree/Diploma/Certificate: a. Master's Degree: A student admitted to the Programme shall be awarded Masters Degree in Economics i.e. MA (Economics), if he/she successfully completes 4 semesters with 80 PG Credits. In case a student admitted to the Programme opts out of the Programme after b. Advanced Diploma: successful completion of 2 semesters with 40 PG Credits, he/she shall be awarded Advanced Diploma in Economics; Provided further that students opting out with the Advanced Diploma may be permitted to get lateral entry into the Masters Programme within a maximum period of two years to complete their Master's Degree. Masters of Social Work (MSW) 1. 2. 3. 4

5. Programme Duration: a) Minimum Two Years (4 Semester) b) Maximum: Five Years (10 Semesters) Minimum Eligibility Conditions: a) A minimum of 50% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in any discipline. Relaxation in Minimum Qualifying Marks a) Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories. Criteria for Selection of Students for Admission: a) All applicants seeking admission to a Programme of Study shall be required to appear and qualify in the Further Education Admission Test (FEAT) conducted by the University. b) Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Group Discussion/Personal Interview (GD/PI) strictly on the basis of merit of FEAT. c) Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score as specified in the Ordinances dealing with the admissions. Credit Requirements a) For successful completion of the Programme, a student shall be required to accumulate a total of 80 PG Credits as under: Course Type University Wide Courses (30%) Department Wide Courses (70%) Total Requirements: Credits 24 56 80 Contact Lab/ Practicals/ Hours/ Lectures 240 560 800 Fieldwork/ Tutorial 120 280 400 Other Work Load 360 840 1200 TSE Workload Hours 720 1680 2400 6. b) The maximum number of credits that a student may earn in a Semester shall not exceed 20, and accordingly he/she shall be required to register for such number of courses as to earn a maximum of 20 Credits. c) In order to enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students. Conditions for the Award of Degree/Diploma/Certificate: a) Master's Degree: A student admitted to the Programme shall be awarded Masters Degree in Social 104 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] Work (i.e. M.S.W), if he/she successfully completes 4 semesters with 80 PG credits. b) Advanced Diploma: In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 PG credits; he/she shall be awarded Advanced Diploma in Social Work; Provided further that students opting out with the Advanced Diploma may be permitted to get lateral entry into the Programme within a maximum period of two years to complete their Master's Degree. M.Lib.Sc. (Integrated Dual Degree) 1. 2. 3. 4

5. Programme Duration: a. Minimum Two Years (4 Semester) b. Maximum: Five Years (10 Semesters) Minimum Eligibility Conditions: a. A minimum of 50% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in any discipline. Relaxation in Minimum Qualifying Marks a. Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories. Criteria for Selection of Students for Admission: a. b. c. All applicants seeking admission to a Programme of Study shall be required to appear and qualify in the Further Education Admission Test (FEAT) conducted by the University. Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Group Discussion/Personal Interview (GD/PI) strictly on the basis of merit of FEAT. Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score as specified in the Ordinances

dealing with the admissions. Credit Requirements a. For successful completion of the Programme, a student shall be required to accumulate a total of 80 PG Credits as under: Course Type University Wide Courses (30%) Department Wide Courses (70%) Total Requirements: Credits 24 56 80 Contact Hours/ Lectures 240 560 800 Lab/ Practicals/ Fieldwork/ Tutorial 120 280 400 Other Work Load 360 840 1200 TSE Workload Hours 720 1680 2400 b. c. The maximum number of credits that a student may earn in a Semester shall not exceed 20, and accordingly he/she shall be required to register for such number of courses as to earn a maximum of 20 Credits. In order to enable a student to pursue the chosen programme of studies at his/her own pace, a student may be permitted to register for fewer courses than the maximum prescribed for a semester subject to the condition that no student shall be permitted to register for less than 50% of the maximum prescribed courses in any semester. Provided further that such students who register for less than 75 percent of the courses would be treated as Part-Time Students

6. Conditions for the Award of Degree/Diploma/Certificate: a. M.Lib.Sc: A student admitted to the Programme shall be awarded Masters Degree, if he/she successfully completes 4 semesters with 80 PG credits 105 b. B.Lib.Sc: In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 PG credits, he/she shall be In case a student admitted to the Programme opts out of the Programme after successful completion of 2 semesters with 40 PG credits; he/she shall be awarded Advanced Diploma in Social Work; Provided further that students opting out with the B.Lib.Sc. may be permitted to get lateral entry into the M.Lib.Sc. Programme within a maximum period of two years to complete their Master's Degree. Research Degree (MPhil/PhD) Programmes: 1. 2. 3

4. Programme Duration: a) M.Phil: i) Minimum one and a half years (3 Semesters); Maximum Two and a half years (5 Semesters). Provided that a further extension of one semester ii) may be granted under special cases. b) Ph.D Minimum three years (6 Semesters); i) Maximum Six years (12 Semesters). Provided that a further extension of two semesters may be ii) granted under special cases. Minimum Eligibility Requirements: a) Master's Degree with a minimum of 55% Marks in the subject concerned or any other disciplined relevant to the subject concerned as notified by the University from time to time; Relaxation in Minimum Qualifying Marks a) Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories. Criteria for Selection of Students for Admission: a) b) c) d) e) f) Admission to the M.Phil and PhD Programme shall be based on the common criteria and all applicants seeking admission to a Research Degree Programme shall be required to appear and qualify in The Research Entrance Aptitude Test (TREAT) conducted by the University. Subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by the School Board, candidates equivalent to three times the number of seats shall be called for Personal Interview (PI) strictly on the basis of merit of TREAT. Subject to the fulfilment of the minimum cut off Marks as prescribed from time to time by the School Board, final selection for admission shall be made on the basis of the merit of the composite score as specified in the Ordinances dealing with the admissions. The JRF/NET/SLET qualified candidates shall be exempted from TREAT for admission to RD Programmes. For the purpose of calculating composite score, the JRF qualified candidates shall be deemed to have scored 100% marks in the TREAT whereas the NET/SLET qualified candidates shall be deemed to have scored marks equivalent to the marks scored by the topper of that year's TREAT. Subject to the fulfilment of minimum eligibility conditions for admission, a teacher who has been awarded Teacher Research Fellowship by the UGC and is working in any institution of higher education shall be exempted from the requirement of appearing in TREAT and that he/she shall be considered at par with NET/SLET qualified candidates. Subject to the fulfilment of the following conditions, a person already employed in teaching/research profession shall be exempted from the requirement of appearing in TREAT and shall be treated at par with NET/SLET qualified candidates: i) He/she must meet the minimum eligibility condition for admission in the Research Degree Programme; ii) He/she has been working as Lecturer/Assistant Professor/.Associate Professor/Professor or in an equivalent position on a regular basis for at least 10 (Ten) years in a state or central university/government or government-aided college/institution of national importance/ 106 5. THE GAZETTE OF INDIA : EXTRAORDINARY government research institution or laboratory. [PART III—SEC. 4] iii) His/her application for admission in the Research Degree Programme has been duly forwarded by the present employer with the undertaking that he/she shall be granted leave to pursue the Programme of Studies on full-time basis. Credit Requirements: a) For MPhil: For successful completion of the RD Programme

leading to the award of the MPhil degree, a student shall be required to accumulate a total of 60 RD Credits as under: i) Course Work: ii) Dissertation: iii) Publications: iv) Teaching Assistantships: 20 Credits 20 Credits 10 Credits 10 Credits b) For PhD: For successful completion of the RD Programme leading to the award of the PhD degree, a student shall be required to accumulate a total of 120 RD Credits as under: i) Course Work: ii) Thesis: iii) Publications: iv) Teaching Assistantships: 20 Credits 60 Credits 20 Credits 20 Credits c) d) e) f) g) A candidate admitted to the Research Degree (RD) Programme shall be required to complete the prescribed course work in the first two Semesters of his/her admission. Notwithstanding the maximum prescribed duration of the Research Degree Programme, if a candidate fails to complete the prescribed course work in two semesters, his/her admission shall be cancelled and his/her name shall be removed from the rolls of the University. Provided further that no candidate admitted to the Research Degree Programme shall be permitted to proceed with the Dissertation/Thesis work till such time he/she completes the prescribed course work. Immediately upon the completion of formalities for admission in the Research Degree Programme, each candidate shall be required to submit in writing, on the prescribed format, as to whether he/she wishes to pursue for the MPhil or the PhD Degree. In case a candidate admitted to the Research Degree Programme holds MPhil degree from this University or other Universities, the Credit requirements for course work, publication and teaching assistantship shall be adjusted accordingly. Such candidates will, however, be required to complete the full 60 RD Credits for thesis work along with the balance of the credits for the course work, publication work and teaching assistantship. Candidates admitted to MPhil Programme shall be required to complete the course work in the first Semester of his/her admission and accordingly, he/she shall not be permitted to proceed with dissertation/thesis work till such time that he/she completes the course work successfully; Computation of Credits for Publication Work: Computation of Credits for Published Work for MPhil and PhD degree would be made as under: i) ii) iii) iv) v) 2 credits for each popular article published / paper presented in national seminars/ conferences/ workshops 4 credits for each paper presented in international seminars/ conferences/ workshops 5 credits for each Paper in approved refereed national journal 10 credits for each Paper in approved refereed international journal Each Department/Centre registering candidates for RD Programme shall be required to maintain an updated list of approved journals for publication h) Computation of Credits for Teaching Assistantships: Computation of credits for Teaching Assistantships for the MPhil and PhD degree would be made as under: 10 credits for Independent Teaching of a one-semester course of two credits; i) ii) 5 credits for working for shared teaching of a one-semester course of two credits; 4] 107 iii) 1 credit for every 3 Hours of involvement in assessment, evaluation, examination, course development, development of reading lists etc. [supervisor concerned audit -the workload claimed under this category and certify] Conditions for the Award of the Degree: 6. 1. 2. 3. a) b) MPhil: A student admitted to the Research Degree Programme shall be awarded MPhil, if he/she successfully completes the requirements of minimum specified number of semesters and accumulation of required number of credits prescribed for MPhil. Provided further that such candidates may be granted lateral entry into PhD within a maximum period of three years from the date of the award of MPhil to complete their PhD. PhD: A student admitted to the Research Degree Programme shall be awarded an PhD if he/she successfully completes the requirements of minimum specified number of semesters and accumulation of required number of credits prescribed for PhD. ORDINANCE 32 FEES and OTHER CHARGES PAYABLE BY STUDENTS OF THE UNIVERSITY [Under Section 28(1)(e) of the University Act] The Executive Council on the recommendations of the Academic Council shall, from time to time prescribe the fees and other charges payable by the students of the University. Details of fees and other charges payable by an applicant and students admitted to different Programmes of Studies shall be specified in the Admission Brochure/Prospectus issued by the University from time to time. A student shall be deemed to have been admitted to a Programme of Studies only after he/she pays the fees as prescribed. Due Date and Penalty for Delay & Default: 4. 5. 6. 7. 8. 9

10. Fees and other charges, for a Semester shall be payable at the time of the commencement of the Semester and shall be required to be paid by students on or before the date fixed by the University. All fees, as prescribed by the University shall be payable in lump sum at the time of admission and part payment shall not be allowed. In case a student does not pay fees on time, he/she shall be liable to pay a fine as follows: a. b. c, 10% of the total fees due for the first 10 days 15% of the total fees due for the next 10 days 20% of the total fees due for the next 10 days In case a student fails to pay his/her fees within

30 days from the last date prescribed for the fees he/she shall be considered as defaulter and his/her name shall be removed from the rolls of the University. The Vice-Chancellor or on his/her behalf any other officer to whom this power is delegated may, on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application explaining the reasons for delay in payment of fees. Provided further, that applications for condoning delay in payment of fees should be submitted by the student well in advance, so that a decision may be taken in time. A student whose name has been struck off from rolls of the University, due to non-payment of fees in time, may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues, together with a re-admission fees as fixed by the University. Provided further that request for re-admission shall be within the same semester and subject to the student fulfilling the requirement of minimum attendance as prescribed by the university. In case a student proposes to withdraw from the University, he/she shall be required to submit a written application in advance to the Dean of the School concerned through the Head of the Department/ Centre intimating the date of his/her withdrawal, failing which he/she shall continue to be on the rolls of the University for the duration of the Semester and shall accordingly be liable to pay the prescribed fees for the whole semester. 108 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SECS 4] 11. In case a student, after completing all admission formalities changes his/her Programme of Studies, he/she shall be required to pay the differential fees, if any, by the stipulated date. Fees Chargeable from NRI/PIO/Foreign National Category: 12. 13

14. Candidates admitted under the NRI/PIO Category shall be required to pay a sum of US\$ 1000/= (or an equivalent sum in Indian Rupees) per semester in addition to the normal fees to the Programme of Studies to which admitted; Candidates admitted under the Foreign National Category shall be required to pay _ a sum of US\$ 1500/= (or an equivalent sum in Indian Rupees) per semester in addition to the normal fees as applicable to the Programme of Studies to which admitted; Foreign students nominated / sponsored by Government of India Under various Cultural Schemes would pay normal fee at par with Indian students. Free-ships/Half-free-ships: 15. 16. 17. 18. 19. 20. 21. 22

23. In order to support the meritorious but needy students, the university shall grant free-ships to certain percentage of its students, limited to the percentage as may be prescribed by the University Grants Commission (UGC) in this regard from time to time. Award of free-ship shall mean and include exemption from the payment of all fees chargeable by the university on per credit basis, as notified in the prospectus, and shall also include exemption from professional development fees chargeable by the university, if any. Such free-ships shall be granted by the Dean of the School concerned, on the recommendations of a Committee consisting of the following: a. Dean of the School —Chairman b. Heads of Department/Director of Centres of the concerned School. c. One student from each Department/Centre of the School concerned nominated by the Vice- Chancellor on the recommendation of the Dean In case the number of applicants seeking free-ships exceeds the number of free-ships available, the committee referred to as above may recommend half free-ships to some of the applicants so that the total of free-ships does not exceed the prescribed percentage. Applications for free-ships shall be submitted on the prescribed form to the Dean of the School concerned through the Head of the Department / Director of the Centre within 30 days from the date of commencement of the Semester or by such other date as may be specified by the Dean. While making recommendations on the application of students for grant of free-ship/half-free-ships, the following factors shall be taken into account: a. Financial position of the student; b. Academic record of the student; c. Conduct, regularity and punctuality of the student; d. Progress and performance of the student in studies; e. Any other factor, which shall also be recorded. The list of students selected for the grant of free-ships/ half-free-ships shall be notified by the Dean of the School concerned within 30 days from the last date of the receipt of application. Free-ships/half-free-ships granted during the academic year shall not be renewed automatically in the following year. The Students in need of such concession shall be required to submit fresh applications every year, which shall be considered along with new applications received in the year. A free-ship/half-free-ship granted to a student may be cancelled if his/her conduct or progress in studies is found to be unsatisfactory. Fee Concession for Differently-abled students: 24. Visually challenged students shall be exempted from payment of Tuition Fees and

Professional Development Fees chargeable by the university, if any. 109 25. Physically challenged Students shall be exempted from the payment of Tuition Fees

26. The differently-abled students shall also be eligible to apply for free-ship. Fees Concession for SC/ST/Kashmiri Migrant Category.e 27. Fees concession for SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable. Refund of Fees in case of cancellation/Withdrawal of Admission: In case a student, after having paid the fees, desires his/her admission to be cancelled, he/she shall be 28. entitled to refund of fees subject to the following rules: a. Students seeking withdrawal/cancellation of admission shall be required to apply in writing to the Dean of the School concerned; b. In case a student submits application for withdrawal/cancellation of admission prior to the commencement of the academic session, he/she shall be refunded all fees and deposits after a deduction of Rs. One Thousand only), being the processing fees; c. In case a student submits application for withdrawal/cancellation of admission after the commencement of the academic session but prior to the closing date of admission such that the seat consequently falling vacant is filled up by another candidate from the waiting list, by the last date of admission, he/she shall be refunded fees with proportionate deductions of monthly fees'; d. In case a student submits application for withdrawal/cancellation of admission after the last date of admission is over such that the seats consequently falling vacant could not be filled up by another candidate from the waiting list, he/she shall be refunded only the Security Deposit/Caution Money; e. If a Student owes any money to the University on account of any damage, he/she may have caused to the University property, it shall be deducted from the Security Deposit due to him along with outstanding Tuition Fee and fines, if any. Refund of Security Deposit/Caution Money etc.: 29. Security Deposit/ Caution Money are refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him

30. In case a student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him/her to the Students' Aid Fund. (Explanation: The period of one calendar year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University). Examination Fees and Other Charges: 31. 32. 33

34. Examination fees, including the fees for the statement of marks, as prescribed by the University shall be collected along with fees at the time of admission and at the commencement of each semester; No student shall be permitted to appear in examination unless he/she has paid all fees and cleared all other dues. In addition to the examination fees, a student shall be required to pay additional charges/fees, as prescribed by the University. Details of Other fees and other charges payable by an applicant and students shall be notified in the Students Handbook issued by the University from time to time. Request for addition/alteration in personal details of students as recorded in the Enrolment Register of the University may be considered only after the student has fulfilled the necessary formalities in accordance with rules. No change in the date of birth shall be made unless approved by the competent authority. 110 One Time Alumni Registration Fee THE GAZETTE OF INDIA : EXTRAORDINARY Schedule 1 FEES PAYABLE BY THE STUDENTS OF THE UNIVERSITY FOR THE ACADEMIC SESSION 2010-11* Heads of Fees Level # Security Deposit/Caution Money (Refundable) University Registration/Enrolment Fee Per Credit Examination Fee Research Supervision Fees Subject Association Fee Teaching Learning Resource Fee Tuition Fee Per Semester Admission Fees Campus Development & Beautification Fee Convocation Fee Cultural Activities Fee Development Fee Electricity & Water Fee Foundation Day Celebration Fee Games & Sports Fee ICT Lab Fee Language Lab Fee Library Fee Magazine Fee Medical Fees Non Resident Student Centre Fee Students Welfare Fee Note: Level 100 500 50 IO 20 100 500 IOO 50 50 500 IOO 50 50 100 IOO 200 50 50 50 50 •4 [PART III—SEC. 4] Level 100 4000 500 100 200 20 30 200 500 100 50 50 500 100 50 50 100 100 400 50 50 50 50 * The Fees payable by the students is fixed by the Executive Council on the recommendation of the Academic Council and is notified in the Admission Brochure/Prospectus issued by the University from time to time. # Since the University has not introduced any UG Programme during the academic Session 2010-11, the fees for the UG Programme has not been specified 1

2. For RD Programme i.e. MPhil/PhD students: a. Tuition fees shall be chargeable for the course work only b. Examination fees shall be chargeable for the course work and for dissertation work only c. Research Supervision fees shall be chargeable for dissertation work only An additional Professional Development Fees shall be chargeable as under: a. Rs 4000/ per semester from the students admitted to MBA/MBA (Insurance & Financial Services)/MBA (Entrepreneurship Development); b. Rs 2000/ er semester from the students admitted to MSW/M.Lib.Sc

**Schedule 2 OTHER FEES & CHARGES
PAYABLE BY THE STUDENTS OF THE UNIVERSITY Sl. No. 1 FOR THE ACADEMIC SESSION
2010-11* Head of Other Fees/Charges Cost of Application**



Form including Prospectus If Downloaded/applying online Amount (Rs) Free of Cost [qPT 4] If obtained by Hand in person If obtained by Post 111 2 3 4 5 6 7 8 9 10 11 12 13 15 16 17 Application Fees including Fees for HEAT/FEAT/EREAT General Category Candidates OBC Category Candidates SC/ST/Physically Challenged Candidates Re-registration/Re-admission Fees Re-checking/Revaluation of examination results/ per Answer Script Duplicate copy of Statement of Marks/ per Statement of Marks Transfer/Migration Certificate Duplicate Copy of Transfer/Migration Certificate Provisional Certificate Duplicate Copy of the Provisional Certificate Degree Certificate (in Person) Degree Certificate (In absentia) Duplicate Copy of the Degree Any other Certificate Duplicate copy of any other certificate Addition/alternation in the personal details in the Enrolment Register Duplicate Identity Card/Library Card/Smart Card/ any other Card Application Fees for processing request for Transfer of Credits 100/= 150/= 400/= 300/= 100/= 500/= 100/= 100/= 100/= 200/= 100/- 200/= 200/= 100/= 500/= 100/= 500/= *The Other Fees & Charges payable by the students is fixed by the Executive Council on the recommendation of the Academic Council and is notified in the Students handbook issued by the University from time to time

ORDINANCE 33 Transfer of Credit [Under Section 6(2) (iv) of the Central Universities Act 2009]

1) This Ordinance is aimed at providing a framework for promoting and facilitating the Inter-university transfer and mobility of students across different Universities of India and abroad that can work well. 2) This Ordinance is aimed at prescribing: a) procedure for facilitating and promoting transfer of credits earned by the students of this University to other Universities/educational institutions; and b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions. Facilitation for Transfer of Credits to other Universities/educational institutions: 3) The University shall facilitate transfer of credits earned by its students to other Universities/educational institutions. 4) A student of the University seeking transfer of credit to other Universities/ institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examinations. 5) The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student in the University and shall forward the same along with the application of the students to the University/ institution concerned. Policy and Procedure for accepting Credit Transfer from other Universities 6) The University shall have a policy of accepting transfer of credits earned by a student from the following Universities/educational institutions/research institutions: 112 a) b) c) d) e) f) g) h) i) j) k) l) THE GAZETTE OF INDIA : EXTRAORDINARY Universities recognised under Section 12(b) of the UGC Act. Universities that are members of the Association of Indian Universities. [PART III—SEC. 4] Such foreign Universities, the Courses/Programmes of which are recognised as equivalent to those of Indian Universities by the Association of Indian Universities. Indian Institutes of Technology (IIT) Indian Institutes of Management (IM) National Institutes of Technology (NIT) Indian Institutes of Science Education and Research (IISER) Indian Institutes of Information Technology (IIIT) Schools of Planning and Architecture (SPA) All India Institute of Medical Sciences (AIMS) Such Indian or Foreign University/educational institution/research institution with which the University has signed an MOU for students and faculty exchange. Any other University/ educational institution/ research institution that has been recognised and approved for the purpose of credit transfer by the Academic Council of the University. 7) Request for acceptance of transfer of credits shall be: a) entertained only if received from such candidates who have been duly selected for admission in a Programme of Studies, as per the rules governing admission in the University; b) made by the student concerned within 10 days from the date of his/her admission in the University. c) made in the prescribed format and along with the fees as prescribed by the Academic Council of the University from time to time. d) supported by such documents as may be prescribed by the Academic Council. 8) Dean of the School concerned shall be the Nodal Officer for receiving and processing the request for accepting the transfer of credits. To facilitate and expedite the process, the Dean may constitute a Committee comprising a senior faculty as chairperson and two faculty members to process and finalise the request for acceptance of credit. 9) The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Studies in which a student has been admitted. 10) Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade/ GPA of 2 or above/ a minimum of 50% marks, as the case may be. In case a student has earned more credits from other Universities/educational institutions/research institutions, the student may indicate his/her preference for

credit transfer. However, the decision of the Dean of the School concerned in this regard shall be considered as final. 11) The credit equivalence for accepting credit transfer shall be determined asunder: a) for credit(s) earned by students from Universities that have the credit system in place, a Course work requiring 15 hours of contact hours shall be considered as equivalent to 1 credit of the University; b) for Courses completed from Universities/educational institutions/research institutions that do not follow credit system but have semester system in place, a course work requiring a minimum 30 lecture hours per semester shall be considered as equivalent to 2 credits of the University; and c) for Courses completed from Universities/educational institutions/research institutions that neither follow the credit system nor have the semester system, a Course work requiring formal classroom instructionnab work of at least 2 hours per week it shall be considered as equivalent to 2 credits of the University. 12) The University may also permit its students to accumulate certain credits . from other Universities/educational institutions/research institutions in full or partial fulfilment of the required Course work. In such cases: a) the student shall be required to obtain prior approval of the Dean of the School; [HPTIII- b) c) 113 the Courses can be undertaken only in the institutions specified in para 8 above; and the maximum number of credits that can be accumulated by a student from other institutions shall not exceed 25% of the total credits prescribed for the successful completion of the Programme of Studies Brig. J.C. RANGRA, YSM (Retd.), Registrar [ADVT.-111/4/ExtyJ152/17] Uploaded by Dte. of Printing at Government of India Press, Ring Road, Mayapuri, New Delhi-110064 and Published by the Controller of Publications, Delhi-110054. ALOK KU MAR DigitallysignedbyALOK KUMAR Date: 2017.07.21 15:08:04 +0530'

