



हरियाणा केन्द्रीय विश्वविद्यालय
(महेन्द्रगढ़)
CENTRAL UNIVERSITY OF HARYANA
(Mahendergarh)

(संसद अधिनियम 25 (2009) के तहत स्थापित)
(Established vide Act No. 25 (2009) of Parliament)

गांव - जाट-पाली, पोस्ट - पाली, जिला - महेन्द्रगढ़ - 123 029 (हरियाणा) फोन: 01285-240090
Villages - Jant - Pali, Post - Pali, Dist. - Mahendergarh - 123029 (Haryana) Ph.: 01285-240090
वेबसाइट (Website): www.cuharyana.org

No. CUH/2015/Reg./67

दिनांक / Dated:11/8/15.....

To,

**All the members of the Executive Council,
Central University of Haryana,
Mahendergarh, Haryana.**

Subject: Minutes of the 22nd Meeting of the Executive Council.

Dear Sir/Madam,

Please find enclosed herewith the minutes of the 22nd meeting of the Executive Council held on 24.07.2015 at 02:30 PM at Transit/ Camp Office of the University at 3113, DLF Phase-III, Gurgaon, Haryana, for your perusal and observation(s), if any.

If no communication is received from you in this regard within one week, it will be presumed that the Minutes have been recorded correctly and the same will be put up in the next meeting of the Executive Council for confirmation.

With best regards,

Yours faithfully,


(Ram Dutt)
Registrar

Encl: a/a

CENTRAL UNIVERISTY OF HARYANA



Minutes of the 22nd Meeting of the Executive Council

Dated: 24th July, 2015 (02:30 p.m.)

The 22nd meeting of the Executive Council of Central University of Haryana was held on 24th July, 2015 at 2:30 PM in the Conference Room of the Temporary Camp/Transit Office of Central University of Haryana at 3113, DLF Phase III, Opp. H. No. T25/8, Gurgaon - 122010.

The following members were present:

- | | |
|--|-----------------|
| 1. Prof. R.C. Kuhad,
Vice Chancellor, Central University of Haryana. | Chairman |
| 2. Prof. (Dr.) M. Anandakrishnan
Chairman, BOG, IIT Kanpur. | Member |
| 3. Prof. Suleman Siddiqui
Former Vice-Chancellor, Osmania University | Member |
| 4. Lt. General (Ret.) Prakash S. Choudhary
Former Director General, NCC | Member |
| 5. Dr. Pradeep S. Chauhan
P.I. UGC project, Department of Economics,
University College, Kurukshetra University. | Member |
| 6. Dr. Sushma Arya
Principal, DAV College for Girls,
Jagadhri Road, Yamunanagar. | Member |
| 7. Dr. S. Lakshmi Devi
Former Principal, Shaheed Rajguru College of Applied
Sciences for Women (University of Delhi). | Member |
| 8. Dr. P.C. Patanjali
Former Vice Chancellor
Purvanchal University, Jaunpur, UP | Member |
| 9. Dr. Bir Singh Yadav
Associate Professor, CUH. | Member |

10. Dr. Sarika Sharma Associate Professor, CUH.	Member
11. Dr. Sanjiv Kumar Associate Professor, CUH.	Member
12. Sh. Ram Dutt Registrar, CUH.	Secretary
13. Sh. Ashok Kumar Gogia Finance Officer, CUH.	Special Invitee
14. Sh. R. K. Yadav Consultant (Administration /Academic), CUH.	Special Invitee
15. Dr. Chanchal Kumar Sharma OSD (Academic), CUH.	Special Invitee

The following members could not attend the meeting:

- (i) **Prof. Veena Chaudhary**
Director, Gobind Ballabh Pant Hospital, (Govt. of NCT of Delhi)
NEW DELHI.
- (ii) **Dr. Shahid Ashraf**
Registrar,
Jamia Millia Islamia, New Delhi.

The Hon'ble Vice Chancellor Prof. R.C. Kuhad extended a warm welcome to the esteemed members of the Executive Council and introduced Sh. Ram Dutt as OSD/COE and Registrar of the University. The members welcomed Sh. Ram Dutt and gave him a round of applause.

Thereafter, the Vice Chancellor reported the following items to the Executive Council:

- (i) Successful conduct of examinations and timely declaration of results
- (ii) Establishment of
 - Community Development Centre
 - Centre for Innovation, Skill and Entrepreneurships Development
 - Community College (for B.Voc. Courses)
- (iii) Completion of the first Counseling of Admission to various courses.
- (iv) Introduction of CBCS in all PG Courses
- (v) Rationalization of fee structure
- (vi) Recruitment of contractual teaching staff.
- (vii) Finalisation of Rosters for Teaching and Non-Teaching staff.
- (viii) Withdrawal of some court cases.
- (ix) Introduction of new courses from the session 2015-16

The Vice Chancellor stated that the University had taken up very seriously monitoring of the on-going construction work, in the campus and other development works like landscaping and cleanliness of the campus, etc. He informed that the University had

revisited the Master Plan to judiciously use the space and provide better ambience in the campus.

While highlighting the future plan he laid specific emphasis on developing academic infrastructure by consolidating the existing departments and providing adequate facilities in new departments. He reported the sanction received from the UGC to start Diploma/Certificate/Degree (Skill based courses) under Community College and Vocational Courses and laid out his plan to establish the same. He also briefed the members regarding the MoUs signed by the University with various agencies for academic collaboration and establishment of incubation centres.

Thereafter, the formal agenda items were taken up for consideration, as under:

1. The minutes of the 21st meeting of the Executive Council held on 21st May, 2015 were confirmed.
2. The actions taken on the minutes of the 21st Executive Council held on 21st May, 2015, were reported, recorded and confirmed.

REPORTING ITEMS

3. The action taken by the Vice Chancellor in appointing the following was reported, recorded and confirmed:
 - i. Sh. Ram Dutt, Joint Registrar, Delhi University, as OSD/COE on deputation w.e.f. 15.07.2015 initially for a period of one year. He has also been given the charge of Registrar w.e.f. 20.07.2015.
 - ii. Sh. R.K. Yadav, (Retired as Deputy Registrar from GJU) as Consultant (Administration and Academic) w.e.f. 12.06.2015.
 - iii. Professor Naval Kishore (Retired as Prof. from GJU) as Professor of Physics in the Department of Physics, Central University of Haryana (on contractual basis) w.e.f. 14.07.2015.
4. **The following matters were reported, recorded and confirmed:**
 - i. Approval given by the UGC to start the following B. Voc Programmes:
 1. Retail and Logistics Management
 2. Tourism and Hospitality
 - ii. Approval given by the UGC to start Diploma course in Biochemical Techniques under community college scheme
 - iii. The decision of the Vice Chancellor to initiate the process of establishing academic collaboration and/or Innovation Incubation Linkages with the following:
 - SVI-Analytica, New Delhi
 - Center of Innovative and Applied Bioprocessing, Mohali
 - Technology Based Incubator (TBI), University of Delhi
 - National Small Industries Corporation(NSIC) , New Delhi
 - National Cooperative Union of India (NCUI), New Delhi

- iv. Action taken by the Vice Chancellor regarding revision and restructuring of course structures of all departments in tune with the requirements of the CBCS. **(Annexure-1) Page No 13**
- v. Revision and implementation of the revised academic & Hostel fee structure along with an amendment that Monthly fee for availing Hostel facility (excluding Mess Charges) be fixed at Rs.1000/-
- vi. Financial progress report and Physical report submitted by CPWD & NBCC up to 30.06.2015.

CONSIDERATION ITEMS

5. The Executive Council considered and approved the recommendations of the following Selection Committees for appointment to the posts of Assistant/Associate Professor on contract/deputation basis:

Sr. No.	Name of Department	Date of Meeting	Vacant Position	Names Recommended
1.	Biochemistry	13/07/2015 09:00 AM	Asso. Prof. – UR -02 Asst Prof. UR -02 ST – 01 OBC - 01	Associate Prof. N/E Asst Prof. UR - 1. Sanjay Kumar 2. Neeraj Kumar 3. Navrinder Kaur (Waiting) OBC : NFS ST : No Candidate Reported.
2	Biotechnology	13/07/2015 02:30 PM	Asso. Prof. – UR -02 Asst Prof. UR -02 SC - 01 OBC - 01	Associate Prof. NFS Asst Prof. UR - 1. Rishi Gupta 2. Meenu Goyal 3. Richa Sharma (Waiting) 4. Diksha Tripathi (Waiting) 5. Amit K. Chaturvedi (Waiting) 6. Mohd. Younis Rather (Waiting) OBC : NFS SC : NFS
3.	Chemistry	14/07/2015 09:00 AM	Asso. Prof. – UR -02 Asst Prof. UR -02 PWD - 01 OBC - 01	Associate Prof. : NFS Asst Prof. UR - 1. Soma Sharma 2. Atul Pratap Singh OBC : 1. Vandana Nishal PWD : No candidate reported

CENTRAL UNIVERSITY OF HARYANA

4.	Computer Science & IT	15/07/2015 09:00 AM	Asso. Prof. – UR -01 SC - 01 Asst Prof. UR -01 OBC - 01 SC – 01 ST - 01	Associate Prof. : NFS Asst Prof. UR - 1. Pooja 2. Monika (Waiting) OBC :1. Sangeeta 2. Manisha Yadav (Waiting) ST : No Candidate reported. SC : 1. Sunil Kumar Bharti 2. Ajay Sikander (Waiting)
5.	Economics	15/07/2015 02:30 PM	Asso. Prof. – UR -02 Asst Prof. OBC - 01	Associate Prof. : Dr. Ramphul (on deputation for a period of one year or till regular appointments are made whichever is earlier). Asst Prof. OBC :1. Aas Mohammad 2. Manoj Kumar (Waiting)
6.	Environmental Science	16/07/2015 09:00 AM	Asso. Prof. – UR -01 SC - 01 Asst Prof. UR -02 SC - 01 OBC - 01	Associate Prof. UR : NFS SC : No candidate reported. Asst Prof. UR - 1. Dr. Mohini Singh 2. Dr. Mona Sharma 3. Dr. Amit Singh (Waiting) OBC : 1. Dr. Anoop Yadav SC : NFS
7.	Geography	16/07/2015 11:30 AM	Asso. Prof. – UR -01 ST - 01 Asst Prof. UR -01 SC - 01 OBC - 01 ST : 01	Associate Prof. : NFS Asst Prof. UR - 1. Dr. Aneesh Kumar Mishra 2. Dr. Rajesh Kumar (Waiting) OBC : 1. Dr. Kheraj 2. Varun Binda (Waiting) ST : NFS SC : 1. Naresh Kumar Verma
8.	History & Archaeology	17/07/2015 09:00 AM	Asso. Prof. – UR -02 Asst Prof. UR -03 OBC - 01	Associate Prof. : No candidate reported. Asst Prof. UR - 1. Dr. Abhiranjan Kumar 2. Dr. Narender Singh 3. Dr. Ishwar Parida 4. Dr. Kali Chittibabu (Waiting) OBC : NFS

CENTRAL UNIVERSITY OF HARYANA

9.	Journalism & Mass Communication	17/07/2015 11:00 AM	Asso. Prof. – UR -01 SC – 01 Asst Prof. UR -02 OBC - 01 SC - 01	Associate Prof. : NFS Asst Prof. UR - 1. Varinder Verma 2. Dr. Pankaj Kumar 3. Dr. Ashish Kumar (Waiting) 4. PVN Krishna (Waiting) OBC : 1. Rachna Saini SC : 1. Naveen Kumar
10.	Library & Information Science	17/07/2015 12:00 noon	Asso. Prof. – UR -02 Asst Prof. PWD -01 OBC - 01 SC – 01 ST - 01	Associate Prof. : NFS Asst Prof. PWD - 1. No candidate reported OBC : 1. Pawan K Saini ST : No candidate reported SC : 1. Dalip Singh
11.	Management	18/07/2015 09:00 AM	Asso. Prof. – UR -02 Asst Prof. NIL	Associate Prof. : Dr. Anand Sharma
12.	Mathematics	18/07/2015 11:00 AM	Asso. Prof. – UR -02 Asst Prof. UR -03 OBC - 01	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Dr. Virender Kumar 2. Sheo Kumar Singh (Waiting)* *The selection committee recommended candidate as waiting although, there are three vacancies under UR Category. OBC :1. Dr. Sharanjeet Dhawan 2. Dr. Ram Chander Verma (Waiting)
13.	Microbiology	18/07/2015 02:30 PM	Asso. Prof. – UR -02 Asst Prof. UR - 02 OBC - 02	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Dr. Deepika Mehta 2. Dr. Richa Sharma OBC :1. Dr. Ashok Saini
14.	Nutrition Biology	18/07/2015 03:30 PM	Asso. Prof. – UR -02 Asst Prof. UR - 02 OBC - 02	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Dr. Neera Parmar

CENTRAL UNIVERSITY OF HARYANA

15.	Physics	19/07/2015 09:00 AM	Asso. Prof. – UR -02 Asst Prof. UR - 02 OBC – 01 SC - 01	Associate Prof. : Dr. Amitansu Pattanaik for Guest/Visiting faculty. Asst Prof. – UR :1. Dr.Arun Kumar 2. Dr. Tanuj Kumar 3. Jyoti (Waiting) OBC : 1. Dr. Avinash Chand Yadav 2. Dr. Jaswant Kumar (Waiting) SC : No candidate reported
16.	Psychology	19/07/2015 11:00 AM	Asso. Prof. – SC – 01 PWD - 01 Asst Prof. UR - 02 OBC – 01 SC - 01	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Dr.Rishab Rai 2. Dr. Nidhi Verma OBC :1. Dr. Jitender Kumar Kushwaha SC : NFS
17.	Sociology	19/07/2015 12:00 noon	Asso. Prof. – UR - 01 ST - 01 Asst Prof. UR - 01 OBC – 01 SC - 01 ST - 01	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Dr. Sumedha Dutta 2. Dr. Yudhvir (Waiting) OBC: 1. Ahammedul Kabeer A.P. SC : NFS ST : No candidate reported
18.	Statistics	21/07/2015 09:00 AM	Asso. Prof. – UR - 02 Asst Prof. UR - 03 OBC – 01	Associate Prof. : No candidate reported. Asst Prof. – UR :1. Vinay Kumar OBC : No candidate reported
19.	Tourism and Hotel Management	21/07/2015 11:00 AM	Asso. Prof. – UR - 01 SC - 01 Asst Prof. UR - 02 OBC – 01 SC - 01	Associate Prof. : NFS Asst Prof. – UR :1. Shelly Duggal 2. Vikash Mohan 3. Aarti (Waiting) 4. Mahesh Kumar (Waiting) OBC : NFS SC : NFS

6. The Council considered the numbering of the following Ordinances already approved by the EC from time to time, duly recommended by the Academic Council in its meeting held on 23.07.2015, and resolved that the same be approved

Proposed Number	Ordinance
I	Governing Grant of Status of Recognized Institutions.
II	Award of Degree of M.Phil. & Ph.D.
III	Powers & Duties of Dean of Schools of Studies.
IV	Selection Committee Procedure
V	Conditions of Service of Appointed Teachers of the University.
VI	Emoluments & other terms and conditions of Service of Pro Vice-Chancellor.
VII	Emoluments & other terms and conditions of Service of the Registrar.
VIII	Functions & Duties of the DSW.
IX	Appointments made under statute 19(2).
X	Proposed Ordinance for empanelment of Adjunct Faculty and appointment of Consultants in the University.
XI	Board of Studies
XII	The School Board.
XIII	Head of the Department.
XIV	Leave Rules for Teaching Staff.
XV	Programmes leading to the Award of Post-Graduate Degrees/ Diplomas.
XVI	Medium of Instructions
XVII	Assignment of Departments to the Schools.
XVIII	Manner of Appointment & Emoluments of Employees other than Teachers and other Academic Staff.
XIX	Sensitization, Prevention and Redressal of Sexual Harassment.
XX	Convocation

7. The Council considered the following amendments to the Ordinances of the University in pursuance of the UGC letter D.O. No. F.7-1/2015 (NSQF) dated 27 April 2015 (Ref: "UGC Guidelines for Empanelment of Adjunct Faculty in Universities and Colleges"), duly recommended by the Academic Council in its meeting held on 23.07.2015, and resolved that the same be approved.

Add the following after Ordinance IX

Ordinance X: Empanelment of Adjunct Faculty and appointment of Consultants.
(Annexure-2) *Page NO 26*

1. Empanelment of Adjunct Faculty
2. Appointment of Consultants



The Executive Council also approved the recommendation of the Academic Council that the Vice-Chancellor be authorized to engage the Adjunct Faculty/ Consultants. Since they will be very senior faculty, they should not be made to go through the usual selection process.

8. **The Council considered the following amendments in the Ordinance relating to the "School Board", duly recommended by the Academic Council in its meeting held on 23.07.2015, and resolved that the same be approved :**

Exiting clause	Proposed amendment
1. Composition of the School Board: The School Board shall consist of :	No Change
i. The Dean of the Schools;	No Change
ii. The Head/Chairperson of the Departments/Centres in the School;	No Change
iii. The Professors in the Departments/Centres in the School;	No Change
iv. One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department/Centre in the School;	No Change
v. Five members nominated by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;	Upto five members (Preferably one member from each department/subject) will be nominated by the Vice Chancellor for their special knowledge in any subject assigned to the School or in any allied branch of knowledge.
vi. Such other members, but not exceeding five, as may be specified.	To be Deleted

9. **The Council considered the following amendments in the Constitution of Board of Studies, duly recommended by the Academic Council in its meeting held on 23.07.2015, and resolved that the same be approved.**

Exiting clause	Proposed amendment
1. Each Department shall have a Board of Studies with the following constitution.	No Change
a) Head of the Department, who shall be the Chairman and Convenor.	No Change
b) Dean of the School concerned or his/her nominee (ex-officio member)	To be deleted
c) All the Professors of the Departments / Centre (ex-officio members)	No Change
d) One Associate Professor of the Department by rotation in order of seniority	No Change
e) One Assistant Professor of the Department by rotation in order of seniority.	No Change

f) Two teachers, from amongst the faculty members of the University belonging to the allied and cognate disciplines, nominated by the Vice Chancellor.	To be Deleted
g) Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.	One or Two subject experts, not in the service of the University, to be nominated by the Vice Chancellor.

10. The Council considered the following amendment to the Ordinances of the University, duly recommended by the Academic Council in its meeting held on 23.07.2015 and resolved that the same be approved:

**Add the following after Ordinance No. XII
Ordinance No XIII: Head of the Department**

1. **(i)** Each Teaching Department shall have a Head of Department who shall be appointed by the Vice-Chancellor for a period of three years by rotation; provided that Headship of the Department shall rotate between Professors and Associate Professors on seniority basis. Provided further that if a Professor/Associate Professor, who has availed one full term of Headship, then he/she will be eligible for appointment of Head of Department on rotation only after completion of full chain of cycle in order of seniority.

(ii) In the case of a Department where no teacher is eligible for appointment as Head of Department, the Dean of the concerned School Board shall be the Head of Department.

(iii) In case a senior person is on long leave, the next eligible person will be appointed as Head of the Department and he will continue as such till the completion of his/her term, even if the senior person returns from leave during that period. However, the senior person will be eligible for appointment as Head of Department after the expiry of the term of the present incumbent.

(iv) In case the Head of Department, by reason of illness, absence or any other cause, is unable to perform the duties of his/her office, the duties of the office shall be performed by the next eligible person, unless, the Vice Chancellor orders otherwise.

(v) In case a person refuses to accept the offer of appointment as Head of Department or resigns on his/her own, he/she will not be eligible for appointment as Head of Department till his/her turn comes again after the completion of the rotation circle among the eligible teachers.

(vi) If the Vice-Chancellor deems it necessary, he/she may appoint next eligible person as Head of Department irrespective of the fact that the term of the present Head of Department has not yet expired.



2. 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.
3. The Head of the Department shall under the general supervision of the Vice-Chancellor:
 - (i) Organize the teaching and research work in the Department.
 - (ii) Frame the time table in conformity with allocation of the teaching work made by the Department.
 - (iii) Maintain discipline in the class rooms and laboratories through the teachers.
 - (iv) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department.
 - (v) Assign work to and exercise control over the non-teaching staff in the Department. And
 - (vi) Be responsible for the coordination and supervision of teaching and research in the Department.
 - (vii) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library.
 - (viii) Operate the Budget of the Department.
 - (ix) Perform such other functions as may be assigned by the Dean, the Board of the School concerned, the Academic Council and the Vice-Chancellor.
11. The council considered the draft guidelines for screening/shortlisting of candidates for appointment to the post of Assistant Professor, Associate Professor and Professor and resolved that the same may be approved. (Annexure-3) Page No 30
12. The Council considered and approved the candidature of Dr. Satish Kumar, Chief Scientist and Group Leader, Centre for Cellular and Molecular Biology, Hyderabad for inviting him to the University to work as a Professor in the Department of Biotechnology under Statute 19 (1) of the Statutes of this University in Pay Band IV with Academic Grade Pay of Rs. 10,000/- ; on deputation initially for a period of one year. Pay to be fixed in accordance with the Rules.
13. The Council considered and approved the candidature of Dr. A.J. Verma, CSIR Emeritus Scientist, CSIR- National Chemical Laboratory, Pune for inviting him to the University to work as Professor in the Department of Chemistry under Statute 19 (1) of the Statutes of this University in Pay Band IV with Academic Grade Pay of Rs. 10,000/- ; initially for a period of one year. Pay to be fixed as per rules.
14. The Council considered and approved the candidature of Dr. Virender Singh, Associate Professor, Department of Microbiology, RMCH, Bareilly for inviting him to the University as an Associate Professor in the Department of Microbiology under Statute 19 (1) of the Statutes of this University in Pay Band IV with Academic Grade Pay of Rs. 9,000/- ; initially for a period of one year. Pay to be fixed in accordance with the Rules.
15. The Council considered and approved the candidature of Dr. Shri Bhagwan Dahiya, Professor (Retd.), MDU, Rohtak for inviting him to the University to work as an Academic Consultant in the Department of Economics on a consolidated salary of Rs. 60,000 per month initially for a period of one year under Ordinance X of this University.

16. The Council considered and approved the proposal for creation of an independent Recruitment Cell in the University under the overall control of the Registrar and the Vice Chancellor.
17. The Council considered and approved the Annual Accounts for the Financial Year 2014-15 along with the following observations of the Finance Committee made in its meeting held on 23.07.2015

The Finance Committee was informed that the Annual Accounts for the Finance year has been prepared on the revised formats of accounts, instructions for which have been issued vide letter no. 29-4/2012-IFD dated 17th April 2015. The representative members of the MHRD emphasized the need to strictly adhere to the provisions of the revised format. Subject to the above, the Annual accounts are recommended for the approval of Executive Council.

18. The council considered and approved the Utilization Certificate for the period ending 30.06.2015 along with the resolution passed by the Finance Committee in its meeting held on 23.07.2015 that *necessary corrections be made in the calculation in Format – V*
19. The council considered and approved the expenditure statement for the period from 01.07.2015 to 15.07.2015 duly ratified by the Finance Committee in its meeting held on 23.07.2015.
20. The Council considered and approved the delegation of financial/sanctioning power to the extent of Rs. 50,000/- to the Registrar duly approved by the FC in its meeting held on 23.07.2015.
21. The case of Sh. Jaipal with regard to his appointment to the post of Junior Engineer (Civil) based on the panel recommended by the Selection Committee in its meeting held on 23.11.2013 was placed before the Council for consideration.

The Council noted that the validity of the panel recommended by the Selection Committee had expired on 23.11.2014 and resolved not to entertain the representation of Sh. Jaipal at this stage.

22. The case of Dr. Ram Naresh Mishra for his appointment to the post of Professor of Hindi on the basis of the panel recommended by the Selection Committee and approved by the Executive Council on 04. 01.2014 was placed before the Council for consideration.

The Council resolved that since the validity of the panel was already over and the matter is sub judice. The request of Dr. Ram Naresh Mishra cannot be acceded to at this late stage. The University may however, wait for the decision of the Hon'ble Punjab and Haryana High Court on the matter for necessary compliance.

The meeting ended with a vote of thanks to the chair.


Vice-Chancellor
Chairman


Registrar
Secretary

CENTRAL UNIVERSITY OF HARYANA
VILLAGES (JANT-PALI), MAHENDERGARH, HARYANA

Tel: 01285-249401, 249333

Website: www.cuharyana.ac.in

REVISED ORDINANCE RELATING TO PROGRAMMES LEADING TO THE
AWARD OF POST GRADUATE DEGREES / DIPLOMAS

1. Definitions of Key Words:

- 1.1 Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (Core, elective or soft skill courses). It provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.
- 1.2 Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.
- 1.3 Course: Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/term papers/assignments/presentations/self-study etc. or a combination of some of these.
- 1.4 Credit (c): A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 1.5 Credit Point: It is the product of grade point and number of credits for a course.
- 1.6 Grade Point (g): It is a numerical weight allotted to each letter grade on a 10-point scale.
- 1.7 Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F. means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- 1.8 Programme: An educational programme leading to the award of a Degree, Diploma or Certificate.
- 1.9 Credit Based Semester System (CBSS): Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- 1.10 Semester: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching.
- 1.11 Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various

courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

1.12 Cumulative Grade Point Average (CGPA): it is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

1.13 Transcript/ Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

2. Eligibility for admission:

A candidate may be admitted to the Master's programme if he/she has obtained a Bachelor's degree under 10+2+3 system recognized by the University, or a degree recognized as its equivalent, provided such a candidate has attained the minimum Eligibility/qualification at the time of admission as decided by the University from time to time.

3. Type of courses:

Each programme may have three types of courses, viz. Core courses, Elective courses and self-study/skill-based courses.

3.1. Core courses:

3.1.1. Core courses are those, knowledge of which is deemed essential for students registered for a particular Master's programme. Where feasible and necessary, two or more programmes may prescribe one or more common core courses.

3.1.2. Core courses shall be mandatory for all students registered for that Master's programme.

3.1.3. Core courses shall be spread over all the semesters of the programme.

3.2. Elective courses:

Elective courses can be chosen from a pool of papers. These courses are intended to:

- allow students to specialize in one or more branches of the broad subject area; or
- acquire knowledge and skills in a related area that may have applications in the broad subject area; or
- bridge any gap in the curriculum and enable acquisition of essential skills (e.g. statistical, computational, language, communication skills, etc.); or
- help pursue an area of interest to the student.

Students may also choose additional elective courses offered by the University to enable them to acquire extra credits from the discipline or across the discipline.

3.3 Self-study/skill-based Courses:



3.3.1 Self-study courses are optional, not mandatory. Being non-credit courses, performance of students in these courses shall be indicated as “satisfactory” or “unsatisfactory” instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

Note: A course (Core/Elective/Self-study/skill-based) may also take the form of a Dissertation/ Project work/ Practical training/ Field work/ Internship/ Seminar, etc.

4. Mobility Options and Credit Transfers: Students are open to avail vertical and horizontal mobility and can take courses of their choice, learn at their paces, undergo additional courses, acquire more than the required credits, and adopt an interdisciplinary approach to learning.
 - 4.1 A student can even take the courses of other universities subject to equivalence of the core/elective courses and availability of seats, adopting due administrative process and formal consent of the university/universities. University shall constitute an Equivalence Committee for the purpose.
 - 4.2 Student availing inter-university mobility shall remain the bonafide student of the University where he initially got admission and in case the candidate earns credit from a different university, the credits earned will be transferred to his/her parent university.
 - 4.3 It is the responsibility of the student to assess the feasibility and practicality of vertical mobility (across universities) as it doesn't entitle a student to be exempted or relaxed from any of the requisites (sessionals, attendance, assignments, end-semester examinations, programme duration etc.) for the completion of the programme.
 - 4.4 Mobility option should not be interpreted as inter-university migration.
 - 4.5 Mobility across the disciplines is also subject to availability of desired elective course, faculty, infrastructure and no. of students (as fixed by the University/department from time to time) opting that elective course.
 - 4.6 The mobility shall be permissible from Regular Mode to Regular Mode of learning only and can not be replaced by Open/Distance/Online in place of regular mode.
5. Credits:

Credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned on the basis of the number of lectures/tutorials/laboratory work/field work and other forms of learning required completing the contents in a 15 week schedule. 2 hours of laboratory work/field work is generally considered equivalent to 1 hour of lecture.

- 1 credit = 1 hour of instruction per week (1 credit course = 15 hours of instruction per semester)
- 3 credits = 3 hours of instruction per week (3 credit course = 45 hours of instruction per Semester)

A Core/elective courses may carry 3 to 4 credits; Self-study Course will not normally carry more than 3 credits. However, a dissertation/ project work/field work may carry up to 6 credits; and a semester-long dissertation/ project work/field work may carry up to 24 credits.



6. Course Coding:

Each course offered by a school/department is identified by a unique course code indicating school, department, programme, semester, course no., core (C) /elective course (E), Serial No. of the course, No. of credits attached to lectures, tutorials, practical and total number of credits for the course respectively.

For example, the course code for fifth core course of the first programme in the second semester in department of Chemistry under the school of Chemical Sciences carrying 4 credits (3 lectures and one practical) may be- SCS CHEM 01 02 05 C 3014. However, the concerned Board of Studies/School Board may recommend a specific course codification pattern for the approval of the Academic Council.

7. Duration of programme:

The minimum duration for completion of a one-year Post Graduate Diploma programme shall be two consecutive semesters (one odd and one even semester), for a two-year Master's programme in any subject there shall be four consecutive semesters (two odd and two even semesters) and for a three-year Master's programme, there will be six semesters, i.e. three odd and three even semesters. *The maximum period for completion shall be four semesters, six semesters and eight semesters respectively.*

Provided that a semester or a year may be declared by the Academic Council zero semester or zero year in the case of a student if he/she could not continue with the academic work during that period due to illness and hospitalization, or due to accepting a foreign scholarship/fellowship, subject to fulfilment of requirements laid down in this respect by regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

8. Student Advisor:

The Department in which the student gets admitted shall appoint an Advisor for him/her from amongst the members of the faculty concerned. All faculty members of the department shall function as Student Advisors and shall have more or less equal number of students. The Student Advisor shall advise the student in choosing courses and render all possible support and guidance to the student.

9. Course Registration:

- 9.1 Registration of courses is the sole responsibility of a student. No student shall be allowed to do a course without registration, and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date fixed by the University.
- 9.2 Every student has to register in each semester (in consultation with his/her Student Advisor) for the courses he/she intends to undergo in that semester by applying in the prescribed proforma in triplicate, duly signed by him/her, the Student Advisor and the Head of the Department, within the deadline notified for the purpose by the University.
- 9.3 Late registration may be permitted by the Dean of the faculty up to a maximum of two weeks after the commencement of the semester on payment of prescribed late registration fee.



- 9.4 A student shall register for a minimum of 15 credits and can register for a maximum of 24 credits in a semester, unless it is specified otherwise by the University for a programme of study/course.
- 9.5 Withdrawal from a course shall be permitted up to two weeks from the date of registration, provided the courses registered after withdrawal shall enable the student to earn a minimum of 15 credits. Withdrawal from a course shall not be allowed for those who had late registration.
- 9.6 A student shall be allowed to add a course or substitute a course for another course of the same type (core, elective or self study/skill-based) for valid reasons with the consent of the Student Advisor not later than two weeks from the date of commencement of the semester.
- 9.7 If a student registers for more elective courses than prescribed in the programme, while calculating the Semester/Cumulative Grade Point Average only the prescribed number of elective courses prescribed for the programme of study shall be included in the descending order of the grades obtained by him/her.

10. Examination and Assessment:

The sessional work and the end semester examination shall have the weightage of 40% and 60% respectively.

10.1 Sessional Evaluation:

- 10.1.1 Sessional evaluation shall be done on a continuous basis, taking into account the student's class performance, fulfillment of assignments and performance at the two compulsory sessional tests to be conducted in a semester. For uniformity, particularly for interdepartmental transfer of credits, there shall be a uniform procedure of examination to be adopted by all faculty members. There shall be minimum two sessional tests and one end-semester examination in each course during every semester.
- 10.1.2 Sessional Test 1 shall be held during the sixth week of the semester for the syllabi covered till then.
- 10.1.3 Sessional Test 2 shall be held during the twelfth week for the syllabi covered between seventh and twelfth week.
- 10.1.4 Sessional tests may employ one or more assessment tools such as objective tests, assignments, paper presentation, laboratory work, etc. suitable to the course.
- 10.1.5 The pattern of assessment of sessional work, including the weightages to be given to different elements like class performance, assignments and the sessional tests, for each course shall be prescribed by the School Board on the recommendation of the Board of Studies of the Department concerned and shall be made known to the students at the commencement of each semester.
- 10.1.6 In special circumstances, a student can be allowed to repeat one sessional test, if his/her application in this regard is considered by the Head of the Department.
- 10.1.7 The 40% weightage allotted to sessional work shall consist of 50% for class performance and assignments and the remaining 50% for



the two compulsory sessional tests i.e. 15% weightage to each compulsory sessional assignment/test out of total 40% weightage assigned to sessional assessment. Out of the total 40% weightage for sessionals, maximum 10% weightage may be assigned to overall participation of the student during the semester. Depending upon the nature of the course, the division of the weightage of sessional marks may be defined accordingly by the concerned School Board.

10.1.8 A student clears the sessional work in a course if he/she has participated in the sessional work and secured P or higher grade in it.

10.1.9 A student is required to qualify sessionals and end-semester examinations separately with minimum 'P' grade. A student can appear in end-semester examination provided he/she has qualified requirements of sessional assessment with minimum 'P' grade.

10.2 End-Semester Examination:

10.2.1 End semester Examinations covering the entire syllabus prescribed for the course and carrying 60% of weightage shall be conducted by the examination branch in consultation with the Dean of the concerned School.

10.2.2 Examiners or Board of Examiners shall be appointed for each course by the School Board on the recommendation of the Board of Studies of the Department concerned.

10.2.3 The distribution of weightage for the valuation of semester-long project work/ dissertation shall be:

- i) Periodic presentation : 20%
- ii) Concise dissertation : 60%
- iii) Viva voce : 20%

Or as decided by the School Board on the recommendations of the Board of Studies of the Department concerned.

10.2.4 Hall tickets/admit cards shall be issued to the student on the recommendations of the Head of the Department on submission of the following documents by the student:

- I. Certificate indicating fulfilment of the requirements of sessional evaluation including sessional tests, attendance, assignments etc. (to be issued by the HOD)
- II. No dues certificate on the prescribed format

10.3 Letter Grades and Grade points: Absolute Grading system shall be adopted to grade the students.

10.3.1 Under the absolute grading system, marks are converted to grades based on pre-determined class intervals.

10.3.2 In the End-semester theory or practical examinations, examiners shall award the marks and these marks will be further converted into grades/grade points by the examination branch in accordance with the provisions of the ordinance.

10.3.3 Detailed Marks Sheet issued at the end of the semester or the programme shall carry marks/percentage and equivalent grades both.

10.3.4 University shall adopt the 10-point grading system with the letter grades as given under:

Letter Grade	Grade Point	Class Interval (in %)
O (outstanding)	10	90 and above
A+ (excellent)	9	75 and < 90
A (very good)	8	60 and < 75
B+ (good)	7	55 and < 60
B (above average)	6	50 and < 55
C (average)	5	45 and < 50
P (pass)	4	40 and < 45
F (fail)	0	< 40
Ab (absent)	0	Absent

Note:

- I. F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination
- II. Minimum qualifying marks for a course or programme is 40% i.e. 'P' grade.
- III. 'B' grade is 50 % or less than 55%
- IV. 'B+' grade is 55 % or less than 60%
- V. Students shall have to qualify the sessionals (tests, assignments, attendance, presentations etc.) and end-semester examinations separately and the student failing to qualify either of the components shall not be considered as qualified in any case. However, student failing to qualify the sessionals shall not be permitted to take the end-semester examinations.
- VI. Students shall be allowed to improve their grades during the maximum duration of the programme of study
- VII. There shall be no rounding of SGPA/CGPA.
- VIII. The SGPA/CGPA obtained by a student is out of a maximum possible 10 points.
- IX. A student in order to be eligible for the award of the Master's degree of the University must have obtained CGPA of 4 at the end of the programme.
- X. Provided that students who are otherwise eligible for the award of the degree/diploma but have secured a CGPA less than 4 at the end of the permissible period of semesters may be allowed by the Department/School concerned to repeat the same course/s or other courses of the same type in lieu thereof in the two extra semesters provided in clause 7 on "Duration of Programme".



The Cumulative Grade Point Average (CGPA) obtained by a student shall be classified into the following divisions:

CGPA	Class/ Division
10	Outstanding
9 and above, but less than 10	First Class with distinction
8 and above, but less than 9	First
7 and above, but less than 8	High Second
6 and above, but less than 7	Second
4 and above, but less than 6	Third

10.4 Assessment:

10.4.1 The assessment of the theoretical component towards the end of the semester shall be undertaken by the examiners from within the university. These examiners may be appointed by the concerned Board of Studies on the basis of the specialisation of the faculty. In such courses, suitable eligible faculty shall be assigned the responsibility of setting of the question papers and the evaluation of the answer scripts by the concerned HOD.

10.4.2 In case of the practical component of core courses, assessment shall be jointly carried out by the internal and external examiners. For the assessment of practical component, half of the examiners in the team shall be invited from outside the University from amongst the panel of examiners (not below the rank of Associate Professor) approved by the competent authority.

10.4.3 In case of the project reports/thesis/dissertation etc. the assessment shall be jointly carried out by the internal and external examiners. External examiners shall be invited from amongst the panel of examiners (not below the rank of Associate Professor) approved by the competent authority.

10.5 Re-appear/Improvement of Grades:

10.5.1 Re-appear Examination: Students failing to score minimum grade required to qualify a course/programme may be allowed to re-appear in those examinations where they couldn't score 'P' grade in the two extra semesters provided in clause 7 on "Duration of Programme" with the following provisions:

10.5.1.1 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.
- 10.5.1.2 If a student secures "F" Grade in a Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc, he/she shall be required to resubmit the revised Project Work / Project Report/ Dissertation / Field Work Report / Training Report etc. as required by the evaluator(s). Provided further that a student shall be permitted to re-submit the Project Work / Project Report / Dissertation / Field Work Report/ Training Report etc. for a maximum of three times (including the first submission).
- 10.5.1.3 Such students will avail the chance to re-appear only within the maximum duration of the programme.
- 10.5.1.4 Re-appear examination of even semesters will be conducted with the end-semester examinations of even semesters and similarly examinations of odd semesters will be conducted with the end-semester examinations of odd semesters.
- 10.5.1.5 Re-appear examinations will be based on the Syllabi of the course/programme in force at-the time of initial registration to the course/programme.
- 10.5.1.6 Students who have got the migration certificate issued from the university shall not be allowed to re-appear.
- 10.6 Re-evaluation/re-checking: Students may apply for reevaluation/rechecking of their answer scripts within thirty days of the official display/declaration of the result.
- 10.6.1 For re-evaluation/rechecking of the answer scripts, students shall have to apply on the prescribed format available on University website/examination branch of the University along with the original DMC or copy of the result and demand draft of Rs. 1000/- for each course drawn in favour of Registrar, Central University of Haryana.
- 10.6.2 On re-evaluation, decreased/increased grades/awards will be considered as final but in case the increase is more than 10% of the actual marks scored by the student in the first attempt, his/her script shall be sent to third examiner



and the average of the score awarded by the second and third examiners shall be considered as the final score.

10.7 Minimum Credit requirements:

10.7.1 For a one-year Post Graduate programme, the credit requirements for the award of the Post Graduate Diploma shall be 40 credits ($\pm 10\%$), including a minimum of 9 credits from elective courses (of which at least 3 credits shall be from elective course offered by another Department).

10.7.2 For a two-year Master's programme, the credit requirements for the Master's degree shall be 80 credits ($\pm 10\%$), including a minimum of 18 credits from elective courses (of which at least 6 credits shall be from elective courses offered by other Departments).

10.7.3 For a three-year Master's programme, the credit requirements for the Master's degree shall be 120 credits ($\pm 10\%$), including 27 credits from elective courses (of which 9 credits shall be from elective courses offered by other Departments).

11. Computation of SGPA and CGPA:

University follows the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

11.1 The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

11.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total no. of credits in that semester.

11.3 The SGPA and CGPA shall be rounded off to 2 decimal points.

12. Illustration of the computation of SGPA and CGPA:

12.1 Illustration of SGPA computation:

Course	Credit	Grade Letter	Grade Point	Credit Point
Course I	3	A	8	3 x 8=24
Course II	4	B+	7	4 x 7= 28
Course III	3	B	6	3 x 6= 18
Course IV	3	O	10	3 x 10=30
	Total credits for the semester=13			Total Credit points earned= 100

Thus SGPA= $100/13= 7.69$

12.2 Illustrations for CGPA:

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA= 8.0

$$\text{Thus, CGPA} = \frac{(20 \times 6.9) + (22 \times 7.8) + (25 \times 5.6) + (26 \times 6.0) + (26 \times 6.3) + (25 \times 8.0)}{144} = 6.73$$

144

12.3 Transcript (Format): Based on the above, letter grades, grade points and SGPA and CGPA, Transcripts/DMCs shall be issued for each semester and a consolidated transcript indicating the performance in all semesters.

13. Removal of name of a student from the programme:

13.1. The name of a student falling under the following categories shall automatically stand removed from the rolls of the University:

- (a) A student who fails to fulfil the minimum grade point requirements prescribed for the programme during the maximum duration of the programme.
- (b) A student who has already exhausted the maximum duration allowed for completion of the Programme and has not fulfilled the requirements for the award of the degree / diploma.
- (c) A student who is found involved in misconduct/forgery/indiscipline or offensive conduct upon recommendation of the Discipline committee/Proctorial Board.
- (d) A student who fails to attend 75% of classes. However, in special circumstances, considering the merit of the case on the recommendations of the department, Vice Chancellor may relax the condition by 15%.

13.2. The School Board, on the recommendation of the Board of Studies of the Department concerned, may remove the name of a student from the programme of study if-

- (a) He/ she fails to clear at least 50% of the prescribed core courses at the end of the 1st semester.
- (b) He / she has still to clear courses which cannot possibly be cleared within the maximum duration of the programme or in the remaining period of the programme which he/ she is allowed to register for the normal load in the said period.
- (c) He/she fails to qualify the sessional requirements (sessional tests, attendance, assignments etc.) and end-semester examinations of the minimum required courses (core or elective) separately.

14. Indiscipline and Unfair Means in Examinations: 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. Indiscipline, Unfair practices and Unfair means relating to examination shall mean and include:

- 14.1 Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination
- 14.2 Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator / Centre Superintendent.
- 14.3 Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.
- 14.4 Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination
- 14.5. 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,
- 14.6. 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.
- 14.7. 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.
- 14.8. 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.
- 14.9. Boycott / walkout of the examination and or causing disturbances of any kind during the conduct of examination.
- 14.10 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.
- 14.11 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.
- 14.12 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.
- 14.13 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.
- 14.14 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.

14.15 All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee.

15. For programmes approved by the Academic Council, if a regulation is issued by the Academic Council, and is at variance with the provisions of this ordinance, then the regulations of the Academic Council shall prevail pending amendment in the Ordinance.

15.1 Notwithstanding what is contained in the foregoing clauses of this Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Board of Studies of the Department and the School Board as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions except those prescribing CGPA requirements.

15.2 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision, after obtaining the opinion/advice of a Committee consisting of any or all of the Deans of the Schools. The decision of the Vice Chancellor shall be final.



Draft Ordinance X: Empanelment of Adjunct Faculty and appointment of Consultants

1 Empanelment of Adjunct Faculty

1 (a) Objectives

The University may appoint Adjunct Faculty to attend the following objectives:

- (i) To develop a useful and viable collaboration between institutions and industry and enhancing quality of education and skills by involvement of academicians, scholars, practitioners, policymakers and skilled professionals in teaching, training, research and related services on regular basis;
- (ii) To attract distinguished individuals who have excelled in their field of specialization like science and technology, industry, commerce, social research, media, literature, fine arts, civil services and public life into the academic arena, to enrich the overall learning processes by bringing external perspectives to regular teaching. Such interactions are expected to foster trans-disciplinary approach and synergize the outside 'real world' experience with the inside intellectual pursuits in the university;
- (iii) To promote the interaction of skilled professionals with the learners and facilitate the imparting of industry relevant standards in skills, acceptable nationally, which could fulfill the need for skilled workforce and also to undertake R&D in the areas related to skill education & development, entrepreneurship and employability etc;
- (iv) To enable higher educational institutions to access the eminent teachers and researchers who have completed their formal association with the university/college, to participate in teaching, to collaborate and to stimulate research activities for quality research at M. Phil and Ph. D. levels; and to play mentoring and inspirational role;
- (v) To recognize the skills of professionals in their respective areas of excellence irrespective of their academic qualifications to impart training to the learners of skill based vocational courses in Universities and Colleges.

1 (b) Target Groups:

Professionals, experts, officials and managers having experience of working in:

- (i) Teaching and research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, etc.
- (ii) Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.

- (iii) Civil servants (IAS / IPS / officials from Central and Provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and AICTE, both serving and retired;
- (iv) Skill training providers recognized by National Skills Development Corporation and / or Sector Skill Councils in their respective area for skills education and training;
- (v) NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Indian issues.
- (vi) Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.

1. (c) Engagement Modalities:

(i) Qualifications:

Candidate for adjunct faculty should satisfy the following norms:-

- **For Conventional Higher Education Courses:**

--Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time. **OR**

--A person of eminence with or without a postgraduate or Ph.D. qualifications.

- **For Skill based Courses:**

- i) Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. **OR** ii) Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role.

They are also expected to have an understanding of industry requirements, National Occupational Standards (NOSs) and Assessment & Certification for skills.

In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

(ii) Selection Criteria:

Adjunct Faculty will be appointed by the competent authority based on the recommendation of the Selection Committee comprising of the following.

- Head of the Institution or his nominee (Chair).
- Head of the concerned Department.



- Dean (Academic / Research) in case of university / senior most faculty in case of college.
- Atleast One External Expert (Nominated by head of the institution).

OR

Representative of Sector Skill Council / Industry Associations (for skill based courses).

- Registrar / Vice-Principal / Bursar or equivalent person (Convener).

If the Selection committee recommends the case, the same would be forwarded to the competent authority for consideration and necessary approval. The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.

1. (d) Roles and Responsibilities:

The empanelled adjunct faculty is expected to undertake following assignments:

(i) Teaching:

- **Conventional Higher Education Courses:** Adjunct faculty will be expected to teach courses directly related to his specific expertise and professional experience or the areas of his specialization. He may also contribute to the institution's activities like counselling of students, developing new course(s) and pedagogical improvements.
- **Skill based Vocational Courses:** The core courses pertaining to specialized skills / trades may be imparted by the adjunct faculty from industry, Sector Skill Councils approved trainers or other persons with appropriate skill proficiency. Such faculty, imparting education and training to learners in skill based courses, should have relevant NSQF qualifications, preferably certified by the relevant Sector Skill Council.
- **Research Courses:** Adjunct faculty may also be involved in the M.Phil. / Ph.D. coursework based on his professional and research proficiency adjudged by the concerned institution.

(ii) **Training:** Adjunct faculty will be expected to facilitate the setting of workshops and labs, providing hands on training in the relevant domain areas, development of soft skills, and focus on ensuring competency based learning outcomes among students.

(iii) **Research:** Adjunct faculty is expected to interact with and supervise the research students in the area of his specialization or professional proficiency. However, there should be preferably one core faculty member associated as Supervisor / Cosupervisor for smooth induction and coordination of academic procedures. The adjunct faculty may lack a traditional academic background in such case, they are not

expected to contribute to the institution's research and creative mission by participating in traditional scholarly activities (*i.e.* they are not expected to conduct independent research and/or publish in peer-reviewed journals). Instead, he may participate by advising faculty on their research projects, serving as a liaison between the institutions and industry or government entities to identify research and/or funding opportunities or by working with faculty to identify research projects that would benefit private industry and/or government entities.

- (iv) **Services:** Adjunct faculty is also expected to actively participate in service-related activities, such as sitting on departmental committees, serving as advisors to faculty and/or undergraduate and post graduate students, helping students network, and active collaboration with the industry / employer providing internship and job opportunities.

1. (e) Costs and Honorarium :

- (i) Adjunct faculty will be provided travel cost, as per entitlement, from his/her institution/place of stay and back, maximum six (06) times per academic year. No reimbursement for hiring accommodation will be permissible. However, she/he will be provided free lodging and boarding in the Guest House.
- (ii) She/he will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 80,000/- (Rs. Eighty Thousand Only) per month. The Adjunct Faculty will work at the host institution for a minimum of 02 days per visit.

1. (f) Monitoring :

At the end of assignment, every Adjunct Faculty will submit a 'performance report' to the host university / college with a copy to the University Grants Commission. The performance report, may be considered for his continuation / renewal of next tenure.

2. Appointment of Consultants:

Consultant will be appointed through the Selection Committee as per provision in clause 4.1 & 4.2 of above guidelines.

The honorarium & other terms and conditions of appointment will be as decided by the Executive Council.


Registrar

CENTRAL UNIVERSITY OF HARYANA

Guidelines for Screening/Shortlisting of candidates for Appointment to the Post of Assistant Professor, Associate Professor and Professor

IMPORTANT:

- **The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the University shall be on the basis of merit through all India advertisement and selection by the duly constituted Selection Committees.**
- Mere application and possession of minimum qualifications does not guarantee a call for interview as the method of screening will be applied for the posts of Assistant Professor, Associate Professor and Professor for shortlisting of candidates.

I. Assistant Professor:

1. Qualifications for the post of Assistant Professor in various disciplines shall be determined by the Screening Committee strictly in accordance with the provisions in UGC Regulations on *Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010, amended from time to time.*
2. **CANDIDATES CLAIMING EXEMPTION FROM THE REQUIREMENT OF THE MINIMUM ELIGIBILITY CONDITION OF NET/SLET/SET MUST HAVE BEEN AWARDED A PH.D DEGREE IN ACCORDANCE WITH THE UGC (MINIMUM STANDARDS AND PROCEDURE FOR AWARD OF PH.D DEGREE REGULATIONS, 2009, FAILING WHICH THEY WILL BE CONSIDERED AS INELIGIBLE FOR THE POST OF ASSISTANT PROFESSOR.**
3. However, NET/SLET/SET shall not be required as essential qualification for only such disciplines in which NET/SLET/SET is not conducted.
4. As per the provisions of UGC Regulations 2010, University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
5. All the applications received by the University shall be scrutinised by a Screening/Scrutiny Committee constituted by the University.
6. After allocation of weightage to all the eligible candidates, the Screening Committee will draw a list of all the candidates indicating the points scored by them in descending order.
7. On the basis of weightage points, maximum 20 candidates for the first position of Assistant Professor and maximum 10 candidates for every additional vacancy shall be called for interview in order of the weightage points scored by them.
8. In case of tie in the points of two or more candidates, the candidates with NET and Ph.D shall be given preference and the candidate having higher/highest marks at the Master's level (in relevant discipline) shall be ranked above the other(s).
9. Out of total 100 points, the weightage for the selection to the post of Assistant Professor shall be: —i. Academic Record and Research Performance- 50%; ii.

Assessment of Domain Knowledge and Teaching Skills- 30%; and Interview Performance- 20%.

10. The applications received for the teaching posts shall be screened on the basis of the weightage of Academic and Research Performance (Out of maximum 50 weightage points) of the candidate through the following criteria:

- | | |
|-------------------------------|------------------------------------|
| i. Matriculation: | Maximum Weightage- 5 Marks |
| a. 85 and above | 5 Marks |
| b. 75 to < 85 | 4 Marks |
| c. 65 to < 75 | 3 Marks |
| d. 55 to < 65 | 2 Marks |
| e. 50 to < 55 | 1 Mark |
| ii. 10+2: | Maximum Weightage- 5 Marks |
| a. 85 and above | 5 Marks |
| b. 75 to < 85 | 4 Marks |
| c. 65 to < 75 | 3 Marks |
| d. 55 to < 65 | 2 Marks |
| e. 50 to < 55 | 1 Mark |
| iii. Graduation: | Maximum Weightage- 5 Marks |
| a. 85 and above | 5 Marks |
| b. 75 to < 85 | 4 Marks |
| c. 65 to < 75 | 3 Marks |
| d. 55 to < 65 | 2 Marks |
| e. 50 to < 55 | 1 Mark |
| iv. Master's Degree: | Maximum Weightage- 10 Marks |
| a. 85 and above | 10 Marks |
| b. 75 to < 85 | 8 Marks |
| c. 65 to < 75 | 6 Marks |
| d. 55 to < 65 | 4 Marks |
| e. 50 to < 55 | 2 Marks |
| v. NET/JRF: | 10 Marks |
| vi. M.Phil[#] | 5 Marks |
| vii. Ph.D[#] | 10 Marks |
- (In case of direct Ph.D, 15 marks)

[#] Note: A maximum of 15 points shall be awarded for qualifications at Sr. no. 8 (vi) and 8 (vii) (M.Phil and Ph.D taken together)

11. In the disciplines where specialised programmes are being run, Screening Committee may shortlist the candidates from amongst the eligible candidates having area of specialisation required for the posts, for interview.

For example, in case of the posts advertised for the Department of Tourism and Hotel Management, Screening Committee may consider the candidates possessing Master's Degree in Hotel Management or equivalent degree only as University presently offers the Postgraduate programme 'Master of Hotel Management and Catering Technology'. In such cases, Screening Committee may submit its recommendations on

the basis of specialisation required for the programmes being offered by the University.

12. In case of any dispute with regard to screening of applications, the decision of the Vice Chancellor shall be final.

IMPORTANT:

Selection Committee may not be held in all such disciplines where the number of eligible candidates for the post of Assistant Professor is less than three and these positions shall be re-advertised.

II. Associate Professor:

1. Minimum qualifications for the post are as specified by *UGC Regulations 2010 for Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education*, amended from time to time.
2. As per the amendments to UGC Regulations 2010, Capping shall be applied while calculating the total API Score claimed in each of the sub-categories of Category-III. The API Score of Category III (Research and Academic Contributions) shall be calculated on the basis of the capping formula as given under:

Sub-Category	Cap as % of API cumulative score in application
III (A). Research papers (Journals, etc.)	30%
III (B). Research Publications (Books, etc.)	25%
III (C). Research Projects	20%
III (D). Research Guidance	10%
III (E). Training Courses and Conference/Seminar/Workshop Papers/Invited Lectures	15%

3. As per the provisions of UGC Regulations 2010, the University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
4. All the applications received by the University shall be scrutinised by a Screening/Scrutiny Committee constituted by the University.
5. Applications received for the teaching posts from eligible candidates shall be screened on the basis of the API Score (minimum 300 points after capping in Category III) and experience after applying capping or any other criteria / procedure decided by the Screening Committee.
6. Out of total 100 points, the weightage for the selection to the post of Associate Professor shall be—i. Academic background- 20%; ii. Research Performance

based on API Score and quality of publications- 40%; Domain Knowledge and Teaching Skills- 20%; and Interview Performance- 20%.

7. Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidates, the University at its discretion, may restrict the number of candidates to be called for interview to a reasonable limit on the basis of API Score and experience. On the basis of API Score and experience, maximum 20 candidates for the first post and maximum 10 candidates for every additional vacancy shall be called for interview.
8. ***The period of time taken by candidates to acquire M.Phil and/or Ph.D Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions.***
9. Selection Committee may not be held in all such disciplines where the number of eligible candidates for the post of Associate Professor is less than three and these positions shall be re-advertised.
10. However, depending upon the exigency and requirements of the University, the condition of minimum candidates to be called for interview may be relaxed by the University.

III. Professor:

1. Minimum qualifications for the post are as specified by UGC Regulations 2010 and subsequent amendments, if any, for ***Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education.***
2. As per the amendments to UGC Regulations 2010, Capping shall be applied while calculating the total API Score claimed in each of the sub-categories of Category-III. The API Score of Category III (Research and Academic Contributions) shall be calculated on the basis of the Capping formula as given under:

Sub-Category	Cap as % of API cumulative score in application
III (A). Research papers (Journals, etc.)	30%
III (B). Research Publications (Books, etc.)	25%
III (C). Research Projects	20%
III (D). Research Guidance	10%
III (E). Training Courses and Conference/Seminar/Workshop Papers/Invited Lectures	15%

3. As per the provisions of UGC Regulations 2010, the University reserves the right to place reasonable limit on the total number of candidates to be called for interview.
4. All the applications received by the University shall be scrutinised by a Screening/Scrutiny Committee constituted by the University.
5. Applications received for the teaching posts from eligible candidates shall be screened on the basis of the API Score (minimum 400 points after capping in category III) and experience after applying capping or any other criteria / procedure decided by the Screening Committee.
6. Out of total 100 points, the weightage for the selection to the post of Professor shall be—i. Academic background- 20%; ii. Research Performance based on API Score and quality of publications- 40%; Domain Knowledge and Teaching Skills- 20%; and Interview Performance- 20%.
7. Where the number of applications received in response to an advertisement is large and it is not feasible or possible to interview all the candidates, the University at its discretion, may restrict the number of candidates to be called for interview to a reasonable limit on the basis of API Score and experience. On the basis of API Score and experience, maximum 20 candidates for the first post and maximum 10 candidates for every additional vacancy shall be called for interview.
8. ***The period taken by candidates to acquire M.Phil degree and the residency period prescribed for pursuing Ph.D shall not be considered as teaching/research experience to be claimed for eligibility/appointment to the teaching posts.***
9. Selection Committee may not be held in all such disciplines where the number of eligible candidates for the post of Professor is less than three and these positions may be re-advertised.
10. However, depending upon the exigency and requirements of the University, the condition of minimum candidates to be called for interview may be relaxed by the University.


Registrar