



CENTRAL UNIVERSITY OF HARYANA

Minutes of the 40th Meeting of the Executive Council

Dated: December 27, 2018 at 11:00 A.M.

The 40th meeting of the Executive Council of Central University of Haryana was held on Thursday, December 27, 2018 at 11:00 AM in the Conference Room, Central University of Haryana, Mahendergarh.

The following members were present:

- | | | |
|-------------------------------------|---|-----------------|
| 1 Prof. R.C. Kuhad, Vice Chancellor | - | Chairman |
| 2 Prof. D.P.S. Verma | | |
| 3 Prof. Sushma Yadav | | |
| 4 Dr. P.K. Khurana | | |
| 5 Prof. Bir Singh | | |
| 6 Prof. Sarika Sharma | | |
| 7 Prof. Nawal Kishore | | |
| 8 Prof. Rajesh Kumar Malik | | |
| 9 Prof. Sanjiv Kumar | - | Special Invitee |
| 10 Sh. Ram Dutt, Registrar | - | Secretary |


The following members had expressed their inability to attend the meeting:

- 1 Prof. M. Anandakrishnan
- 2 Prof. V.K. Jain
- 3 Prof. Yogesh Singh
- 4 Dr. Payal Mago
- 5 Dr. V.K. Gupta
- 6 Dr. Avdhesh Kumar Pandey

At the outset, the Vice-Chancellor extended a warm welcome to all the members of the Executive Council and apprised the Council about the Academic and other achievements made by the University in the recent past.

Resolution No.	Resolution Passed
1.	The Minutes of the 39 th meeting of the Executive Council held on October 18, 2018, were confirmed.
2.	The action taken on the resolutions of the 39 th meeting of the Executive Council held on October 18, 2018, was reported and recorded.
ITEMS FOR CONSIDERATION	
3.	Resolved that the revised "The Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules 2018" for the Non-Teaching posts of the Central University of Haryana, as recommended by the Committee constituted to review the Cadre Recruitment Rules, be approved.

(Annexure-I, Pages-08 to 83)

4.	<p>The Council nominated the following persons in the University Court, representing learned professions and special interests including representatives of Industry, commerce, banking, agriculture, health, financial institutions, legal, eminent academicians, media, social work etc., in pursuance of Clause-xix of the Statute-10 of the Statutes of the University, for a period of three years:</p> <ul style="list-style-type: none"> a. Dr. Kavita A. Sharma President South Asian University, New Delhi b. Prof. J. P. Singh Joorel Director, Information and Library Network Centre Infocity, Gandhinagar, Gujarat. c. Prof. Prem Vrat Pro-Chancellor, Professor of Eminence and Chief Mentor The NorthCap University, Gurugram d. Prof. K.P. Singh Vice - Chancellor CCS Haryana Agricultural University, Hisar, Haryana e. Prof. O.P. Kalra Vice-Chancellor Pt. B.D. Sharma University Of Health Sciences, Rohtak, Haryana f. Advocate Pawan Duggal Advocate Bar Association, Rohini, Delhi
5.	<p>Resolved that the Annual Quality Assurance Report (AQAR) of the University to be submitted to the National Assessment and Accreditation Council (NAAC), be approved.</p> <p>Note: As authorised by the Council, the Academic Audit Reports in respect of the Departments of Geography and Environmental Studies have also been incorporated in the AQAR.</p> <p style="text-align: right;">(Annexure-II, Pages- 84 to 22)</p>
Recommendations made by the Finance Committee in its 26th meeting held on 30/11/2018.	
6.	<p>A. Resolved that the following proposal for revision of delegation of powers for according administrative/ financial sanctions for procurement of goods and services and execution of works, be approved</p> <p>Delegation of powers for according administrative/ financial sanction for procurement of goods and services and execution of works need to be revised due to following reasons:</p> <ul style="list-style-type: none"> a) Since the Vice Chancellor of the University has to carry out so many academic as well as administrative functions, it is necessary to delegate certain more powers to the Registrar. b) Since regular Finance Officer has joined the University, he may be authorized to release various payments and advances. c) Powers of certain functionaries need to be stated more explicitly. <p>It is, therefore, proposed to delegate certain powers as under:</p> <div style="text-align: right;">  </div>

Existing Delegation of Powers:

Sr. No.	Authority for according Administrative/ Financial Sanction	Power to accord Administrative/Financial Sanction (in Rs.)	Power to Sanction Advance
1	Vice-Chancellor	Above 50,000/-	Yes
2	Registrar	Upto 50,000/-	Yes
3	Finance Officer, Controller of Examinations and Librarian (for procurement of goods and services for their departments).	Upto 25,000/-	No
4	Dean/DSW/Proctor/HODs (only for procurement of consumable goods and services for their respective School/Department/Office)	Upto 25,000/-	No
5	Provost/Warden of Hostels	Upto 10,000/-	No
6	Principal Investigator (PI) of Projects	Upto 20,000/-	No

Note: Financial Powers/limits mentioned above shall be equally applicable in cases of DGS&D rate contract/Government e-Marketplace (GEM) purchases.

Proposed Delegation of Powers:

Sr. No.	Authority for according Administrative/ Financial Sanction	Power to accord Administrative/ Financial Sanction (in Rs.)
1	Vice-Chancellor	Above 2,50,000/-
2	Registrar	Upto 2,50,000/-
3	Finance Officer, Controller of Examinations and Librarian (For procurement of goods and services for their departments only).	Upto 25,000/-
4	Dean/ DSW/ Proctor/ HOD (For procurement of consumable goods and services for their respective School/ Department/ Office only)	Upto 25,000/-
5	Provost/ Warden of Hostels (For procurement of consumable goods and services for their respective hostels only).	Upto 10,000/-
6	Principal Investigator (PI) of Research Projects (For procurement of goods and services for their projects only)	Upto 20,000/-

Note:

1. Financial powers/limits mentioned above shall be equally applicable irrespective of the mode of procurement.
2. The Finance Officer shall be authorized to release payments including advances, after accordance of Administrative Approval and Expenditure Sanction from the Competent Authority.
3. Annual budget shall be allocated for different Schools/ Departments/ Offices.
4. The Registrar, Finance Officer and Deans of Schools/ Heads of Department/ Branch Officers issuing Purchase Orders/ Work Orders shall ensure:
 - a) Compliance of General Financial Rules and other rules as applicable.

- b) Issuance of Purchase Orders/ Work Orders after ascertaining the availability of budget and vetted by Finance Branch/ Internal Audit.
- c) Timely delivery, installation, commissioning, stock entries and inspection and processing of the bills for payments.

B. Resolved that the following proposal for revision of consolidated salaries of the contractual employees, be approved:

Consequent upon the revision of pay of the regular employees under the 7th CPC, the consolidated salary of contractual employees may also be revised as follows:

Sr. No.	Post	Pay Level as per 7 th CPC	Existing Consolidated Salary per month (In Rs.)	Proposed Consolidated Salary per month (In Rs.)
1	Professor	14	80,000/-	1,00,000/-
2	Associate Professor	13A	60,000/-	75,000/-
3	Consultant (Internal Audit) appointed against the post of Internal Audit Officer	12	40,000/-	50,000/-
4	Medical Officer	10	50,000/-	60,000/-
5	Security Officer	7	37,500/-	48,000/-
6	Private Secretary	7	35,500/-	48,000/-
7	Hindi Translator	6	29,500/-	37,900/-
8	Junior Engineer (Civil)	6	29,500/-	37,900/-
9	Junior Engineer (Electrical)	6	29,500/-	37,900/-
10	Library Attendant	1	15,500/-	19,260/-

C. Resolved that the proposal for adoption of rates prescribed by the Finance Department, Government of Haryana for Mileage Allowance, for journeys by Road, be approved.

Para (D) of Annexure to O.M. No. 19030/1/2017/E-IV dated 13 Jul 2017 issued by the Government of India, Ministry of Finance, Department of Expenditure, provides for payment of Mileage Allowance for journeys by Road as below:

Para D(i): At places where specific rates have been prescribed:

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC Bus OR At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi OR At prescribed rates for Auto Rickshaw for journeys by Auto Rickshaw, own Car, Scooter, Motor Cycle, Moped, etc.
6 to 13	Same as above with the exception that journeys by AC Taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC Bus OR At prescribed rates for Auto Rickshaw for journeys by Auto Rickshaw, own Car, Scooter, Motor Cycle, Moped, etc.

3 and below	Actual fare by ordinary public bus only OR At prescribed rates for Auto Rickshaw for journeys by Auto Rickshaw, Own Scooter, Motor Cycle, Moped, etc.
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Para D(ii): At place where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or the neighbouring States:

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw, own scooter, etc.	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per Km will further rise by 25 percent whenever DA increases by 50 percent.

Note:

Para (2) of the University Grants Commission O.M. bearing F. No. 21-1/2015(FD-I/B) dated 08.01.2018, provides for payment of Mileage Allowance for journeys by Road as below:

Para 2(iii): The outstation members/experts for intercity travel from the place of residence/Office to the place of meeting and back or in between the places of residence and meeting place & back (located not more than 350 Kms each side) may travel either by their own vehicle or by taxi. Documentary evidence of journey performed by own vehicle will have to be submitted. In case of hired taxi receipt is to be produced, road mileage @ Rs. 20/- per Km or amount actually paid whichever is less will be allowed for such journeys on point to point basis. In case of journey undertaken in NER, road mileage would be enhanced by 20% subject to actual expenditure. No night halting or driver allowance will be allowed. If the particular route has toll plazas, the taxi/car claim will be admitted only if it is supported with the receipts of toll taxes or inter-state entry tax. The toll taxes/entry tax etc., will additionally be reimbursed in such cases. If the distance is more than 350 Kms (each side), either the road mileage will be restricted to 350 Kms or to the fare of train as per entitlement or AC Bus as available on that particular route (as per the option of the expert).

Para 2(iv) The local taxi fare at State Transport Authority (STA) rates applicable in the State from residence/office to Airport/Railway Station/Bus Stand and from place of meeting to Airport/Railway Station/Bus Stand is payable. Where there are no rates notified by State Transport Authority, the Taxi or Own Car fare @ Rs. 20/- per Km shall be reimbursable. The reimbursement of pre-paid or post-paid taxi fare (including toll taxes) on point to point basis will be allowed on actual basis on production of receipt. Taxi fare for full day will not be reimbursed.

As the Central University of Haryana is located in the state of Haryana, therefore in accordance with aforesaid memoranda, we may adopt Road Mileage Allowance rates of Rs. 16/- per kilometre for road journey by own car/ taxi and Rs. 9/- per kilometre for road journey by Auto rickshaw/ Scooter etc. as prescribed vide letter No. 5/27/98-1FR(FD) dated 20.06.2018 issued by the Government of Haryana (Finance Department).

7.	The Council considered the application dated 27-11-2018 of Shri Sachin, an Assistant Professor in the Department of Commerce for grant of six month's study leave to pursue Ph.D. Programme and resolved that six month's study leave be sanctioned to Shri Sachin to pursue Ph.D. Programme in Maharshi Dayanand University, Rohtak, w.e.f. the date he proceeds on leave, subject to execution of Study Leave Bond.
8.	The Council considered the application dated 19-12-2018 of Dr. Neelam Sangwan, who was offered appointment to the post of Professor in the Department of Biochemistry, Central University of Haryana for extension in joining time till 15.01.2019 and acceded to her request.

9.	<p>Resolved that the following recommendations made by the House Allotment Committee in its seventh meeting regarding the fixation of water charges to be paid by the occupants of various types of accommodation in the University at the following rates, be approved:</p> <table><tr><th>Type of accommodation</th><th>Rates per month</th></tr><tr><td>Type-I</td><td>Rs. 50/-</td></tr><tr><td>Type-II</td><td>Rs. 100/-</td></tr><tr><td>Type-III</td><td>Rs. 150/-</td></tr><tr><td>Type-IV</td><td>Rs. 200/-</td></tr><tr><td>Type-V</td><td>Rs. 250/-</td></tr><tr><td>SPS Quarter (one room set)</td><td>Rs. 50/-</td></tr><tr><td>SPS Quarter (Two room set)</td><td>Rs. 100/-</td></tr></table>	Type of accommodation	Rates per month	Type-I	Rs. 50/-	Type-II	Rs. 100/-	Type-III	Rs. 150/-	Type-IV	Rs. 200/-	Type-V	Rs. 250/-	SPS Quarter (one room set)	Rs. 50/-	SPS Quarter (Two room set)	Rs. 100/-																										
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10.	<p>The Council considered the appeal dated 19.11.2018 made by Dr. Rajeev Kumar Singh, an Assistant Professor in the Department of Political Science, against the memorandum CUH/Estt.Sec./Memorandum/ 2018/1401 dated 24.10.2018 issued to him in compliance with the Executive Council's Resolution-14 of its 39th meeting held on 18.10.2018.</p> <p>The Council expressed its disappointment and displeasure on the inaccuracies in the language and the method used by Dr. Rajeev Kumar Singh in his appeal, being an Assistant Professor.</p> <p>After due deliberations, the Council did not find any merit in his appeal and therefore rejected the same.</p>																																										
Under Any Other Item																																											
11.	<p>The Council considered the application Proformas for promotion of the Teachers under the Career Advancement Scheme-2010 and 2018 and resolved that the same be approved.</p> <p>(Annexure-III to VI, Pages-143 to 177)</p>																																										
REPORTING ITEMS																																											
12.	<p>The receipt of the University Grants Commission letter No. F.No.9-3/2018(CU), dated 02-11-2018, conveying approval of the Commission for establishment of Special Cell for the Scheduled Castes/ Scheduled Tribes, in the University, with the following staff was reported and recorded.</p> <table><tr><th>S.No</th><th>Name of the Post</th><th>Number of the posts</th><th>Pay Matrix</th></tr><tr><td>1</td><td>Assistant Registrar</td><td>1</td><td>Level 10</td></tr><tr><td>2</td><td>Section Officer</td><td>1</td><td>Level 7</td></tr><tr><td>3</td><td>Statistical Assistant</td><td>1</td><td>Level 5</td></tr><tr><td>4</td><td>Lower Division Clerk</td><td>1</td><td>Level 2</td></tr><tr><td colspan="2">Total</td><td>4</td><td></td></tr></table>	S.No	Name of the Post	Number of the posts	Pay Matrix	1	Assistant Registrar	1	Level 10	2	Section Officer	1	Level 7	3	Statistical Assistant	1	Level 5	4	Lower Division Clerk	1	Level 2	Total		4																			
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13.	<p>The action taken by the Vice-Chancellor on 10.08.2018, on the authorisation by the Executive Council in approving the recommendations of the Selection Committees for appointment of Professors/ Associate Professors in the following Departments of the University, was reported, recorded and confirmed.</p> <table><tr><th>Sr. No.</th><th>Name</th><th>Post</th><th>Department</th><th>Date of Joining</th><th>FN/AN</th></tr><tr><td>1</td><td>Dr. Nawal Kishore</td><td>Professor</td><td>Physics</td><td>13-08-2018</td><td>FN</td></tr><tr><td>2</td><td>Dr. Ajay Kumar Bansal</td><td>Associate Professor</td><td>Electrical Engineering</td><td>13-08-2018</td><td>FN</td></tr><tr><td>3</td><td>Dr. Rajesh Kumar Malik</td><td>Professor</td><td>Law</td><td>14-08-2018</td><td>AN</td></tr><tr><td>4</td><td>Dr. Pawan Kumar Maurya</td><td>Associate Professor</td><td>Biochemistry</td><td>14-08-2018</td><td>FN</td></tr><tr><td>5</td><td>Dr. Bijender Singh</td><td>Associate Professor</td><td>Biotechnology</td><td>14-08-2018</td><td>AN</td></tr><tr><td>6</td><td>Dr. Vinod Kumar</td><td>Associate Professor</td><td>Chemistry</td><td>14-08-2018</td><td>FN</td></tr></table>	Sr. No.	Name	Post	Department	Date of Joining	FN/AN	1	Dr. Nawal Kishore	Professor	Physics	13-08-2018	FN	2	Dr. Ajay Kumar Bansal	Associate Professor	Electrical Engineering	13-08-2018	FN	3	Dr. Rajesh Kumar Malik	Professor	Law	14-08-2018	AN	4	Dr. Pawan Kumar Maurya	Associate Professor	Biochemistry	14-08-2018	FN	5	Dr. Bijender Singh	Associate Professor	Biotechnology	14-08-2018	AN	6	Dr. Vinod Kumar	Associate Professor	Chemistry	14-08-2018	FN
Sr. No.	Name	Post	Department	Date of Joining	FN/AN																																						
1	Dr. Nawal Kishore	Professor	Physics	13-08-2018	FN																																						
2	Dr. Ajay Kumar Bansal	Associate Professor	Electrical Engineering	13-08-2018	FN																																						
3	Dr. Rajesh Kumar Malik	Professor	Law	14-08-2018	AN																																						
4	Dr. Pawan Kumar Maurya	Associate Professor	Biochemistry	14-08-2018	FN																																						
5	Dr. Bijender Singh	Associate Professor	Biotechnology	14-08-2018	AN																																						
6	Dr. Vinod Kumar	Associate Professor	Chemistry	14-08-2018	FN																																						

7	Dr. Harish Kumar	Associate Professor	Chemistry	14-08-2018	FN
8	Dr. Parmod Kumar	Associate Professor	School of Education (M.Ed.)	16-08-2018	FN
9	Dr. Gunjan Goel	Associate Professor	Microbiology	20-08-2018	FN
10	Dr. Suneel Kumar	Associate Professor	Physics	20-08-2018	AN
11	Dr. Deepak Pant	Professor	Chemistry	21-08-2018	FN
12	Dr. Rajesh Kumar Dubey	Associate Professor	Electrical Engineering	21-08-2018	FN
13	Dr. Phool Singh	Associate Professor	Mathematics (SOET)	21-08-2018	AN
14	Dr. Vikas Garg	Associate Professor	Civil Engineering	24-08-2018	FN
15	Dr. Promod Mehta*	Professor	Microbiology	24-08-2018	FN
16	Dr. Surender Singh	Associate Professor	Microbiology	03-09-2018	FN
17	Dr. Shelly Arora**	Associate Professor	Mathematics	05-09-2018	FN
18	Dr. Kalpana Chauhan	Associate Professor	Chemistry (SOET)	18-09-2018	FN
19	Dr. Pawan Kumar Tyagi	Associate Professor	Physics	11-10-2018	FN
20	Dr. Rajesh Kumar Gupta	Associate Professor	Mathematics	01-11-2018	FN
21	Prof. Satish Kumar	Professor	Biotechnology	29-11-2018	FN

* Resigned w.e.f. 29-11-2018 (AN)

** Resigned w.e.f. 16-11-2018 (AN)

14.

The action taken by the Vice-Chancellor on 19.12.2018 in approving the confirmation of the following Non-Teaching staff, w.e.f the dates mentioned against each, was reported and recorded

Sr. No.	Name	Designation	Date of Joining		Date of completion of Probation period	Date of confirmation
1.	Sh. Amit Sindhu	Assistant Registrar	28-11-16	FN	27-11-18	28-11-18
2.	Sh. Jitender	Assistant Registrar	28-11-16	FN	27-11-18	28-11-18
3.	Dr. Vinod Kumar Singh	Assistant Librarian	30-11-16	FN	29-11-18	30-11-18
4.	Ms. Vinita Malik	Information Scientist	30-11-16	AN	29-11-18	30-11-18
5.	Sh. Shailender Singh	Public Relations Officer	01-12-16	FN	30-11-18	01-12-18
6.	Sh. Sunder Lal Sharma	Assistant Registrar	13-12-16	FN	12-12-18	13-12-18
7.	Sh. Manoj Rana	Deputy Registrar	23-12-16	FN	22-12-18	23-12-18
8.	Sh. Naresh Kumar	Assistant Librarian	23-12-16	FN	22-12-18	23-12-18

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


VICE-CHANCELLOR
(Chairman)


REGISTRAR
(Secretary)

The Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules 2018

The Executive Council of the Central University of Haryana, In exercise of the powers conferred under Section 26 (d) of the University Act, Statutes 12 (2) (iv) and 23 (2) of Second Schedule to the Central Universities Act, 2009, in supersession of all the existing recruitment Rules, hereby frames the following Rules for regulating the recruitment to the Non-Teaching and Other Academic Posts in the University, under Ordinance No. XVIII.

1. SHORT TITLE AND COMMENCEMENT:

- 1.1** These Rules shall be called the "The Central University of Haryana Cadre Recruitment (Non-Teaching and other Academic Posts) Rules 2018".
- 1.2** These Rules shall come into force with effect from the date of issue of notification by the University.

2. DEFINITIONS:

In these Rules, unless the context otherwise requires:

- 2.1** 'Act' means the Central Universities Act, 2009, as amended from time to time.
- 2.2** 'Appointing Authority', in relation to any post in the University, implies the authority competent to make appointment to that post under the Act / Statute / Ordinances / CRR's / Regulations of the University, as amended from time to time.
- 2.3** 'Cadre' means the strength of service, or a part of service, sanctioned as a separate unit.
- 2.4** 'Departmental Candidate' means the employees working on regular basis in the Central University of Haryana against a substantive post but does not include an employee working on ad-hoc, daily wages, contract, or temporary basis.
- 2.5** 'Direct Recruitment' means the recruitment made other than by promotion, deputation or absorption.
- 2.6** 'Government' means the Government of India.
- 2.7** 'Non-Teaching Employee' means an employee of the University other than teachers of the University and such other employees as defined otherwise.
- 2.8** 'Other Academic Staff' means the academic staff as defined in the "UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2018", which includes the cadres of Librarians and Directors of Physical Education and Sports.
- 2.9** 'Regular Service' means service rendered by an employee in the cadre on a regular basis and shall not include the service on contract, daily wage, temporary or ad-hoc basis.
- 2.10** 'Schedule' means the Schedule appended to these Rules.
- 2.11** 'Selection Committee' means a composition of members of Selection Committee, including Departmental Promotion Committee and Departmental Confirmation Committee, as specified in the Act, Statutes, Ordinances, UGC Regulations, Guidelines or the Cadre Recruitment Rules of the University.
- 2.12** 'Statutes', 'Ordinances' and 'Regulations' shall mean, respectively, the 'Statutes', 'Ordinances' and 'Regulations' of the University under the Central Universities Act, 2009, for the time being in force, and as amended from time to time.



- 2.13** 'University' means "Central University of Haryana" established under the Central Universities Act, 2009.
- 2.14** 'Age' means the age as specified in the Schedule.
- 2.15** 'Notified date' means the date specified in the Notification.
- 2.16** 'UGC' means the University Grants Commission established under the UGC Act, 1956.
- 2.17** 'SC' means Scheduled Caste, 'ST' means Scheduled Tribe, 'OBC' means Other Backward Class, 'PwD' means Persons with Disability.
- 2.18** 'On Probation', with relation to person means a person appointed to any post on probation as specified in these Rules.
- 2.19** 'Substantive appointment' means appointment made under the provisions of these Recruitment Rules after due selection process which includes appointment made on probation, followed by confirmation on successful completion of the period of probation.
- 2.20** 'Service or Experience', wherever prescribed under these Rules, means a condition for promotion/appointment from one post to another shall include the period for which the person has continuously worked on such lower post after regular appointment in accordance with these Rules.
- 2.21** 'Competent Authority' means the authority competent to exercise different powers and functions under these Rules.
- 2.22** All other words and expressions, used herein, but not defined in these Rules, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Central Universities Act, 2009, Statutes, Ordinances and Regulations made thereunder, or in the Rules framed by the Government of India.

3. EXTENT OF APPLICATIONS:

- 3.1** These Rules shall apply to appointments on regular, tenure, deputation, promotion basis by the University, as the case may be.
- 3.2** The manner of appointment, conditions of service and admissible emoluments of the non-teaching employees who were appointed under the erstwhile Recruitment Rules, shall be deemed to have been covered under these Rules.
- 3.3** Instructions issued by the Govt. of India/UGC regarding the appointment, conditions of service and admissible emoluments of the non-teaching employees from time to time, shall be incorporated in these Rules after due approval of the Executive Council.

4. CLASSIFICATION OF POSTS

- 4.1** Group 'A'
- 4.2** Group 'B'
- 4.3** Group 'C' including Multi-Tasking Staff (MTS)

5. SCHEDULE:

The number of posts, their classification, scale of pay/ pay-matrix, details of qualification, experience, method of recruitment and age limit, for various posts and any other information relevant to these posts are specified in these Rules and appended as Schedule-I.

6. APPOINTING AUTHORITY:

The Appointing Authority in respect of various Non-Teaching and other Academic Posts in the University shall be as under:



Sl. No.	Appointing Authority	Posts
1.	Executive Council	Permanent appointment to all Group 'A' posts
2.	Vice-Chancellor	(i) Permanent appointment to all Group 'B' and 'C' posts (ii) Temporary appointment to all posts

7. METHOD OF RECRUITMENT:

The recruitment to various posts shall be made by the Appointing Authority by the following methods:

- 7.1 Direct Recruitment
- 7.2 Promotion
- 7.3 Deputation with or without the provision for absorption
- 7.4 Tenure appointments, as per the University Regulations/Guidelines/MHRD instructions

Note: Notwithstanding the above, the Vice-Chancellor may engage retired employees/ make temporary appointments for a short period (not more than one year) against any existing vacancy depending upon the exigency of the situation after assessment of the suitability and observance of due procedures to be decided by the Executive Council.

8. AUTHORISED SANCTIONED STRENGTH OF POSTS UNDER VARIOUS CADRES :

- 8.1 The authorized sanctioned strength of the posts under each of the cadres as on the date of notification shall be as specified in these Rules.
- 8.2 After notification of these Rules, the authorized sanctioned strength of posts under various cadres shall be such as may be determined by the University Grants Commission from time-to-time, and notified accordingly, after due approval of the Executive Council of the University.

9. FUTURE MAINTENANCE OF THE CADRE/POSTS:

- 9.1 All the appointments made through the methods of recruitment, mentioned under Rule 7 above, in the University after notification of these Rules, shall be made only in accordance with the provision of these Rules. The Executive Council may add or abolish such other posts and/or Cadre with the prior approval of the UGC after notification of these Rules.
- 9.2 The seniority of the employees borne in each cadre/posts specified in these Rules shall be maintained by the Registrar of the University and/or other officer authorized for the purpose by the Competent Authority. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof may be placed in any of the offices or establishments, as the case may be, by general or specific order(s) of the Vice-Chancellor or Registrar.

10. INITIAL CONSTITUTION:

- 10.1 The employees holding the posts on regular basis in accordance with the prevailing Rules, i.e., prior to the commencement of these Rules, shall be deemed to have been appointed in accordance with the provisions of these Rules.

10.2 The regular continuous service of the personnel, mentioned under sub-rule (1), prior to the initial constitution shall count for the purpose of probation period, qualifying service for promotion, confirmation and pension scheme, as applicable in the service.

11. PROCEDURES FOR ISSUE OF ADVERTISEMENT AND INVITING APPLICATIONS:

11.1 ISSUE OF ADVERTISEMENT:

The vacant posts of permanent nature, posts approved under specific schemes, the posts of temporary nature likely to continue, tenure and deputation posts, shall be advertised at an appropriate time, giving at least one insertion in any of the national dailies, one insertion in the *Employment News* and the University website. The candidates may download the prescribed application forms along with the details of qualifications, experience and other requirements, from the University website and submit the applications duly completed in all respects, along with the prescribed application fees, if any, within the stipulated time.

Note:

- (a) In order to reduce the cost of advertisement, only essential details of the recruitment including the closing date of the application shall be indicated in the advertisement. The closing date may be extended at the discretion of the Vice-Chancellor, depending on the exigency of the situation, by notifying on the website only, for which the interested candidates have to be in constant touch.
- (b) Applications for engagement of retired employees and/or for short-term contractual engagement may be invited through any other mode, such as the circular, notification on the web-site, and Notice Boards of the University.
- (c) In addition to the provisions mentioned at Para 11 (i) above, the University at its discretion, may request the Employment Exchange to sponsor candidates for posts as per the prescribed educational qualifications and experience.

11.2 TIME LIMIT FOR RECRUITMENT PROCESS

The University may ensure that the entire recruitment process including and starting from advertisement, conducting written examination or holding of interview may be completed within six months (Ref: DoPT O.M.No.Misc.14017/15/2015-Estt.(RR) dated 11.01.2016 duly forwarded by the UGC to all Central Universities vide letter No.F.74-1/2017 (CU) dated 16th October, 2017), Provided that, if in the opinion of the Vice-Chancellor, the circumstances so warrant, he may extend the time limit for the recruitment process by a maximum period of six months.

11.3 APPLICATION FORM

- (a) Applications for all the posts shall be entertained only in the prescribed format (Online or direct or both), along with the prescribed fee, payable in favour of the Central University of Haryana through Bank Draft or Online payment.
- (b) The schedule of charges for the application form and the prescribed fee shall be determined by the Vice-Chancellor, from time to time. Concessions in application/processing fee, wherever provided, shall be as per Govt. of India norms.



- (c) **Receipt of applications after the closing date:** The closing date for receipt of applications shall ordinarily be 30 days from the date of release of advertisement on the university website. However, the Vice-Chancellor may, at his discretion, decide the extension of the closing date for receipt of applications, keeping in view the exigency of the situation. Incomplete applications, and the applications received after the due date, shall not be entertained. The Vice-Chancellor may, however, allow the acceptance of any application received after the closing date, subject to production of proof that the application along with the enclosures and the remittance details, if any was posted by the candidate on or before the closing date. In case the closing date is a holiday, the next working day shall be treated as the closing date. Incomplete applications and applications not submitted in the prescribed format, along with the prescribed fee and self-certified enclosures, shall be summarily rejected.
- (d) The application should be addressed to "..... Recruitment Cell, Central University of Haryana", in a closed cover, super-scribing "Application for the post of".
- (e) **Holding of Written Test/Skill Test:** While filling up the posts under direct recruitment, the University shall hold the written and Skill tests for all Group "B" and "C" Non-Teaching posts. The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, wherever applicable, noting and drafting and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical / Laboratory services, Engineering, Information and Communication Technology and Library services) to be decided by the University. The University may conduct written test at two stages (i) A qualifying test (Paper I), consisting of the objective-type questions, carrying 100 marks, and (ii) the Descriptive-type test (Paper II), carrying 100 marks. The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable. The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper II (Descriptive test) only subject to qualifying the skill test, wherever applicable.

Notwithstanding the foregoing, the University, at its discretion, may hold a single written test and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as the posts under Technical / Laboratory services, Engineering, Information and Communication Technology and Library services).

- (f) The marks allocated for the interview wherever applicable shall be 50 and the marks shall be added to the marks scored in Paper-II/ single written test as the case may be for the preparation of the merit list.
- (g) The competent authority to frame the syllabi for the tests, skill tests, modalities for carrying out the tests, evaluation, shall be the Vice-Chancellor.
- (h) Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per Govt. of India guidelines
- (i) The University may, at its discretion, adopt appropriate procedures for recruitment to Group 'A' non-teaching posts on similar lines as given above.



12. COMPOSITION AND FUNCTIONS OF THE SELECTION COMMITTEE

- 12.1** The Composition of the Selection Committee shall be as prescribed in the Statues, Ordinances, UGC Regulations, Guidelines and Schedule of the CRRs.
- 12.2** The recommendations of the Selection Committee shall be submitted to the Appointing Authority for consideration and appropriate action.
- 12.3** If two or more candidates are recommended, the recommendations shall be made in order of merit.
- 12.4** No recommendation shall be made with a condition attached to it.

13. QUALIFICATION AND EXPERIENCE:

The qualification (essential and desirable) and experience required shall be as indicated in the Schedule. The qualification prescribed in the schedule for each of the post shall be the minimum qualification.

14. AGE LIMIT:

The upper age limit for appointment to various posts shall be as specified in the Schedule. The crucial date for determining the age shall be the closing date of the application.

15. RESERVATION OF POSTS :

- 15.1** The University shall strictly follow the norms of the Government of India in respect of reservation/ relaxation/ concessions to various categories in recruitment/ promotions, pertaining to age, qualifying marks, experience/fees, as amended from time to time.
- 15.2** The candidate belonging to the reserved categories shall enclose self-attested copies of the caste certificate and/or medical certificate (pertaining to the determination of degrees of disability in case of PwD candidates) from the competent authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.
- 15.3** A candidate belonging to SC/ST/OBC/PwD who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, a candidate applying against the unreserved vacancy cannot be considered for any relaxation.
- 15.4** When a relaxed standard is applied in selecting an SC/ST/OBC/PwD candidates, for example in the age limit, experience, qualification, permitted number of chances in the written examinations, extended zone of consideration larger than what is provided for general category candidates, the SC/ST/OBC/PwD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies.

Note: (i) Nothing in these Rules shall affect the reservations, relaxation of age limit and any other concession required to be provided to the Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the instructions issued by the Central Government from time to time.

(ii) *Payment of TA:* The candidate shall attend the interview at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed 'to and fro' rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ ST candidates who are already in Central/ State Government Service/ or holding any other employment under PSUs / Local Governments/Panchayats.

16. CONSTITUTION AND ROLE OF SCREENING COMMITTEE:

The Vice-Chancellor may constitute a Screening Committee by including at least one outside expert in the relevant field, in addition to the internal members. The Member-Secretary to the Screening Committee shall be nominated by the Vice-Chancellor. It shall be the duty of the Member-Secretary to place the relevant documents/ Rules/ guidelines, relating to the selection before the Screening Committee. The Screening Committee shall screen the applications and shortlist the candidates in accordance with the eligibility criteria, prescribed in the advertisement and as per recruitment Rules. Except for the posts of Registrar, Finance Officer, Controller of Examination, Librarian, Director of Physical Education and Sports, it must be ensured that the ratio between the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:15. In order to comply with this requirement of maximum ratio, the Screening committee may fix higher criteria at its discretion for the candidates so as to downsize the number of candidates. If three eligible applicants are not available to meet the minimum ratio to appear for the test, the post shall be re-advertised at-least twice after which the University may take appropriate action with regard to the selection. This condition shall not be insisted upon in case of selection on deputation (without absorption). In case of posts in which there is a provision for holding a common written test, all the eligible candidates may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for interview, wherever required in order of merit subject to maximum ratio of 1:15. The Screening Committee(s) may at its discretion, recommend the candidate for the post on conditional basis and the conditions must be complied with by the candidate before the written test/skill test/interview as the case may be. Till such time, the candidature of the candidate shall continue to remain provisional.

Note : The Acting/In-charge Vice-Chancellor shall not make any appointment to permanent non-teaching positions .However, the Acting/In-charge Vice-Chancellor may constitute a Screening Committee/Selection Committee for the appointment of temporary posts as per MHRD letter F. No. 19-58/2014-Desk (U) dated 09/01/2014 subject to approval of the Executive Council.



17. CONSTITUTION OF SELECTION COMMITTEES / DEPARTMENTAL PROMOTION COMMITTEES/ DEPARTMENTAL CONFIRMATION COMMITTEES *

The Constitution of the Selection Committees and Departmental Promotion Committees (DPC)/ Departmental Confirmation Committees* are specified in the Schedule-II. The Vice-Chancellor, at his discretion, may include the Head or any other senior member of the unit concerned (in the absence of the Head of the Unit) in the Selection Committee / Departmental Promotion Committee at the time of selection / promotion to any post in the University. Any other member / members can also be included in the Selection Committee / Departmental Promotion Committee as per the GoI/UGC guidelines.

(* Ref: DoPT O.M.No.AB.14017/21/2011-Estt.(RR) dated 10th May, 2013)

A person shall be disqualified for sitting as a member of any Selection/ Departmental Promotion Committee and Departmental Confirmation Committee and from taking part in any selection/ promotion process under these Rules, if he is related to any candidate or there would be any conflict of interest in case of his association with the selection process. For this purpose, the University shall obtain an undertaking to this effect from the member concerned prior to the commencement of the selection process.

18. QUORUM:

The Quorum for the Selection Committee prescribed under the UGC Regulations/Notifications/Instructions shall be applicable *mutatis mutandis*, as amended from time to time

For other posts, two-thirds of the members shall form the quorum for the meeting of a Selection Committee, which shall include the Chairperson, the Visitor's nominee (wherever applicable), at least one external expert out of the two Experts or two outside experts out of three Experts and one representative from the respective reserved category as per requirement.

19. DIRECT RECRUITMENT BY OPEN SELECTION :

19.1 Wherever the UGC guidelines in respect of any particular non-teaching post are not available or framed, the University shall frame its own recruitment Rules, laying down the qualifications, experience and nature of duties, according to the requirements and compatibility of the post.

19.2 Recruitment to any regular post in the University shall be made on the recommendations of a duly-constituted Selection Committee, as prescribed under these Rules.

19.3 The Chairman shall be entitled to vote at the Selection Committee meeting and, in case of a tie, shall have a casting vote.

19.4 In case two or more candidates are recommended for appointment, the recommendation shall be in order of merit.

19.5 The recommendations of the Selection Committee for Statutory posts and Group 'A' academic posts covered under the UGC Regulations, 2018, as amended from time to time

(such as Librarian, Deputy Librarian, Director of Physical Education and Sports, Deputy Director of Physical Education and Sports, Assistant Librarian and Assistant Director of Physical Education and Sports) shall be placed before the Executive Council, for approval. If the Executive Council is unable to accept the recommendations made by a Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders as prescribed under Statute 18(5).

- 19.6** The recommendations of the Selection Committee for non-statutory Group 'A', 'B' and Group 'C' posts shall be placed before the competent authority, as prescribed under these Rules for consideration and approval. In case the recommendations of the Selection Committee are not accepted, the reason(s) for non-acceptance of such recommendations shall be recorded. The power to reject the recommendations of the Selection Committee shall rest with the Executive Council, whose decision shall be final.

20. SENIORITY:

The seniority of each candidate in the respective cadre shall be determined on the basis of his/her position in the merit list recommended by the Selection Committee and in accordance with the relevant Rules of the Govt of India / UGC.

21. APPOINTMENT AND JOINING TIME:

- 21.1** The appointment of a candidate shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.

- 21.2** An offer of appointment made by the University should clearly specify the period (which shall not normally exceed one or two months), after which the offer would lapse automatically if the candidate did not join within the specified period.

- 21.3** If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the University but extension beyond three months shall not ordinarily be granted. It may however be granted by the competent authority only as an exception where facts and circumstances so warrant. In any case extension may be given only up to a maximum of six months from the date of issue of the original offer of appointment. An offer of appointment would lapse automatically after expiry of six months from the date of issue of the original offer. The candidate who joins within the above-mentioned period of six months shall have his seniority fixed under the seniority Rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority.

Under exceptional circumstances, the Executive Council may extend the period of the joining beyond six months. However, in such cases, the seniority of the appointee shall be depressed to the date of joining.

22. GENERAL TERMS AND CONDITIONS OF RECRUITMENT:

- 22.1** A candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to

whatever reasons till the time of written test or interview, as the case may be, he/she, should produce a "No Objection Certificate" along with the "Vigilance Clearance Certificate" in a sealed cover from the employer.

Provided that if "No Objection Certificate" from the employer is not received till the date of interview, his candidature may be considered for direct recruitment as a fresh candidate, if otherwise eligible. Such candidates are required to submit an undertaking at the time of interview that:

- (i) No penalty has ever been imposed on him and he has never been convicted by any Court of Law.
- (ii) No disciplinary action/ vigilance case is pending or is contemplated, against him.

However, his joining on selection shall be accepted only on production of relieving order preceded by acceptance of resignation, failing which he shall not be allowed to join.

22.2 The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

22.3 It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience and submit his application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his appointment shall be liable to termination forthwith as per this clause. This must be mentioned in the letter of offer and appointment clearly. In case of any ambiguity in the recruitment Rules in general and eligibility in particular for any post, the decision of the Executive Council shall be final.

22.4 Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority at any point of time even after joining the employment. If any document is found to be false / fake / incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which shall lead to cancellation of his appointment, as the case may be.

22.5 The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965, or any other Rules of the Government of India, as amended from time to time and any other rule/ resolution prescribed specifically for maintaining the conduct of the employee by the Executive Council of the University.

22.6 The appointment of a candidate shall be subject to verification of character and antecedents by the competent authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as provisional. In

case the report/s with regard to his conduct, character, and antecedents is found to be unsatisfactory, the appointment shall be cancelled / withdrawn forthwith.

- 22.7** Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to the cancellation of candidature.
- 22.8** In pursuance of Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the M.H.R.D, there shall be no interview for appointment to the Group 'C' and 'B' posts. Accordingly, no interview shall be held for appointment to the Group 'C' and Group 'B' posts.
- 22.9** The selected candidate shall produce a medical fitness certificate issued by a Govt. hospital / or Govt./CGHS empanelled hospital duly countersigned by the concerned civil surgeon or the Medical Superintendent/ Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. hospital / or Govt./CGHS empanelled hospital for Group A post, as the case may be, prior to his joining. In cases where a person has already been examined by a Medical Board in respect of his previous appointment and if standard of medical examination prescribed for the new post is the same, then he need not be required to undergo a fresh examination. For this purpose, he has to submit a copy of the medical certificate duly countersigned by the designated officer of the University.
- 22.10** The terms and conditions of appointment shall be communicated to the candidate in the form of an 'Offer of Appointment' to the selected candidate. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
- 22.11** The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- 22.12** The selected candidate shall be governed by the New Pension Scheme of the Govt. of India, as the case may be, duly extended by the UGC.
- 22.13** The selected candidate shall be liable to serve anywhere within the jurisdiction of the University.
- 22.14** The minimum educational qualification and experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria, for direct recruitment or promotion/under career progression scheme, wherever applicable on the posts of Registrar, Finance Officer, Controller of Examinations, Librarian, Deputy Registrar, Assistant Registrar, Assistant Librarian and equivalent posts shall be governed strictly as per the UGC's guidelines/regulations. Any amendment to the Notification/ Regulations/Guidelines of the UGC/Government of India in future shall be deemed to have been adopted by the University for Implementation in supersession of the existing provisions already adopted and incorporated in these Rules.

22.15 At the time of recruitment, a 'Service Agreement' shall be entered into between the University and the employee concerned and a copy of the same shall be kept with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.

22.16 The candidate shall bring all original certificates relating to his age, qualifications, experience at the time of tests or interview, wherever applicable. In case the candidate fails to submit the original documents for verification of the certified photocopies of the enclosures to his application, he may not be allowed to appear at the tests/interview and his candidature may be treated as cancelled, without any further communication in this regard.

22.17 (i) The details of the vacancies shall be indicated in the advertisement. The University may also include the details with regard to anticipated vacancies arising due to retirement of employee(s) of that particular year or any case of voluntary retirement or resignation for which the employee has served a notice prior to the issue of advertisement shall be included in the instant advertisement. The University reserves the right to fill or not to fill up the posts advertised, for any reason whatsoever. However, the number of posts filled up shall not exceed the number of posts advertised, including anticipated vacancies.

(ii) The University may draw a panel in the form of a waiting list to fill up a post. In case a candidate on higher merit regrets to join within a period of one year or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate on the merit, if otherwise in order, to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy.

(Reference: DoPT OM No.41010/18/97-Estt(B), dated 13th June, 2000)

(iii) The University reserves the right to withdraw an advertisement, either partly or wholly, at any time, without assigning any reason.

(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.

23. PROMOTION:

23.1 The candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification.

23.2 Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APARs/ACR. Only performance reported "Good (Grade 5)" carrying Grade Pay up to Rs. 6600 (Level 11), consistently for the preceding five years, shall be taken into consideration by the DPC. In case of Group 'A' post carrying Grade Pay of Rs. 7600/- (Level 12) or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "Average performance", which is not an adverse remark, shall not be considered for promotion by the DPC. The University may hold the written/skill tests at the time of

promotion of the employees of the University and fix qualifying marks and hold interviews, wherever applicable, as per the Schedule appended herewith, in addition to the screening the Annual Performance Appraisal Reports (APAR)/ACRs for preceding years, depending upon the length of Qualifying Service. While screening the Annual Performance Appraisal Reports/ACR, the University may also fix any other criteria for consideration of the DPC.

- 23.3** The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports/ACR for the preceding five years, as specified above, at Clause 23.2.
- 23.4** In case there is any adverse entry in the APAR/ACR, or for want of prescribed score in the APAR/ACR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these Rules.
- 23.5** The eligibility criteria, Vigilance Clearance Reports and APAR/ACR dossiers, duly completed in all respects, along with the seniority list and results of the written test (if conducted by the University) of the eligible employees to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs, STs, PwDs shall be provided to the DPC for consideration as per the GoI Rules.
- 23.6** In the case of "Selection", the zone of consideration of eligible officers extended zone for SCs / STs/ PwDs to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service records of the officers. The normal zone and the extended zone will be as per the Govt. of India Rules.

The departmental test, wherever prescribed, shall be qualifying in nature. The DPC shall make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all officers up to the Grade Pay of Rs. 6600 (Level 11) and "Very Good", i.e. a minimum score of 7 for all Group 'A' posts upto the Grade Pay of Rs. 7600 (Level 12) and above, accordingly, grade the officers as 'fit' or 'unfit' only. Those who are graded as 'fit' shall be included in the select panel in order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the selection panel. There shall be no supersession in promotion among those who are graded 'fit'. The grading and score are quoted below:

S.No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as 'outstanding' and shall be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and shall be given a score of 5 for the purpose of calculating Average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'.

- (a) The meeting of the Departmental Promotion Committee (DPC) shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy.
- (b) The administrative authorities shall ordinarily ensure that the information furnished to the Departmental Promotion Committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the DPC.
- (c) Penalty of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned, specifically in the order about such a bar on the eligibility.
- (d) The following cases shall be brought to the notice of the DPC:-
 - (i) Employees under suspension;
 - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - (iii) In respect of whom prosecution for a criminal charge has been pending.

The DPC shall assess their suitability without regard to the disciplinary aspect. The findings of the DPC shall be kept in a sealed cover as per the fact recorded in the proceedings of the DPC. The same procedures shall be followed by subsequent DPCs till the disciplinary / criminal cases are concluded. On conclusion of the case, the sealed cover shall be opened. In case the officer is completely exonerated, the due date of his promotion shall be determined and he shall be promoted notionally with reference to the date of promotion of his junior and, if necessary, by reverting the junior-most officiating person. The Appointing Authority shall decide whether and to what extent the arrears of salary shall be paid. Where arrears are denied, the reasons shall be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

- (e) The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India Rules.

24. FUNCTIONS OF THE DPC:

24.1 The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of Group A, B and C employees. The constitution of DPC for various categories of posts shall be as prescribed under the Cadre Recruitment Rules of the University.

24.2 While considering the promotional cases, the Departmental Promotion Committee shall consider the following:

- (i) Provisions of the Rules / Act / Statutes / Ordinances / University Regulations/ UGC Regulations/guidelines and GOI Rules as applicable from time to time.
- (ii) Eligibility criteria and relaxations / concessions applicable to the SC / ST / PwD categories.
- (iii) Work and Conduct Reports
- (iv) The Annual Performance Appraisal Reports (APARs)/ACRs for the preceding five years, along with the Annual Property Returns (APRs), as available with the competent authority. While screening the Annual Performance Appraisal Reports (APARs)/ACRs,

the DPC may also adopt the criteria with regard to the bench marks as mentioned in the Statutes/ Ordinances/Govt. of India Rules.

- (v) Vigilance Clearance Report
- (vi) Roster points of the cadre(s) as per the reservation policy of the Govt. of India / UGC.
- (vii) Performance in the interview /skill test / written test, if conducted by the University as per Rules.
- (viii) The DPC is expected to screen the cases and decide the eligibility based on the aforementioned documents, like APARs/ACRs, Vigilance Clearance Report, Roster, Recruitment Rules.

Note: *In case APAR(s)/ACRs for any particular period have not been written/ endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-in for that particular period(s) to the concerned section, the DPC/Screening Committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR/ACR till the completion of its process.*

25. MODE OF PROMOTION:

- 25.1** In addition to the conditions for promotion for the posts, as specified at Clause-23 above, University may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the University, at its discretion, may opt the fitness-cum-seniority, or hold a written test or other trade / professional tests, and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory.
- 25.2** Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities, such as Annual Performance Appraisal Reports (APARs)/ACRs, Vigilance Clearance Report, the Departmental Promotion Committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the DPC, duly approved by the Competent Authority of the University.
- 25.3** All promotions of the non-teaching and other academic staff belonging to Group 'A', 'B' and Group 'C' shall take effect from the date of joining.
- 25.4** Qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for promotion to the post of Lower Division Clerk, Upper Division Clerk, Assistant, Semi-Professional Assistant, Library Assistant and other positions as identified from time to time. Further, qualifying in Typing Test / Skill Test with knowledge of computers shall be the compulsory requirement for all Personal Assistants of the University who shall be considered for promotion as Private Secretary as per the eligibility criteria prescribed in these Rules as prescribed for direct recruitment. The University may impose any condition to be complied with at a future date failing which the competent authority may order for stoppage of increment.

26. AD-HOC PROMOTIONS:

In case there is an existing vacancy and no eligible employee is available in the feeder Cadre for promotion, the competent authority may consider relaxation by a maximum period of one year at its discretion to promote an employee on ad-hoc basis after completing all procedural formalities, as laid down under Rule 23 above. However, this arrangement shall not be allowed to continue beyond one year in case the employee concerned is not considered for regular promotion.

27. PANEL:

The panel drawn for promotion/direct recruitment shall normally be valid for a period of one year from the date of the meeting of the DPC/ date of approval of the recommendations, respectively.

28. MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS)/ CAREER ADVANCEMENT SCHEME (CAS)/ DYNAMIC ASSURED CAREER PROGRESSION SCHEME (DACPS)

The financial up-gradation under the Career Advancement Scheme, such as MACPS/CAS/DACPS Scheme in respect of non-teaching staff of the University shall be allowed as per the provisions of the Act / Statutes / Ordinances, Rules of the University and orders / guidelines of UGC / Government of India (as amended from time to time) duly adopted by the University.

- (a) The Modified Assured Career Progression Scheme (MACPs) of the Govt. of India, duly communicated for implementation by the UGC in respect of Non-Teaching employees, shall be effective from 01.09.2008, or as per the eligibility criteria prescribed by the GoI / UGC from time to time, whichever is later.
- (b) In case of up-gradation of pay scale, up to the level of Joint Registrar or equivalent, the Registrar shall chair the meeting of the Screening Committee. The Vice-Chancellor shall nominate at least one external expert and other members representing SCs, STs, OBCs, PwDs, Minorities wherever required as per the guidelines of the UGC / GoI.
- (c) Any dispute in implementation of the afore-mentioned Career Advancement Schemes shall be referred to the University Grants Commission, and the decision of the UGC shall be final.

29. DEPUTATION WITH OR WITHOUT THE PROVISION FOR ABSORPTION:

In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time, or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his

performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority. Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organisation for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre, as per the Govt. of India Rules.

30. PROBATION:

- 30.1** In case of direct recruitment, the selected candidate shall be kept on probation for a period as specified in these Rules. The appointing authority may, at its discretion, extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving him/her one month's notice in advance or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to resign by giving one month's notice, or by depositing one month's salary, in lieu of notice.
- 30.2** In the case of promotion to the next higher group, the employee(s) shall be kept on probation for a period of two years from the date of joining. The appointing authority may at its discretion, extend the period of probation by one year on ground of non-performance, misconduct or misbehaviour or if he/she fails to comply with the terms and conditions of the appointment to the post to which he/she was promoted. In case there is no perceivable improvement despite all this, he shall be reverted to his parent post, with immediate effect, and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their respective parent posts, in case they cannot be adjusted in any other similar vacant posts. However, there shall not be any probation for promotion within the same group.

Note:

- (i) If an employee who has been recruited/promoted to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
- (ii) In order to avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- (iii) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.

- (iv) As for temporary Government servants they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office. An undertaking to the effect that he/she will resign from the parent department/office, in the event of his/her selection and appointment to the post applied for, may be taken from his/her at the time of forwarding the application. This procedure is to be followed even in case of a temporary Government servant applying as a direct recruit for a post in the same organisation.
- (v) An employee of the University shall be confirmed through Departmental Confirmation Committee.
- (vi) An employee of the University shall not be confirmed on his post unless and until he signs the 'Service Agreement'.
- (vii) There shall be no probation in the case of an employee appointed to a post on deputation, tenure or on re-employment after superannuation.
- (viii) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extension of the normal period of probation.

31. APPLICATION OF GOVT. OF INDIA RULES/ UGC REGULATIONS:

*If any particular provision concerning the qualifications for recruitment and promotion or seniority under these Rules is silent, the corresponding Rules operating in the Govt. of India/UGC, or the qualifications prescribed by the Govt. of India/UGC shall apply mutatis mutandis.

Further, the Pay Matrix contained in the Schedules for various posts shall be revised as per the Gol/UGC regulations/guidelines as amended from time to time.

32. POWER TO RELAX:

32.1 Relaxation in age, experience, qualifying marks, may be granted to the candidates belonging to the Schedule Caste, Schedule Tribes, OBC, PWD or any other reserved category for reserved posts as per the UGC / Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

32.2 The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt/State Govt./ Central Universities / UGC maintained	As per Government of India Rules.



	deemed to be Universities / other Central/State autonomous bodies / organisations / Institutions.	
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

33. DISQUALIFICATION:

The following categories of persons shall not be eligible to apply for any position in the University:

- 33.1** who has been convicted by any Court of Law or any criminal proceedings are pending against him;
- 33.2** who is a person of unsound mind and questionable conduct or not medically fit to perform his duties.
- 33.3** who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these Rules;
- 33.4** who is not a citizen of India; and
- 33.5** any other category of person disqualified for appointment by the Govt. of India/ UGC from time to time.

34. VIGILANCE CLEARANCE:

- 34.1** A candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his authorised officer, to the effect that no disciplinary / criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview, as applicable, or along with the application.
- 34.2** Wilful suppression of factual information or any document relating to the eligibility or otherwise as of a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents, or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, the Chief Vigilance Officer of the University shall have the powers to investigate / inquire into the matter and submit his report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/ her services shall be liable to be terminated, with immediate effect, after adhering to the procedures.

35. REMOVAL OF DIFFICULTIES:

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice-Chancellor may, from time to time, issue, with the approval of the Executive Council, such



general or specific directions, but not inconsistent with the provisions of the Act, Statutes, Ordinances or directives of the Government of India, Ministry of Human Resource Development/University Grants Commission, which appear to be necessary for the purpose of removing such difficulty.

36. INTERPRETATION:

Any ambiguity or lack of clarity with regard to any clause of the Rules, the matter may be referred to the UGC for clarification.

37. AMENDMENT OF RULES:

The Executive Council shall have the authority to amend, modify, change, withdraw, suspend and relax any or all of these Rules, as per provisions made under the relevant ordinances of the University/Gol norms/UGC guidelines or Regulations.

38. RESIDUARY MATTERS:

In regard to the matters not specified or referred to in these Rules, the corresponding provisions as provided by the UGC for their employees or as prescribed by the Govt. of India relating to its employees, as amended from time to time, shall be followed. In case any particular provision in these Rules is in conflict with any provision of the Act/Statutes/Ordinances of the University/UGC Regulations/guidelines, the provisions of the Act/Statutes/Ordinances/UGC Regulations/guidelines shall prevail and such provision in these Rules shall stand superseded.

39. LIABILITY OF OFFICERS TO SERVE ANYWHERE IN INDIA:

Employees appointed shall be liable to serve anywhere in India within the jurisdiction of the University.

40. TERRITORIAL JURISDICTION:

In case of any dispute, the territorial jurisdiction for adjudication shall be the Punjab and Haryana High Court.

41. REPEAL:

All the existing Rules and orders in relation to the matters covered under these Rules shall stand repealed but any action already taken pursuant to such existing Rules and orders shall be deemed to have been taken under these Rules.



Schedule-II
Selection Committee for Direct Recruitment /Departmental Promotion
Committee/Departmental Confirmation Committee of Non-Teaching and other Academic
Employees

(1) Following shall be the constitution of the Selection Committees:

(a) For **Group 'A'** posts (other than statutory posts and those covered under the UGC Regulations) :

1.	Vice-Chancellor/Pro-Vice Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	Three experts, not in service of the University, nominated by the Vice Chancellor	:	Member
3.	A representative of SC/ST/OBC/Minority/ Women/PwD, if any of the candidates representing these categories is an applicant, to be nominated by the Vice-Chancellor, if none of the above members of the Selection Committee belongs to the category.	:	Member
4.	Registrar	:	Member

(b) For **Group 'B'** posts:

1.	Vice-Chancellor's Nominee	:	Chairperson
2.	Two experts, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is an applicant, to be nominated by the Vice-Chancellor, if none of the above members of the Selection Committee belongs to the category.	:	Member
4	Registrar		Member

(c) For **Group 'C'** posts :

1	Registrar	:	Chairperson
2	Two experts, not in service of the University, nominated by the Vice-Chancellor	:	Member
3	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is an applicant, to be nominated by the Vice-Chancellor, if none of the above members of the Selection Committee belongs to the category.	:	Member



(2) Following shall be the constitution of the Departmental Promotion Committee:

(a) For Group 'A' posts (other than statutory posts) :

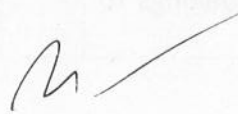
1.	Vice-Chancellor/Pro-Vice Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the Unit/Department	:	Member
4.	A representative of SC/ST/OBC/Minority/ Women/PwD, if any of candidates representing these categories is an applicant, to be nominated by the Vice-Chancellor, if none of the above members of the Selection Committee belongs to the category.	:	Member
5.	Registrar	:	Member

(b) For Group 'B' posts :

1.	Pro-Vice Chancellor* (*in the absence of Pro-Vice Chancellor, Registrar or nominee of the Vice-Chancellor - not below the rank of Professor)	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the Unit/Department	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is an applicant, to be nominated by the Vice-Chancellor, if none of the above members of the Selection Committee belongs to the category.	:	Member
5.	Registrar	:	Member

(c) For Group 'C' posts :

1.	Registrar	:	Chairperson
2.	One expert, not in service of the University, nominated by the Vice-Chancellor	:	Member
3.	Head of the Unit/Department	:	Member
4.	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is an applicant, to be nominated by the Vice-Chancellor, if none of the above members of the Selection Committee belongs to the category.	:	Member



(3) Following shall be the constitution of the Departmental Confirmation Committee :

(a) For Group 'A' posts (other than statutory posts) :

1.	Vice-Chancellor/Pro-Vice Chancellor* (*in the absence of Vice-Chancellor)	:	Chairperson
2.	Head of the Unit/Department	:	Member
3.	A representative of SC/ST/OBC/Minority/ Women/PwD, if any of candidates representing these categories is an applicant, to be nominated by the Vice-Chancellor, if none of the above members of the Selection Committee belongs to the category.	:	Member
4.	Registrar	:	Member

(b) For Group 'B' posts :

1.	Pro-Vice Chancellor* (*in the absence of Pro-Vice Chancellor, Registrar or nominee of the Vice-Chancellor - not below the rank of Professor)	:	Chairperson
2.	Head of the Unit/Department	:	Member
3.	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is an applicant, to be nominated by the Vice-Chancellor, if none of the above members of the Selection Committee belongs to the category.	:	Member
4.	Registrar	:	Member

(c) For Group 'C' posts :

1.	Registrar	:	Chairperson
2.	Head of the Unit/Department	:	Member
3.	A representative of SC/ST/OBC/ Minority/ Women/PwD, if any of the candidates representing these categories is an applicant, to be nominated by the Vice-Chancellor, if none of the above members of the Selection Committee belongs to the category.	:	Member



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Registrar
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 14
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made.	<p>Deputation:</p> <p>As indicated at col. 7.</p>
12	Composition of DPC or Selection Committee	As indicated under Section 18 (2)



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Finance Officer
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 14
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Deputation:</p> <p>Appointment preferably by drawing officers belonging to the Indian Audit and Accounts services or other similar organized Services in Central/ State Govt. or University System/ Other organisation on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.</p>
12	Composition of DPC or Selection Committee	As prescribed under Statute 18 (2)

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Controller of Examinations
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 14
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 57 years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e. 62 years, whichever is earlier</p> <p>(Eligible for reappointment after observance of due selection process)</p>
11	Incase of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Deputation:</p> <p>As indicated in Col.7</p>
12	Composition of DPC or Selection Committee	As prescribed under Statute 18 (2)

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Librarian
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Academic Level 14
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 55 Years
7	Education and other qualifications required for direct recruits	Essential: i) Master Degree in Library Science/ Information Science/ Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed. ii) At least 10 years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative Library services, including the integration of ICT in a library. iv) A Ph.D. Degree in library science/ documentation/ archives and manuscript keeping.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment failing which by Deputation
11	Incase of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made.	Deputation: Officers of Central/ State Governments, Universities and other Autonomous Organizations: holding analogous posts on regular basis OR Possessing educational qualification and experience as in column 07.
12	Composition of DPC or Selection Committee	As prescribed under Statute 18 (2)

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Deputy Librarian
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Academic Level 12
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	55 years
7	Education and other qualifications required for direct recruits	Essential:- <ol style="list-style-type: none"> Master's degree in Library Science/ Information Science/ documentation science, with at least 55% of the marks or an equivalent grade in a point scale wherever the grading system is followed. Eight years experience as an Assistant University Librarian/ College Librarian. Evidence of innovative library services including integration of ICT in library. A Ph.D. Degree in library science / information science/ Documentation Science/ Archives and manuscript keeping/ computerization of library
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/deputation
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Deputation: Officers of Central/ State Governments, Universities and other Autonomous Organizations: holding analogous posts on regular basis OR Possessing educational qualification and experience as in column 07.
12	Composition of DPC or Selection Committee	As prescribed under Statute 18 (2)



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Deputy Registrar
2	Number of Post(s)	Two (2)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 12 Level 13 (after 5 years of service)*
5	Whether selection or non-selection post	Not Applicable for direct recruitment Selection for promotion
6	Age Limit for Direct Recruits	55 years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. Nine years' of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration,</p> <p align="center">OR</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p align="center">OR</p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p>Desirable : Relevant Experience in the areas of Establishment/ Examinations/ Finance.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	<p>Age : No.</p> <p>Qualification: No, but must possess at least Bachelor's degree from a recognized university/Institute.</p>
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	75% by direct recruitment 25% by promotion, failing which by deputation/direct recruitment (as per the discretion of the competent authority).
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Promotion: Assistant Registrar with five years' regular service in Level 11</p> <p>Deputation: Officers from the Central / State Government or Institutes of national importance or Universities / University level Institution or PSU :</p> <p>a) i) holding analogous post or ii) with three years regular service in Level 11 or iii) with eight years regular service in Level 10</p> <p>b) Experience in administration, establishment and accounts matters.</p> <p>c) Possessing educational qualification as prescribed in Col.7</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Internal Audit Officer
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 12
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Preferably below 56 years
7	Education and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Deputation
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Deputation, on recommendations of the Screening Committee:-</p> <p>Officers holding analogous post on regular basis from the office of AG/CAG or any other organisation for Audit & Accounts Services,</p> <p style="text-align: center;">OR</p> <p>with two years regular service in Level 11 from Central/State Govt., Universities and other autonomous organisation with relevant experience.</p> <p style="text-align: center;">OR</p> <p>with five years regular service in Level 10 from Central/State Govt., Universities and other autonomous organisation with relevant experience.</p>
12	Composition of DPC or Selection Committee	<p>Screening Committee:</p> <ol style="list-style-type: none"> 1. Vice-Chancellor or his Nominee 2. Two members of the Executive Council to be nominated by the Vice-Chancellor 3. Registrar 4. Finance Officer 5. One external expert to be nominated by the Vice-Chancellor



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Assistant Librarian
2	Number of Post(s)	Two (2)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Academic Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i. Master's degree in Library Science/ Information Science/ Documentation or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>ii. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p style="text-align: center;">Or</p> <p>who have been awarded Ph.D. degree in accordance with the UGC Regulations 2009 or 2016 and their amendments from time to time as the case may be.</p> <p>Desirable:</p> <p>PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	One Year
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As prescribed under Statute 18 (2)



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Executive Engineer
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 11
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	45 years
7	Education and other qualifications required for direct recruits	Essential: (1) A Bachelor's degree in Civil/ Electrical/ Structural/ Electrical and Electronics Engineering relevant to the needs of the University with at least 10 years of experience in the relevant field. (2) At least 5 years of experience as Assistant Engineer.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment/Deputation
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Deputation: Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System holding analogous post; <p style="text-align: center;">OR</p> with five years regular service as Assistant Engineer possessing a degree in Engineering in the relevant area; <p style="text-align: center;">OR</p> with seven years of regular service as Assistant Engineer possessing Diploma in Engineering in the relevant area.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

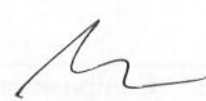
1	Name of Post	Assistant Registrar
2	Number of Post(s)	Four (4)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 10
5	Whether selection or non-selection post	Not Applicable for direct recruitment Non Selection for promotion
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable: 1. Five years of experience in supervisory level in Administration/ Establishment/ Finance/ Examination/ Academic of the University in the Level 7. 2. Knowledge of Computer Applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	<p>Age: No Qualification: No, but must possess at least Bachelor's degree from a recognized University/ Institute.</p>
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>50% by direct recruitment. 50% by promotion failing which by direct recruitment/deputation.</p>
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Promotion: Section Officer/ Private Secretary with three years regular service through seniority-cum-fitness based on inter-se-seniority of Section Officer and Private Secretary.</p> <p>Deputation:- Officers holding analogous posts on regular basis or with 5 years regular service in Level 7/ Level 8 in a government department/University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	System Analyst
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	Essential: Good Academic Record with at least 55% marks in any of the following Qualifications: B.E./B.Tech. in Electronics Engineering OR Computer Science Engineering OR Information Technology from a recognized University with 5 years' relevant Experience OR M.Sc. with PGDCA with 6 years' relevant experience OR M.C.A. with 5 years' relevant experience.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Deputation:- Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, PSUs, University or Recognised Research Institution:- (a) (i) Holding analogous post on a regular basis in the parent cadre or department; or (ii) With 5 years service rendered after appointment to the post on a regular basis in Level 7 / Level 8 or equivalent in the parent cadre or department; and (b) possessing the qualifications and experience prescribed for direct recruitment under Col. No.7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Information Scientist
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential: First class M.E./ M.Tech. (Computer Science & Technology/ Information Technology) or equivalent</p> <p style="text-align: center;">OR</p> <p>First class B.E./ B. Tech. (Computer Science & Technology/ Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class Master in Computer Applications (MCA) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class M.Sc.(Computer Science/ Information Technology) from a recognized University/ Institute with three years of relevant experience</p> <p>Desirable: Relevant experience in library automation and networking.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment failing which by deputation
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Deputation:- Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, PSUs, University or Recognised Research Institution:- (a) (i) Holding analogous post on a regular basis in the parent cadre or department; or (ii) With 5 years service rendered after appointment to the post on a regular basis in Level 7/ Level 8 or equivalent in the parent cadre or department; and (b) Possessing the qualifications and experience prescribed for direct recruitment under Col. No.7.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Medical Officer
2	Number of Post(s)	Two (2) (1 male and 1 female)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	Post Graduate in Medicine from a recognized Institution by the Medical Council of India OR MBBS recognized by Medical Council of India with relevant working experience of two years in Government Hospital or Hospital recognized by the Government Desirable : For the post of Female Medical Officer - one year hospital experience in Obstetrics and Gynaecology.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Deputation:- Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, PSUs, University or Recognised Research Institution:- (a) Holding analogous post on a regular basis in the parent cadre or department; or (b) Possessing the qualifications and experience prescribed for direct recruitment under Col. No.7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Public Relation officer
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>a. Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale in Journalism and Mass Communication from recognised University/ Institute</p> <p style="text-align: center;">OR</p> <p>Master's degree in any discipline with 55% marks and PG Diploma in Journalism and Mass Communication from recognised University/ Institute</p> <p style="text-align: center;">AND</p> <p>b. Five years' experience in the editorial Department/Centre of any established English/Hindi Newspaper accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies with excellent command of speaking in English and Hindi.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Deputation:-</p> <p>Officers of the Central Government, State Government, Union territories, autonomous or statutory organisation, PSUs, University or Recognised Research Institution:-</p> <p>(a) Holding analogous post on a regular basis in the parent cadre or department; or</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruitment under Col. No.7.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Hindi Officer
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 10
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	40 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;">AND</p> <p>Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p style="text-align: center;">OR</p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p>

	Desirable: Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.
8 Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9 Period of probation, if any	Two Years
10 Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11 In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12 Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Section Officer
2	Number of Post(s)	Five (5)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 7
5	Whether selection or non-selection post	Not Applicable in case of Direct Recruitment Non Selection in case of Promotion
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential: (i) Bachelor's degree from a recognized University. (ii) At least 02 (two) years experience in Administration/Accounts/Secretarial work at the level of Assistant in the Level 6 or five years experience as UDC and above or equivalent post in the Level 4/5/6 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution/corporate/bank with annual turnover of Rs. 200 Crores. (iii) Proficiency in Computer Operation, noting and drafting.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	(i) 50% by direct recruitment (based on written test and skill test), failing which by deputation (ii) 50% by promotion from the cadre of Assistant on the basis of seniority-cum-fitness, failing which by direct recruitment.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Promotion: 05 (five) Years of regular service from the feeder grade of Assistant in Level 6 with the qualification as in col. 07. Deputation: Officers holding analogous post on regular basis or with two years regular service in Level 6 or equivalent in the Central/ State Governments, Universities or autonomous organizations and possess the qualifications as prescribed for direct recruits at Col. 7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Security Officer
2	Number of Post(s)	One (1)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 7
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential: Bachelor's Degree with five years' experience as Security Supervisor/ supervisory position in security in a Govt. Offices, Educational Institute/ Private Organization of repute;</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed service at JCO level or equivalent or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License to ride Jeep/Motor Cycle.</p> <p>Desirable: (i) Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Forces. (ii) Should able to speak English and Hindi.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment failing which by deputation.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Deputation: Officer from the Central/State Govt./ Universities/ other autonomous organizations (i) Holding analogous post on regular basis</p> <p style="text-align: center;">OR</p> <p>(ii) with three years' regular service in Level 6.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

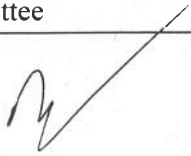
1	Name of Post	Assistant Engineer
2	Number of Post(s)	One (1)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 7
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential: (1) A Bachelor's degree in Civil /Electrical/ Structural Engineering from a recognized University with at least Three years' experience in the related field. (2) At least 2 years' experience as Junior Engineer. Desirable: Good knowledge of computer applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Private Secretary
2	Number of Post(s)	Five (5)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 7
5	Whether selection or non-selection post	Not Applicable in case of Direct Recruitment Non Selection in case of promotion
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential: (i) Bachelor's degree from a recognized University/Institute. (ii) At least 02(two) years experience as Personal Assistant or 5 years experience as Stenographer and above in a university/research establishment/ Central/ State Govt./ PSU and other autonomous bodies. (iii) English/Hindi Stenography speed: 120wpm-English/100 wpm-Hindi. Type-writing speed: 40 wpm in English or 35 wpm in Hindi on Computer. (iv) Knowledge of computer applications. Desirable: Proficiency in English & good communication skills.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age : No Qualification : Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	(i) 50% by direct recruitment (based on written test/ skill test), failing which by deputation (ii) 50% by promotion from the cadre of Personal Assistant on the basis of seniority-cum-fitness, failing which by direct recruitment.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Promotion : Personal Assistant with 05 (five) years regular service in Level 6 along with the qualification as in Col.-07 Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as PA/Senior Stenographer in Level 6 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CADRE RECRUITMENT RULES

1	Name of Post	Nursing Officer
2	Number of Post(s)	One (1)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 7
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential: i. B.Sc. Nursing from a recognized University/ Institution. <p style="text-align: center;">OR</p> Diploma in General Nursing and Midwifery (GNM). ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. iii. Two years for B.Sc. degree holders and three years' experience for Diploma holders in Nursing in a reputed Hospital.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which Promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Assistant
2	Number of Post(s)	Nine (9)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Not Applicable for direct recruitment Non Selection for promotion
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	Essential: 1. A Bachelor's degree from a recognized University. 2. Two years' experience in administrative/ accounts works as UDC or equivalent post in a University/ Affiliated College/ Govt. /Public Undertaking of repute. 3. Good knowledge of computer applications
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	(i) 50% by direct recruitment (based on written test/skill test), failing which by deputation (ii) 50% by promotion from the cadre of UDC on the basis of seniority-cum-fitness, failing which by direct recruitment.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Promotion: UDC with five years regular service in Level 4. Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as UDC in Level 4 in any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Personal Assistant
2	Number of Post(s)	Three (3)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <ul style="list-style-type: none"> i. Bachelor's Degree from a recognized University/ Institute. ii. Proficiency in Stenography in English/ Hindi with minimum speed of 100 w.p.m. iii. Proficiency in Typing in English-40 wpm in English or Hindi-35 wpm in Hindi on computer. iv. Knowledge of computer applications. v. At least two years' experience as Jr. Stenographer/Stenographer in Central/ State Governments, University/ Research institution or Autonomous organization. <p>Desirable: Good knowledge of computer applications.</p> <p>Skill Test Norms on Computer Duration : 10 minutes @ 100 w.p.m. Transcription : 40 minutes (English) 55 minutes (Hindi)</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Hindi Translator
2	Number of Post(s)	One (1)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;">AND</p> <p>ii. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p>Desirable: Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by	100% by direct recruitment failing which by deputation.

deputation/absorption and percentage of the post to be filled by various methods.	
11 In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Deputation: Officers from the Central Govt./ State Govt./University System or other similar organisations:</p> <p>i. holding analogous posts;</p> <p style="text-align: center;">OR</p> <p>with three years' service in posts in Level 5/ 4 or equivalent;</p> <p style="text-align: center;">OR</p> <p>with eight years' service in posts in the in Level 2 or equivalent.</p> <p style="text-align: center;">AND</p> <p>Possessing educational and other qualifications as prescribed for direct recruits at Col. 7.</p>
12 Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Junior Engineer (Civil)
2	Number of Post(s)	One (1)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential: A Bachelor's degree in Civil Engineering from a recognized University with at least two years' experience,</p> <p>OR</p> <p>A diploma in Civil Engineering with at least 5 years' experience in supervision of construction/maintenance of civil works.</p> <p>Desirable: Good knowledge of computer applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Junior Engineer (Electrical)
2	Number of Post(s)	One (1)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>A Bachelor's degree in Electrical Engineering from a recognized University with at least two years' experience,</p> <p style="text-align: center;">OR</p> <p>A diploma in Electrical Engineering with at least 5 years' experience in supervision of installation/maintenance of electrical works/sub-stations.</p> <p>Desirable:</p> <p>Good knowledge of computer applications.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
19	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Professional Assistant
2	Number of Post(s)	Two (2)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Not Applicable for direct recruitment non-selection for promotion
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential: Master's degree in Library & Information Science from a recognised University /Institute with two year experience in the relevant field in a university/research establishment/Central/State Govt./ PSU and other autonomous bodies library.</p> <p style="text-align: center;">OR</p> <p>(i) Bachelor's degree in Library/ Library & Information Sciences from a recognised University /Institute. (ii) Three years experience in the relevant field in a university/research establishment /Central /State Govt./ PSU and other autonomous bodies library. (iii) Knowledge of Computer applications.</p> <p>Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	<p>(i) 50% by direct recruitment (based on written test/skill test), failing which by deputation (ii) 50% by promotion from the cadre of Semi Professional Assistant on the basis of seniority-cum-fitness, failing which by direct recruitment.</p>
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	<p>Promotion: Semi Professional Assistant with five years regular service in the Level 5.</p> <p>Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as Semi Professional Assistant in the Level 5 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.</p>
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Senior Technical Assistant (Computer)
2	Number of Post(s)	One (1)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	35 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>M.E. / M.Tech. (Computer Science/ Information Technology) or equivalent with 55% marks.</p> <p style="text-align: center;">OR</p> <p>First class B.E./B. Tech (Computer Science/ Information Technology) or equivalent with two years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>First Class M.Sc. (Computer Science/ Information Technology) from a recognized University/Institute with three years of relevant experience.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment (based on written test/skill test), failing which by deputation
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

A

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Semi Professional Assistant
2	Number of Post(s)	Two (2)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 5
5	Whether selection or non-selection post	Not Applicable for direct recruitment Non-selection for promotion
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: a. A Bachelor's degree in Library Science/Library & Information Science from a recognized University. b. Knowledge of Computer Application Desirable: a. PG Diploma in Library Automation and Networking or PGDCA b. Two years' experience of working in Library
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age - No Qualification – Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	(i) 50% by direct recruitment (based on written test/skill test), failing which by deputation (ii) 50% by promotion from the cadre of Library Assistant on the basis of seniority-cum-fitness, failing which by direct recruitment.
11	In case of recruitment by promotion /deputation/absorption, grades from which promotion/deputation/ absorption to be made.	Promotion: Library Assistant with five years' regular service in Level 3.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Security Inspector
2	Number of Post(s)	One (1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 5
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential: Bachelor's degree from a recognised University/Institution with three years experience as Security Supervisor/Supervisory Position in Security in a Govt. Office, Educational Institute/Private Organisation of repute with an annual turnover of Rs. 200/- Crore.</p> <p>OR</p> <p>Persons who have served for 15 years in the Army or such Uniformed service with at least Class 10th pass or Army Class I examination or an equivalent examination.</p> <p>AND</p> <p>Holding a valid Driving Licence (LMV/Motor Cycle).</p> <p>Desirable: Completion of a course in Fire Fighting or Unarmed Combat Course in Army or Para-Military Force.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Pharmacist
2	Number of Post(s)	One (1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 5
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: (i)10+2 in Science subjects from a recognized Board. (ii)Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India. OR Bachelor's degree in Pharmacy from a recognized University/Institute approved by the Pharmacy Council of India. (iii)Registered as Pharmacist under the Pharmacy Act, 1948. Experience: At least 3 years relevant working experience.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

Note: Pharmacist is eligible for non-functional upgradation to the next higher Level i.e. Level 6 on satisfactory completion of 2 years' regular service.

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Upper Division Clerk
2	Number of Post(s)	Nine (9)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 4
5	Whether selection or non-selection post	Not Applicable for direct recruitment Non-selection for promotion
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: (i) Bachelor's degree from a recognized University. (ii) At least 02 years experience as LDC or equivalent post in university/research establishment/Central/State Govt./ PSU/ Autonomous bodies or holding equivalent position in reputed Private Organisation. (iii) Knowledge of computer applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	No
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	(i) 50% by direct recruitment (based on written test/skill test), failing which by deputation (ii) 50% by promotion from the cadre of LDC and Hindi Typist on the basis of inter-se-seniority-cum-fitness, failing which by direct recruitment.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Promotion: Lower Division Clerk/ Hindi Typist with five years regular service in Level 2. Deputation: Persons holding analogous posts on regular basis or with 3 years regular service as LDC in Level 2 of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies and fulfilling the educational qualifications and other professional requirements as prescribed at column 7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Library Assistant
2	Number of Post(s)	Three (03)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 3
5	Whether selection or non-selection post	Not Applicable for direct recruitment Non-Selection for promotion
6	Age Limit for Direct Recruits	32 years
7	Education and other qualifications required for direct recruits	Essential: i. Bachelor's degree in Library Science/ Library & Information Science from a recognized university. ii. Knowledge of computer applications. iii. Typing speed of 30 wpm in English Desirable: Two years relevant experience in a Library of repute, and good knowledge of Library Software Applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	(i) 50% by direct recruitment (based on written test/skill test), failing which by deputation (ii) 50% by promotion from the cadre of Library Attendant on the basis of departmental qualifying test and seniority-cum-fitness, failing which by direct recruitment.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Promotion: Library Attendant possessing 10+2 qualification or equivalent and certificate in Library Science with five years regular service in Level 1.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

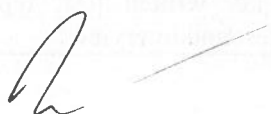
CADRE RECRUITMENT RULES

1	Name of Post	Lower Division Clerk
2	Number of Post(s)	19 (Nineteen) including 3 posts of caretaker merged with the category of LDC)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 2
5	Whether selection or non-selection post	Not Applicable for direct recruitment Non-Selection for promotion
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	Essential: (i) 10+2 or equivalent qualification from a recognized Board. (iii) Working knowledge of Computer Skill Test Norms on Computer:- English Typing @ 35 w.p.m. Hindi Typing @ 30 w.p.m. (Time allowed – 10 minutes) (35w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	As indicated in Column No.10
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i. 85% by direct recruitment ii. 10% of vacancies shall be filled from amongst the Group 'C' Staff in the Level '1' and who possess 12 th Class pass or equivalent qualification and have rendered three years' regular service in the grade, on the basis of departmental qualifying examination and seniority cum fitness. The maximum age limit for eligibility for examination is 45 years (50 years of age for SC/ST). Note: if more of such employees than the number of vacancies available under clause (ii) qualified at the examination, such excess number of employee shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination. iii. Promotion: 5% of the vacancies shall be filled on seniority-cum-fitness basis and Skill Test (Qualifying) from Group 'C' employees who have five years' regular service in posts in Level '1'. Note: Direct Recruitment should be through an appropriate mechanism i.e. written test, typing test, computer aptitude/ trade test and interview.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Promotion : As indicated in Col. 10.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Driver
2	Number of Post(s)	Five (5)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 2
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential:- <ol style="list-style-type: none"> Class 10th standard from a recognized School/ Board. Possession of a valid driving license for Light/Medium/Heavy motor vehicles issued by the competent authority having no adverse endorsement. Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles). Experience of driving motor vehicles for at least 3 years.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment/ through skill test.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Cook
2	Number of Post(s)	Three (3)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 2
5	Whether selection or non-selection post	Not Applicable for direct recruitment Selection for promotion
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: <ol style="list-style-type: none"> Class 10th Standard from a recognized School/ Board Two years' experience in cooking/ catering services in educational institutions/ guest houses, canteen/mess or experience of working as cook in reputed hotels, restaurants. Desirable:- <ol style="list-style-type: none"> ITI Trade Certificate in Bakery & Confectionery (one year duration) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian/ North Indian cuisine and Continental cuisine.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Age: No Qualification: Yes
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by direct recruitment 50% by promotion according to seniority-cum-fitness and qualifying trade test, failing which by direct recruitment.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Promotion: Kitchen Attendant with five years regular service in Level 1.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Hindi Typist
2	Number of Post(s)	One (1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 2
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	30 Years
7	Education and other qualifications required for direct recruits	(i) 10+2 or equivalent qualification from a recognized Board. (ii) Hindi Typing @ 30 w.p.m. (30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word) (iii) Working knowledge of Computer
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Medical Attendant (Dresser)
2	Number of Post(s)	One (1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 1
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential: 12th standard passed from any recognized Board with Science as one of the subjects.</p> <p style="text-align: center;">OR</p> <p>12th standard passed from any recognized board And Having passed MPHWS (F) (Multi Purpose Health Worker) or general nursing midwifery course from a recognised institute.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

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CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Laboratory Attendant (Computer)
2	Number of Post(s)	One (1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 1
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: 10+2 or its equivalent with Science subject from a recognized Board. Diploma in Computer Application
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	MTS
2	Number of Post(s)	Six (6) including four posts of Peon/Office Attendant
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 1
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: Matriculation or equivalent pass OR ITI pass in the relevant subject where technical qualifications are considered necessary
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Hostel Attendant
2	Number of Post(s)	Two (02)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 1
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: 10 th Pass from any recognized State/Central Board. Desirable: i) Two years of experience of working in Hostel/Canteen/Guest House ii) Knowledge of operating office equipment's
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Library Attendant
2	Number of Post(s)	Five (5)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 1
5	Whether selection or non-selection post	Not Applicable for direct recruitment
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Essential: <ol style="list-style-type: none"> 10+2 or its equivalent examination from a recognized Board. Certificate course in Library Science from a recognized Institution. Relevant experience of one year Desirable: Basic knowledge of computer applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

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CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Kitchen Attendant
2	Number of Post(s)	Two (2)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 1
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Class 10th Standard from a recognized School/ Board.</p> <p style="text-align: center;">OR</p> <p>ITI Trade Certificate in the relevant field</p> <p>(ii) Two years' experience as Cook Apprentice in cooking/ catering services in educational institutions/ guest houses, reputed hotels, restaurants and similar facilities</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	100% Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Chief Security Officer
2	Number of Post(s)	One (1)
3	Classification	Group 'A'
4	Scale of Pay/Pay Band/Grade Pay	Level 11
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	Not Applicable
7	Education and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	On Deputation from amongst persons from Police Organization/Para Military Forces etc. with five years' service in Pay Level '7' or above.
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Deputation: As indicated at col. 10.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Statistical Assistant
2	Number of Post(s)	One (1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 5
5	Whether selection or non-selection post	Not Applicable
6	Age Limit for Direct Recruits	32 Years
7	Education and other qualifications required for direct recruits	Master's degree in Statistics Or Bachelor's Degree in Statistics with 50% marks Or Bachelor's Degree with 50% marks with Mathematics (with Statistics as one of the subjects) Or Bachelor's Degree with 50% marks with Economics (with Statistics as one of the subjects) Or Bachelor's Degree with 50% marks with Commerce (with Statistics as one of the subjects)
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	Direct Recruitment through written test
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Senior Technical Assistant (Engineering disciplines)
2	Number of Post(s)	Four (4) (Civil-1; Electrical-1; CSE-1 and Printing & Packaging-1)
3	Classification	Group 'B'
4	Scale of Pay/Pay Band/Grade Pay	Level 6
5	Whether selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	35 years
7	Education and other qualifications required for direct recruits	Essential: M.E. / M.Tech. degree in the relevant subject/field or its equivalent qualification from a recognised University/Institution, with at least 55% marks. OR B.E./B.Tech degree in the relevant subject/field or its equivalent qualification from a recognised University/Institution, with at least 55% marks with two years' experience in the field of related laboratory from a University/College/Institution or R&D organisation of central/state government
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment/ Deputation
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Essential: Among the persons working as a senior technical assistant in an analogous post or technical assistant (Level 5) with 5 years' regular service in a recognised university / institution or R&D organisation of Central/State Govt. and possessing the essential qualification at Column No. 7.
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Technical Assistant (Engineering disciplines)
2	Number of Post(s)	Four (4) (Civil-1; Electrical-1; CSE-1 and Printing & Packaging-1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 5
5	Whether selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 years
7	Education and other qualifications required for direct recruits	Essential: B.E./B.Tech. degree in the relevant subject/field or its equivalent qualification from a recognised University/Institution, with at least 55% marks with at least one year's experience in the field of related laboratory from a recognised University/ College/ Institution or R&D organisation of central/state government
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Laboratory Assistant (Engineering disciplines)
2	Number of Post(s)	Four (4) (Civil-1; Electrical-1; CSE-1 and Printing & Packaging-1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 4
5	Whether selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 years
7	Education and other qualifications required for direct recruits	Essential: BE./B.Tech degree in the relevant subject/field or its equivalent qualification from a recognised University/Institution, with at least 55% marks OR First Class Diploma in the relevant subject/field of Engineering or its equivalent qualification from a recognised Institution with at least two year's experience in the field of related laboratory from a recognised University/ College/ Institution or R&D organisation of central/state government
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

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CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Laboratory Assistant (Science disciplines)
2	Number of Post(s)	Four (4) (Chemistry-1; Physics-1; Biotechnology-1 and Microbiology-1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 4
5	Whether selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 years
7	Education and other qualifications required for direct recruits	Essential: For Physical /Chemical Sciences: Bachelor's degree in Physics/ Chemistry with at least 55% of marks from a recognized University / Institute. For Biological Science: Bachelor's degree in Biotechnology/ Microbiology/ Biochemistry with at least 55% of marks from a recognized University.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Laboratory Assistant (Education)
2	Number of Post(s)	One (1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 4
5	Whether selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 years
7	Education and other qualifications required for direct recruits	Essential: Bachelor's degree with at least 55% of marks from a recognized University / Institute.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Laboratory Attendant (Engineering/ Science/ Education (B.Ed./M.Ed.) disciplines
2	Number of Post(s)	Four (4) (Civil-1; Electrical-1; CSE-1 and Printing & Packaging-1) and Four (4) (Chemistry-1; Physics-1; Biotechnology-1 and Microbiology-1) and 1 for Education (B.Ed./M.Ed.)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 1
5	Whether selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 years
7	Education and other qualifications required for direct recruits	Essential: For Engineering and Science disciplines 10+2 with Science from a recognized Board/ Institution. For Education (B.Ed./M.Ed.) discipline 10+2 from a recognized Board/ Institution.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II



CENTRAL UNIVERSITY OF HARYANA

CADRE RECRUITMENT RULES

1	Name of Post	Technical Assistant (Computer) (for B.Ed./M.Ed. Disciplines)
2	Number of Post(s)	One (1)
3	Classification	Group 'C'
4	Scale of Pay/Pay Band/Grade Pay	Level 1
5	Whether selection or non-selection post	Not applicable
6	Age Limit for Direct Recruits	32 years
7	Education and other qualifications required for direct recruits	Essential: B.E./B.Tech. degree in the relevant subject/field or its equivalent qualification from a recognized University/Institution, with at least 55% marks. OR B.Sc. with computer science with at least 55% marks and two years' relevant experience in a recognized University/College/Institution or R&D organization of Central/State government.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	By Direct Recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made.	Not Applicable
12	Composition of DPC or Selection Committee	As per Cadre Recruitment Rules (Non-Teaching Employees), 2018 – Schedule-II

Central University of Haryana
The Annual Quality Assurance Report (AQAR) of the IQAC

(AQAR Period- July1, 2017 to June, 2018)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

I. Details of the Institution

1.1 Name of the Institution	Central University of Haryana
1.2 Address Line 1	Central University of Haryana
Address Line 2	Jant-Pali
City/Town	Mahendergarh
State	Haryana
Pin Code	123031
Institution e-mail address	vc@cuh.ac.in, diriqac@cuh.ac.in
Contact No(s).	08222876761
Name of the Head of the Institution:	Prof. R.C. Kuhad
Name of the IQAC Co-ordinator/Director:	Prof. Sanjiv Kumar
Mobile:	+91-9416132765
IQAC e-mail address:	diriqac@cuh.ac.in



1.3 NAAC Track ID :

HRUNGN11504

1.4 Website address:

www.cuh.ac.in

Web-link of the AQAR:

Not Applicable

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.10	2017	27 March 2022

1.6 Date of Establishment of IQAC:

20.08.2015

1.7 AQAR for the year (for example 2010-11)

2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011) :
NOT APPLICABLE

1.9 Institutional Status

University

State

☐

Central

☒

Deemed

☐

Private

☐

Affiliated College

Yes

☐

No

☒

Constituent College

Yes

☐

No

☒

Autonomous college of UGC

Yes

☐

No

☒

Regulatory Agency approved Institution

Yes

☐

No

☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution

Co-education

☒

Men

☐

Women

☐

Urban

☐

Rural

☒

Tribal

☐

Financial Status

Grant-in-aid

☐

UGC 2(f)

☒

UGC 12B

☒

Grant-in-aid + Self Financing

☐

Totally Self-financing

☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☒ PEI (Phys Edu) ☐

TEI (Edu) ☒ Engineering ☒ Health Science ☐ Management ☒

Others (Specify)

Languages, Interdisciplinary and Applied Life Sciences

1.11 Name of the Affiliating University (for the Colleges)

Not Applicable

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

Central Government

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (Specify)

DDUKK &
PMMMNMTT

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

12

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

00

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and community representatives

03

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

02

2.9 Total No. of Members

25

2.10 No. of IQAC Meetings Held

12

2.11 No. of Meetings with Various Stakeholders: No.

15

Faculty

14

Non-Teaching Staff

9

Students

Alumni

01

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

✓

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related):

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

01

State

01

Institution Level

02

(ii) Themes:

1. Vice Chancellor's Colloquium on "Sharing Resource for Quality Higher Education and Research," Oct. 14, 2017.
2. Departmental Presentation before the Vice Chancellor on 10 May, 2018
3. Higher Education Leadership Programme (HELP) on Dec. 5-8, 2017.
4. Expert talk and meeting with Dr. Bal Ram Singh and Prof. V.S. Parmar, University of Massachusetts on 27th October, 2017.

2.14 Significant Activities and contributions made by IQAC

Vice-Chancellors' Colloquium; Departmental presentations, Higher Education Leadership Programme (HELP), Annual Academic and Administrative Audit, Best Researcher and Best Performing Non-Teaching Employee Award to motivate the staff members, and processing of cases under Career Advancement Scheme.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *:

Plan of Action	Achievements
1. Introduction of the mechanism for Academic and Administrative Audit (AAA)	Implemented (First Annual Administrative Audit was conducted on Dec. 4-5, 2018)
2. Revision of curricula with participation of Industry experts.	Implemented
3. Motivating the faculty for quality Research, the IQAC planned to moot the proposal for best Researchers Award as an annual feature.	Implemented
4. Motivating the faculty for development of MOOCs	Implemented
5. Zero tolerance on Plagiarism	Installation of Turnitin Software for compulsory plagiarism check before submission of dissertation/ thesis.
6. Annual presentation of the Departments for sharing the best practices.	Conducted on May 10, 2018.
7. Expert talks by Eminent Scientist/ Academicians	Implemented
8. Institutionalising the mechanism for Sponsored Research Projects, Consultancy, International/ National Conferences/ Seminars and Co-curricular activities	Notified

* Attach the Academic Calendar of the year as Annexure: Academic Calendar (2017-18 attached as Annexure-II)

2.16 Whether the AQAR was placed in statutory body: Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken:

After the compilation of Annual Quality Assurance Report (AQAR) the report was presented to the Executive Council in its 40th meeting of the University for its approval, before submission to NAAC.

Part – B
Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	13	02	N.A.	NIL
M.Phil.	05	NIL	N.A.	NIL
PG	27	02	N.A.	NIL
UG	07	NIL	N.A.	07
PG Diploma	01	NIL	N.A.	01
Advanced Diploma	NIL	NIL	N.A.	NIL
Diploma	NIL	NIL	N.A.	NIL
Certificate	NIL	NIL	N.A.	NIL
Others	NIL	NIL	N.A.	NIL
Total	53	04	N.A.	08
Interdisciplinary	04	NIL	N.A.	NIL
Innovative#	02	NIL	N.A.	NIL

#. M.Sc (Nutrition Biology) and Masters in Hotel Management are the two PG programmes which are offered by Central University of Haryana only.

- 1.2** (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	YES
Trimester	N.A.
Annual	N.A.

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback.*

Feedback of the stakeholders has been incorporated in Annual Academic and Administrative Audit reports.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The University is following CBCS system. So, in order to maintain the quality of the courses the syllabi is being revised regularly with a formal mechanism through BoS of the various departments. Most of the BoS are having Industrial Experts in panel for development of industry-oriented curriculum. Brainstorming with the eminent experts from different fields the syllabi is revised in time with the changing need of the society, technology, time, employability, and innovation.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Swami Dayanand Saraswati Chair was established in the year 2017.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent Faculty (as on 30th June, 2018)

Total	Asst. Professors	Associate Professors	Professors	Others
54	48	6	0	

2.2 No. of Permanent Faculty with Ph.D.

48

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year (between July 1, 2017- June 30, 2018)

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	85	0	56	0	30	01 (Chair Prof.)	0	01	171

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest:
00

Visiting:
03

Temp.:
81

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	40	87	00
Presented papers	40	87	00
Resource Persons	04	09	00



2.6 Innovative Processes Adopted by the University in Teaching and Learning:

- The university has well-equipped smart classrooms which are used for IT-enabled learning process. ICT infrastructure is available in most of the classrooms to support computer-aided teaching and learning. Screened animations are used to illustrate important concepts.
- Innovative methods are used to encourage student-centric learning and evaluation such as Case Studies, Group Discussions, Assignments, and Tutorials.
- Several co-curricular activities are conducted such as Science Exhibitions, Quiz competitions, Poster Presentations etc. to develop competitive and organizational skills among the students.
- The University is promoting active learning through open online courses. Teachers, in some departments, have prepared MOOCs tutorials which have been included in regular teaching curriculum.
- To bridge the Industry-Academia gap, the university has signed MoUs with several industries for internship and certification programmes. In general, topics beyond the syllabus are discussed in classrooms as per the requirements of industries.
- Industrial visits and educational tours/internship programmes are organised from time to time to help students gain real-world experience.
- Dissertation is compulsory for P.G students. Seminar presentation is a part of the curriculum in some subjects.
- Eminent scientists and experts are invited for lectures to generate students' interest in research activities, and inculcate lifelong learning skills among them. Students' interactions with experts from abroad are also arranged to help them widen their exposure.
- Remedial classes for weak students, and Coaching classes for UGC-NET exams and other competitive exams for entry into services are organized under the aegis of equal opportunity cell.
- The individual faculty members prepare the teaching-learning plan in the beginning of the semester and circulate the same among students. This enhances the predictability of the teaching-learning process and enables students to prepare in advance. The Heads of the departments conduct meetings to evaluate the progress of the courses. Corrective measures are taken as and when required.

2.7 Total No. of actual teaching days during this academic year

180 Days

2.8 Examination/ Evaluation Reforms initiated by the University (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Students are allowed to take photocopy of their evaluated Answer Booklets.
- The Choice Based Credit System (CBCS) is implemented in all UG/PG Programmes.
- Registration process, including generation of examination Hall Ticket, is completely online.
- Answer Booklets are Bar Coded in examination hall itself.
- Results are published within one month of the last examination.
- Integration of GIAN and Sector skill council assessment in curriculum and Credit Plan.
- Question paper setting by External and Internal examiners in 40:60 ratio.
- Moderation of question papers by board of moderators.

**2.9 No. of faculty members involved in curriculum restructuring/
revision/ syllabus development as member of Board of Study/
Faculty/Curriculum Development workshop**

41 faculty

2.10 Average Percentage of Attendance of Students

91.5 %

2.11 Course/Programme wise Distribution of Pass Percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Master of Arts (Economics)	17	0	5	8	2	88.2
Master of Arts (Education)	7	0	3	4	0	100
Master of Arts (English)	16	0	11	2	0	81.3
Master of Arts (Hindi)	20	0	11	8	0	95.0
Master of Arts (History & Archaeology)	12	0	5	7	0	100
Master of Arts (Journalism & Mass Communication)	10	1	9	0	0	100
Master of Arts (Political Science)	15	0	9	4	0	86.7
Master of Arts (Psychology)	17	2	14	1	0	100
Master of Arts (Sociology)	6	0	4	2	0	100
Master of Business Administration	23	0	15	8	0	100
Master of Commerce (M.Com.)	21	0	15	5	0	95.2
Master of Hotel Management & Catering Technology	11	0	10	1	0	100
Master of Laws	12	0	8	4	0	100
Master of Library & Information Science	10	0	8	1	0	90
Master of Science (Biochemistry)	14	0	10	4	0	100
Master of Science (Biotechnology)	12	1	11	0	0	100
Master of Science (Chemistry)	30	3	25	1	0	96.7
Master of Science (Environmental Science)	22	0	19	3	0	100
Master of Science (Geography)	21	0	14	5	0	90.5
Master of Science (Mathematics)	19	3	11	4	0	94.7
Master of Science (Microbiology)	12	1	11	0	0	100
Master of Science (Nutrition Biology)	12	0	12	0	0	100
Master of Science (Physics)	27	2	21	3	0	96.3
Master of Science (Statistics)	10	0	4	5	0	90
Master of Computer Applications	18	0	8	10	0	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

1. Conduct of first cycle of NAAC accreditation from 6th to 8th March 2017. The University was accredited with Grade 'A' by NAAC with a score of 3.10, one of the highest amongst the newly established Central Universities
2. IQAC is actively involved in creating awareness and in facilitating the adoption of MOOCs and other online e-content by the University. In this regard, IQAC proposed the adoption of different regulations of the UGC and created framework for credit transfer which has duly been approved by the Academic and Executive Council of the University. University is offering MOOC courses available on SWAYAM and NPTEL platforms to its students. More than 25 students from School of Engineering are already registered on the SWAYAM platform for different MOOCs.
3. Global Initiatives of Academic Networks (GIAN) is a first of its kind of flagship programmes being organized by MHRD and CUH is a proud partner of MHRD in this programme, since its inception. So far, eleven GIAN programmes have been completed successfully. IQAC proposed the guidelines for running GIAN programme, including award of credits and credit transfers, under the GIAN scheme. These have duly been approved by the Academic and Executive Council of the University.
4. Assessment of the feedback forms of students, their parents & alumni of the University for the year 2016-17.
5. IQAC has finalized the guidelines and framework for the administrative Audit which has duly been approved by the University and the first cycle of Administrative Audit was conducted on Dec. 4-5, 2018.
6. IQAC has drafted proforma for faculty self-assessment for promotions under CAS as per UGC (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) Regulation 2016 (Fourth Amendment). IQAC has also devised CAS proforma in accordance with the UGC Regulations on Minimum Qualification for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.
7. IQAC recommended the following institutional annual awards to promote excellence in Academics, Research and Administration:
 - A) Best Researcher Award (in two sub-categories i.e. (a) Sciences, Applied Sciences and School of Engineering (b) Humanities, Social Sciences, Commerce and Management
 - B) Best Performer Award for Non-Teaching Employee
8. Academic Audit of each departments has been conducted by external experts. The following aspects are covered under the Academic Audit:
 1. Curricular Aspect
 2. Teaching, Learning and Evaluation

3. Research Consultancy and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership and Management
7. Innovations and Best Practices.

Activities undertaken by IQAC

1. 4-Day Higher Education Academic Leadership Programme (HELP) from Dec. 5 to Dec. 8, 2017.
2. Internal Quality Assurance Cell organized a workshop on Cleanliness and Disaster Management on October 8, 2018.
3. IQAC organized a colloquium for the Vice-Chancellors of different Universities with the Theme: "Sharing Resource for Quality Higher Education and Research" on October 14, 2017, and there is portal on University website, namely "Resource Sharing Portal" to explore the possibilities of collaboration with other Institutes/Universities.
4. IQAC organized a departmental-presentation regarding research development of the departments on May 10, 2018.
5. Various policies proposed by IQAC and duly approved by the competent authority of the University include:
 - Policy for financial support to faculty for participation in National and International Conferences/Seminars/Workshops.
 - Policy for expenditure norms of lectures/extension activities.
 - Planning of Seminars, Lectures, and Conferences under the aegis of IQAC.
 - Guidelines for the conduct of GIAN courses.
6. Monthly attendance of the students is being managed by Academic section through IQAC.
7. IQAC is actively partnering in the Digitization of the University functioning including Academic and administrative aspects:
 - a. Online Admission process
 - b. Digitization of Library:
 - c. Joining the NAD
8. IQAC conducted expert talk and meeting with Dr. Balaram Singh and Prof. V.S. Parmar, UMass, USA on 27th October, 2017.

2.13 Initiatives Undertaken towards Faculty Development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	01
HRD Programmes	01
Orientation Programmes	12
Faculty Exchange Programme	01
Staff Training Conducted by the University	98+28=126
Staff Training Conducted by other Institutions	00
Summer / Winter schools, Workshops, etc.	32
Others	26

2.14 Details of Administrative and Technical staff in the University (as on June 30, 2018):

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	73	29	15	05
Technical Staff	05	30	01	03

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

A departmental presentation was held, and an expert committee was constituted to review research progress of the various departments. All the HoDs/TICs made departmental presentation and the committee reviewed the progress.

It is now decided that the departmental presentation shall be conducted every year to monitor the progress of the department and university as a whole.

Rules for operation of sponsored project and consultancy have been framed to enhance the research ecosystem of the University.

3.2 Details regarding Major Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	29	11	11
Outlay in Rs. Lakhs			5,88,38,660	

3.3 Details regarding Minor Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	2	0	01
Outlay in Rs. Lakhs			27,75,000	

3.4 Details on Research Publications

	International	National	Others
Peer Reviewed Journals	233	28	
Non-Peer Reviewed Journals	-	-	
e-Journals	12	3	
Conference Proceedings	2	3	

3.5 Details on Impact factor of publications:

Range 0.140 - 8.586

Average 2.567

h-index

Nos. in SCOPUS

165

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2017-18	ICSSR, Lever hulme Trust (UK), GIGA Hamburg Germany, Edinburgh Global, DBT, BIRAC-DBT, MHRD, SERB/DST, ICSSR, DAE, MRSI,	58838660	42325660
Minor Projects	2017-18	UGC, ICSSR, CSIR	2775000	1600000
Interdisciplinary Projects	2017-18	-	0	0
Industry sponsored	2017-18	-	180000	180000
Projects sponsored by the University	2017-18	-	0	0
Students research projects (other than compulsory by the University)	2017-18	-	0	0
Any other(Specify)	-	-		
Total	-	-	61,793,660	44,105,660

3.7 No. of Books Published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments Receiving Funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

* 97.00 lacs received from DBT against sanctioned projects.

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the University

Level	International	National	State	University	College
Number	1	12	0	5	NA
Sponsoring agencies	NCUI, IFFCO, HARCO FED	ICSSR, Ministry of Earth Sciences, PMMMNMTT, Ministry of Consumer Affairs, National Human Rights Commission.	-	CUH	NA

3.12 No. of faculty that served as Experts, Chairpersons or Resource Persons

3.13 No. of Collaborations International National Any other

3.14 No. of Linkages Created during the Year

3.15 Total Budget for Research for Current year (in lakhs):

From Funding agency From Management of University

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	3
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the University in the year

Total	International	National	State	University	Dist	College
15	3	7	1	4	0	0

3.18 No. of faculty from the University

i. Who are Ph. D. Guides, and

ii. Students registered under them

3.19 No. of Ph.D. awarded by faculty from the University:

3.20 No. of Research Scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of Students Participating in NSS events:

University level	12	State level	6
National level	2	International level	0

3.22 No. of Students participated in NCC events:

University level	NA	State level	NA
National level	NA	International level	NA

3.23 No. of Awards Won in NSS:

University level	5	State level	0
National level	5	International level	0

3.24 No. of Awards Won in NCC:

University level	NA	State level	NA
National level	NA	International	NA

3.25 No. of Major Extension Activities Organized

University forum	48	College forum	0
NCC	0	NSS	25
		Any other	15

3.26 Major Activities during the year in the Sphere of Extension Activities and Institutional Social Responsibility:

Sr. No.	Activity	Date	Resource Persons/Invited Speaker(s)
1.	Five-Day National Workshop on "Literary Criticism in India: Theory, Practice and Pedagogy"	March 30-April 3, 2017	i. Prof. Ved Prakash, Chairman, UGC ii. Prof. Sukhbir Kaushik, EFLU, Hyderabad iii. Prof. Kailash C. Baral, EFLU, Hyderabad iv. Prof. Anup Beniwal, GGSIPU, Delhi
2.	National Workshop on National Yoga Day	June 15-19, 2017	Dr. Neeta Kumar, Senior Scientist, Indian Council for Medical Research
3.	International Yoga Day	June 21, 2017	Prof. R.C. Kuhad, Vice Chancellor
4.	Organised Quiz, Elocution, Cultural activities and exhibition of handloom products of weavers from	Aug 09, 2017	Prof. A.J. Varma, Dean (Academic)

	Haryana on National Handloom Day in collaboration with Directorate of Field Publicity, Ministry of Information and Broadcasting, GoI		
5.	Celebration of National Sports Day	August 29, 2017	
6.	Celebration of National Nutrition Week	Sept. 01-07, 2017	Dr. Alok Jha and Dr. Neelam Jha, Medical Officers
7.	Celebration of Hindi Fortnight	Sept. 14-29, 2017	Dr. Om Prakesh Karunesh and Dr. Ravinder Gaso
8.	Celebration of World Tourism Day	Sept. 26-27, 2018	Student-centric hospitality activities and competitions
9.	Expert Lecture on Materials Inspired Education through Science, Engineering and Management	Oct. 4, 2017	Dr. V.K. Gupta, Sr. Vice President, Head R&D Reliance Industries
10.	Special Lecture on "Magic of Pi clouds in Carbon Management"	Oct. 6, 2017	Dr. Deepak Pant, Dean, School of Earth and Environmental Sciences, Chairman Innovation Club CUHP, Head, Waste Management Laboratory, CU Himachal Pradesh
11.	Panel discussion on "The Power of the Adolescent Girl: Vision for 2030"	Oct. 11, 2017	Panel of University Faculty
12.	Blood Donation Camp	October 13, 2017	Dr. Garima Mittal, D.C. Mahendergarh
13.	National Workshop on "Inclusive and Qualitative Expansion of Higher Education in Haryana"	October 15, 2017	Capt. Abhimanyu, Finance Minister, Govt. of Haryana
14.	Vice-Chancellors' Colloquium on Resource Sharing	17-Oct-17	i. Prof. K.P. Singh, Vice Chancellor, HAU, Hisar ii. Prof. R.C. Kuhad, Vice Chancellor, CUH. iii. Prof. P. Prakash, Vice Chancellor, SRM University iv. Prof. Vijay Kumar Kayat, Vice Chancellor, CDLU, Sirsa v. Prof. H.L. Verma, Vice Chancellor, Jaganath University, Bahadurgarh vi. Prof. Ashok Divakar, Vice Chancellor, Starex University, Gurugram vii. Prof. YSR Murthy, Vice Chancellor, OP Jindal

			Global University, Sonepat iii. Dr. Garima Mittal D.C. Mahendergarh
15.	Vigilance Awareness Week	Oct. 30 Nov. 04, 2017	Prof. R.C. Kuhad, Vice Chancellor, CUH
16.	GIAN Course on "Critical Perspectives on Inclusive Education"	Oct. 30-Nov. 03, 2017	Dr. Nidhi Singal, Reader in Inclusive Education, University of Cambridge, UK
17.	Public photo exhibition on 'History of Haryana' on Haryana Day	Nov. 1, 2017	Prof. R.C. Kuhad, Vice Chancellor, CUH
18.	National Workshop on "Biotechnology: Exploring through Innovation"	Nov. 13-14, 2017	Prof. V.S. Chauhan, Chairman UGC
19.	Media Fest	Nov. 14-16, 2017	Shri Omkar Chaudhary, Editor, Hari Bhoomi
20.	National Conference on "Climate Change and Sustainable Clean Environment"	Nov. 22-23, 2017	i. Prof. R.C. Kuhad, Vice Chancellor, CUH ii. Dr. S.D. Attri, Deputy Director General, India Meteorological Department (IMD) iii. Prof. Hanuman Singh Yadav, Barkatullah University.
21.	<i>Hasya Kavi Sammelan</i>	Dec. 5, 2017	Group of poets of national fame
22.	4-Day Higher Education Leadership Programme (HELP)	Dec. 5-8, 2017	i. Dr. Satya Pal Singh, Hon'ble Minister of State Higher Education MHRD ii. Prof. Ved Prakash, Former Chairman, UGC iii. Prof. Mool Chand Sharma, Former Vice Chairman, UGC
23.	Two-Week GIAN Course on "Functional Foods and Nutraceuticals"	Dec. 11-22, 2017	Prof. Rotimi Aluko, Professor, Dept. of Human Nutritional Sciences, University of Manitoba, Canada.
24.	One-month Faculty Induction Training	Dec. 12, 2017-Jan. 10, 2018	Eminent Resource Persons from various organisations

25.	Speech Competition on “Role of Youth in Nation Building: Vision of Swami Vivekanand”	January 10, 2018	Prof. R.C. Kuhad
26.	Extension Lecture on “Understanding Paradigms of Politics in India”	January 25, 2018	Prof. Anand Kumar, JNU
27.	Two-Day National Workshop for University Administrative Staff	Feb. 13-14, 2018	i. Prof. R.P. Dahiya, Former Vice Chancellor, DCRUST, Murthal ii. Prof. R.C. Kuhad, Vice Chancellor, CUH iii. Dr. Vikas Gupta, Joint Registrar, DU, Delhi iv. Dr. Nitin Malik, Joint Registrar, GGSIPU, Delhi v. Sh. Ram Dutt, Registrar, CUH vi. Dr. Vipul Yadav, Controller of Exams., CUH
28.	Three-Day National Seminar on “Swami Dayanand Saraswati: A Visionary Reformer.”	February 16-18, 2018	i. Swami Sumadhanand Saraswati, MP, Sikar. ii. Shri Rambilas Sharma, Education Minister, Haryana. iii. Prof. Surender Kumar, Vice Chancellor, Gurukul Kangri University, Haridwar
29.	Spandan-2018 (Annual Cultural Fest)	Feb. 25-26, 2018	i. Prof. Ram Bilas Sharma, Education Minister, Haryana ii. Sh. Dharmbir Singh, MP, Bhiwani-Mahendergarh iii. Smt. Santosh Yadav, Dy. Speaker, Haryana Vidhan Sabha
30.	4th Convocation	Feb. 27, 2018	i. Prof. D.P. Singh, Chairman, UGC ii. Prof. M.P. Punia, Vice-Chairman, AICTE, New Delhi
31.	National Science Day	Feb. 28, 2018	i. Prof. R.C. Kuhad, Vice Chancellor, CUH ii. Prof. Dhananjay V. Gadre, Netaji Subhash Institute of Technology, Delhi

			iii. Dr. Vinay Gupta, CSIR-National Physical Lab., New Delhi.
32.	One-day Workshop on "Resume Development and Interview Skills."	March 6, 2018	DUCAT Noida Team
33.	World Consumer Rights Day	March 15, 2018	Prof. D.P.S. Verma, Professor (Retd.), Delhi School of Economics
34.	National Workshop on Research Methodology	March 12-21, 2018	i. Prof. Kapil Kumar, IGNOU ii. Prof. Darvesh Gopal, IGNOU
35.	Extension Lecture by Foreign Faculty on "DNA Damage Repair"	March 12, 2018	Prof. Lei Li; Ph.D. (Hubert L and Oliver Stringer Professor of Cancer Research and Treatment, Department of Experimental Radiation Oncology, MD Anderson Cancer Center, Houston, Texas, USA
36.	National Workshop 'स्वामी दयानन्द सरस्वती एवं आर्य समाज का शिक्षा के प्रसार में योगदान'	March 19-20, 2018	i. Prof. Virender Alankar ii. Dr. Rajender Vidyalankar iii. Prof. Ranbir Singh iv. Prof. Balbir Acharya
37.	National Workshop on "Statistical Techniques and Data Analysis using R"	March 19-23	i. Prof. Athar Ali Khan, Department of Statistics and Operational Research, AMU, Aligarh ii. Prof. Vijay Kumar, Deen Dayal Upadhyaya University, Gorakhpur iii. Prof. Hukum Chandra, Principal Scientist, Indian Agricultural Statistical Research Institute, New Delhi. iv. Dr. Dwijesh Chandra Mishra, Scientist, Indian Agricultural Statistical Research Institute, New Delhi. v. Prof. Bhupendra Singh, Department of Statistics, CCS University, Meerut
38.	Annual NSS Camp	March 24-30, 2018	
39.	International Conference on "Sustainable Development through Cooperatives"	March 26-27, 2018	i. Prof. K.K. Agarwal, Former Vice Chancellor, GGSIPU, Delhi

			ii. Smt Om Devi Malla, VP, NCDF, Nepal iii. Sh N Satya Narayan, NCUI iv. Smt. Savitri Singh, Program Director, ICA v. Sh Harvinder Singh Kalyan, CMD, HAFED vi. Dr Manoj Nardev Singh, AARDO vii. Prof Valeri, Faculty, Spain viii. Sh G K Mishra, MD, FISCOFED
40.	Issues and Challenges to Indian Nationalism	March 27-28, 2018	i. Prof. Krishan Bhat, ICSSR, Delhi ii. Sh. Prafulla Ketkar, Editor, Organisator Magazine
41.	National Workshop on MOOCs	April 14-16, 2018	i. Prof. K. Srinivas, NIEPA, New Delhi ii. Sh. Deepak Bisla, System Administrator, Ambedkar University, Delhi
42.	GIAN Course on "Cerebral Blood Vessels in Health and Disease"	April 16-20, 2018	Dr. Itender Singh, Dept. of Neurological Surgery, Washington University, USA.
43.	Special Extension Lecture on "Personality Development & Soft Skills"	April 24, 2018	Prof. Sanjay Kumar, Soft Skills Consultant, former faculty, BITS, Pilani
44.	National Workshop on "Theatre in Education"	May 3-4, 2018	i. Prof. Rajbir Singh, Vice Chancellor, State University of Performing and Visual Arts, Rohtak ii. Dr. Anup Lathar, DTU, Delhi iii. Dr. Rajesh Gill, Maharaja Surajmal Institute, Delhi
45.	One-Day Workshop on "Stock Market"	May 9, 2018	Mr. Harvinder Sokhi, Manager, BSE
46.	Special Expert Lectures on "Naturally Ribosome Inactivating Toxins: Molecular Dissection and Development of Immunotoxins"; "Biology of Mycobacterium Tuberculosis (TB): Housekeeping Proteins as Potential Drug Targets"; and "Human Ribonucleases in Health and Disease"	May 16-17, 2018	Prof J K Batra (Former Director NII, Delhi & currently, HOD Biochemistry, Jamia Hamdard, Delhi)

47.	Two-Day National Seminar on “Yoga for Holistic Development”	June 20, 2018	Prof. Acharya Balbir Ji, Professor (Retd.), MDU, Rohtak
48.	International Yoga Day	June 21, 2018	

Other Important Activities Relating to Institutional Social Responsibility:

- Adoption of 8 villages under *Unnat Bharat Abhiyan*
- Digital Literacy under Vittiya Saksharta Abhiyan (VISAKA)— Central University of Haryana was adjudged as one of the best 20 universities out of the 4500 participating institutions in the country to have largest number of VISAKA volunteers to educate the masses about cashless and less cash transactions from December 2017 onwards.
- Organisation of *Shodh Yatra* by Centre for Innovation, Skill and Entrepreneurship Development (CISED), CUH from June 29 to July 5, 2017.
- The student innovators of CISED got Festival of Bharat Award for serving organic food at Festival of Bharat, New Delhi in May 2018. Team members served *GHAT KI RABDI, SATTU KA ANGAKADA, SATTU KA PIZZA, SATTU KI PAKAUDI, MOONG DAL KI PAKAUDI* and *KADHI PARANTHE*.
- One CISED innovator was honored with Silver Jubilee Award by National Innovation Foundation (NIF) in July, 2018.
- On April 18, 2018, 70 students of the University participated in the Science and Technology Fair-2018 held at Nagaur District of Rajasthan and got 57 prizes in various categories.
- Science Exhibition and competitions for the school-going students from the adopted village on National Science Day, Feb. 28, 2018.
- Sensitisation Programmes for the neighbouring community during Annual NSS Camp, March 24-30, 2018.
- Adoption of *Swachh Bharat* Summer Internship Programme by the University, May-June, 2018.
- Organisation of cultural activities on Telangana theme under *Ek Bharat Shrestha Bharat* initiative, Nov. 23, 2017.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of Fund	Total
Campus area	438.9	0	Haryana Govt	NA
Class rooms	101	0	UGC	101
Laboratories	58	24	UGC	82
Seminar Halls	02	21	UGC	23
No. of important equipment purchased (≥ 1 -0 lakh) during the current year.	87	NIL	UGC	87
Value of the equipment purchased during the year (Rs. in Lakhs)	20321648	NIL	UGC	20321648
Others				

4.2 Computerization of Administration and Library

- University is in a process of adoption of ERP.
- Admission and examination process is online.
- Minutes of EC/AC meetings are hosted on website.
- Library is fully digital and accessible to all stakeholders.
- Library is a member of DELNET for inter-university loan service.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23,804	3,84,07,197.00	4,287	33,62,940.00	28,091	4,17,70,137.00
Reference Books	00	-	01	00	01	NA
e-Books	30,00,000	NA	NA	NA	30,00,000	NA
Journals	27*	89,51,031.00	07	12,000.00	34	89,63,031.00
e-Journals	8,000	NA	15000	NA	15000	NA
Digital Database	02	48,000.00	02	5,00,000.00	04	5,50,000.00
CD & Video	170	NA	90	NA	260	NA
Others (specify)	00	-	01	00	01	NA

4.4 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Deptts.	Others
Existing	429	8	429	2	2	01	33	
Added	139	26	139	NIL	NIL	NIL	NIL	
Total	568	34	568	2	2	01	33	

4.5 Computer, Internet Access, Training to Teachers and Students and any other Programme for Technology Upgradation (Networking, e-Governance etc.)

All the departments are provided with adequate ICT facilities including networking and ICT infrastructure.

4.6 Amount Spent on Maintenance (in lakhs) :

i) ICT	0.36 Lacs
ii) Campus Infrastructure and Facilities	21.92 Lacs
iii) Equipment	24.42 Lacs
iv) Others	11.42 Lacs
Total:	58.12 Lacs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in Enhancing Awareness about Student Support Services

1. Organization of Alumni meet under the aegis of Alumni club.
2. Adoption of UGC (Promotion of Equity) Regulation, 2012.
3. Adoption of UGC (Grievances Redressal) Regulation, 2012.
4. Constitution of Anti-Ragging committee

5.2 Efforts made by the institution for tracking the progression

1. Assigning of Student Advisor from amongst the faculty to each individual student to guide, counsel and orient him/her for professional development/career prospects. It is being practiced as the regular feature of the University.
2. Departmental Alumni Club maintains the progression record of the students.
3. Annual Alumni meet of the University facilitates in tracking the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
623	1194	112	51

(b) No. of students from outside the State

639

(c) No. of International Students

Nil

Men

No	%
1257	63.48

Women

No	%
723	36.52

Last Year						This Year					
General	SC	ST	OBC	PWD	Total	General	SC	ST	OBC	PWD	Total
261	115	32	442	4	854	367	138	44	495	7	1051

Demand ratio: 28.47

Dropout %: 99.14

5.4 Details of Student Support Mechanism for Coaching for Competitive Examinations (If any)

1. Coaching classes for UGC/CSIR/NTA- NET JRF.
2. Remedial classes at departmental level
3. Career Counselling sessions for the students by the Career Counselling Placement Cell (136 beneficiaries)
4. Coaching classes for all the competitive exams under the Aegis of Equal Opportunity Cell.

No. of students beneficiaries

All students

5.5 No. of Students Qualified in these Examinations

NET	<input type="text" value="58"/>	SET/SLET	<input type="text" value="02"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc.	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of Student Counselling and Career Guidance

1. Assigning of Student Advisor from amongst the faculty to each individual student to guide, counsel and orient him/her for professional development/ career prospects. It is being practiceD as the regular feature of the University.
2. University has adopted UGC (Promotion of Equity in Higher Educational Institutions), Regulation 2012
3. The University has established Students Grievances Redressal Cell to redress their Grievances and to counsel the students.
4. DSW office takes care of all the issues relating to students counselling, and Career Counselling and Placement cell of the University is committed towards career counselling and guidance of students.

No. of students benefitted

1042

5.7 Details of Campus Placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	50	5	111

5.8 Details of gender sensitization programmes

1. Round-Table Discussion on “Gender Issues in Haryana”, April 20, 2017
2. Social Outreach Programme, A Play “ Bejuban” by Women Empowerment Cell at Govt. School, Sehlang, Oct. 10, 2017
3. Faculty Panel Discussion on “Power of Adolescent Girls: vision for 2030”, by Women Empowerment Cell, Oct. 11, 2017
4. Dance and Ragni Competitions on gender issues by Women Empowerment Cell, in Govt. Schools of Jant, Pali, Dholi, Sehlang, and Private schools namely, RPS Sr. Sec. School, Mahendergarh, Krishna Sr. Sec. School, Mahendergarh, and Modern School, Oct. 12, 2017
5. Faculty Panel-Discussion on “Time is Now: Rural and Urban Activists Transforming Women’s Lives” and Poster Competition on “Gender Sensitive Workplace” were organised on International Women’s Day, March 8, 2018

5.9 Students Activities

5.9.1 No. of Students participated in Sports, Games and Other Events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of Medals /Awards Won by Students in Sports, Games and other Events

Sports: State/ University level National level International level

Cultural: State/University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	84- Non-Net Fellowship 95-EWYL	46.82 Lakh Rs. 8, 32100
Financial support from government	254	DBT
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student Organised / Initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of Social Initiatives Undertaken by the Students

5.13 Major Grievances of Students (if any) Redressed:

No major grievance was received from the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the University

Vision

To develop enlightened citizenship of a knowledge society for peace and prosperity of individuals, nation and the world, through promotion of innovation, creative endeavours, and scholarly inquiry.

Mission

To serve as a beacon of change, through multi-disciplinary learning, for creation of knowledge community, by building a strong character and nurturing a value-based transparent work ethics, promoting creative and critical thinking for holistic development and self-sustenance for the people of India. The University seeks to achieve this objective by cultivating an environment of excellence in teaching, research and innovation in pure and applied areas of learning.

6.2 Does the University has a Management Information System(MIS)

The University has provided MIS at Department-level and the process for acquiring integrated University Management Information System has been initiated.

6.3 Quality improvement strategies adopted by the University for each of the following:

6.3.1 Curriculum Development

1. Industry Experts as Members/Special Invitees in BoS as the part of Academia-Industry Interface, and to update the curricula as per the requirements of Job Market/Industry.
2. The curricula of all the programmes of study have been updated.
3. Implementation of CBCS
4. Introduction of value-based and skill-based courses as general electives
5. Adoption of *Swachh Bharat Summer Internship* programme of MHRD and Ministry of Drinking Water and Sanitation
6. Adoption of UGC Credit-Framework for online learning courses through SWAYAM, Regulation 2016.
7. Development of online contents for two Massive Open Online Courses (MOOCs) in the areas of “Food Microbiology and Food Safety” and “Personal Emotional Development and Counselling”.

6.3.2 Teaching and Learning

1. Five state of the art virtual classrooms for development and delivery of e-contents
2. Provision of LCD Projectors in each department of study to promote optimum use of ICT in education.
3. University has created a dedicated Seminar Room for airing all 32 channels of SWAYAM Prabha DTH Services launched by MHRD through CEC. This facility is open for all students and faculty of the University.
4. Faculty development programmes at regular intervals.

6.3.3 Examination and Evaluation

1. Provision of minimum two sessional tests in each semester, carrying weightage of 20% in the final assessment of SGPA.
2. 5% weightage for attendance to motivate the students to attend the classes regularly.
3. Paper-setting and evaluation by external and internal examiners in the ratio of 40:60.
4. Provision of moderation of question papers to standardize the examination process.
5. Prompt declaration of results.
6. Registration of the University with National Academic Depository (NAD).

6.3.4 Research and Development

1. Admissions to M.Phil and Ph.D. programmes through Central Universities Common Entrance Test (CUCET).
2. Turnitin Software for mandatory plagiarism check before submission of M.Phil/Ph.D. dissertation/thesis.
3. Adoption of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and UGC (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016.
4. Minimum two years regular stay for Ph.D. Programme. No provision of Part-time Ph.D.
5. Introduction of Annual Best Researcher Award on the basis of research contribution of the faculty in a year.
6. Notification of guidelines for sponsored Research Projects and Consultancy.
7. Non-NET fellowship to all M.Phil and Ph.D. students.
8. Introduction of "Resource Sharing Portal:" on the University website to promote the culture of sharing human, physical and scientific resources with sister Universities.
9. Guidelines for participation of faculty in National/International Seminars/Conferences.

6.3.5 Library, ICT and Physical Infrastructure / Instrumentation

LIBRARY:

1. Online Library catalogue-to check availability and to reserve books online.
2. Bar-code enabled Issue-Return of Books
3. Library-2 website launched.
4. Plagiarism-check with Turnitin software and Urkund software.
5. Interlibrary Loan with DELNET services.
6. Institutional Repository for Ph.D. Theses.
7. Uploaded 23 Ph.D. Theses on e-Shodhganga
8. Internship for the students of the Department of Library and Information Science.
9. Communication Skills and Personality Development Course for the University students (one month duration)
10. Books (27,000) processed for bar-code enabled circulation.
11. Member of National Digital Library of India.
12. 15-days Training for Staff Development
13. CCTV Coverage and Wi-Fi enabled e-library.
14. ConductS Library Tours and Orientation Programs.

ICT INFRASTRUCTURE:

1. Wi-Fi- Campus
2. Five Virtual Classrooms for e-content Development, Recording and Delivery
3. Dynamic Website
4. Wi-Fi Park under construction
5. Dedicated SWAYAM Prabha conference room and Access in Library also.
6. Laying down of Passive network
7. Data Centre.

PHYSICAL INFRASTRUCTURE:

1. Construction of Administrative Block, Health Care, Type-III and Type V staff quarters and two Hostel buildings (one each for Boys and Girls) and Wi-Fi Park, is on full Swing.
2. The new Academic Block for Science departments have been made fully functional
3. Labs have been established for all the departments of Science and Engineering

INSTRUMENTATION:

1. All the Labs established in the departments of Science and Engineering have been furnished with adequate instrumentation facilities.

6.3.6 Human Resource Management

1. Organisation of Faculty development, Training and Leadership Programmes.
2. Appointment of Deans for proper coordination between departments/schools of study and administration
3. Amendment in the leave rules of teachers in accordance with the latest UGC Regulations, 2018.
4. Ordinance for Grievance Redressal of Teaching and Non-Teaching staff.

6.3.7 Faculty and Staff Recruitment

1. Recruitment of Professor and Associate Professor in fifteen departments.
2. Promotions under Career Advancement Schemes (CAS).
3. Recruitment against all non-teaching positions at different levels.
4. Filling up of all statutory positions (Registrar, Finance Officer and Controller of Examination).
5. Adoption of the latest UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges, and Measures for the Maintenance of Standards in Higher Education, 2018 for the recruitment of teachers.
6. Revision in cadre Recruitment Rules (CRR) in accordance with the latest UGC/MHRD/DoPT norms.

6.3.8 Industry Interaction / Collaboration

1. MoUs with following industry partners for exchange of expertise in latest industrial advancement crucial for academic:
Cuts Institute for regulation & Competition (CIRC), *Shodhganga*, Centre for Social Research (CSR), S.V. Instruments Analytica Pvt. Ltd, Mark Exhaust Systems Limited, National Cooperative Union of India (NCUI), Liberty Shoes, National Entrepreneurship Network (NEN), Centre of Innovative and Applied Bioprocessing, Bridge Point Skills and Network, Technology Application Services (TAS), and Relops Services Private Limited, Faridabad
2. Industry representatives as the members of IQAC, Executive Council and Board of Studies (BoS)
3. Interaction of Industry/corporate representatives with students under Academia-Industry Interface Programmes.
4. Consultancy to industry by Prof. A.J. Varma, Professor of Chemistry and Dr. Somvir Bajar, Assistant Professor, Environmental Science.
5. Constitution of Industry-Academia Interface Cell
6. MoU with Sector Skill Council and NSDC for Skill Component of B. Vocational Programmes.

6.3.9 Admission of Students

1. Online admission process including inviting of applications, counselling, depositing of fees and refund of fees.
2. Admissions through Central Universities Common Entrance Test (CUCET).

6.4 Welfare schemes for

Teaching	Medical reimbursement on CGHS rate, residential facility and Government of India schemes applicable for teachers
Non-teaching	Medical reimbursement on CGHS rate, In-house Training programme, residential facility and Government of India schemes applicable for non-teaching staff
Students	Earn While You Learn, Merit cum means, Scheme Non-Net fellowship to Research scholars, and Tuition-fee waiver to economically backward students and SC/ST students.

6.5 Total Corpus Fund Generated

00

6.6 Whether Annual Financial Audit have been done

Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Duly constituted expert committee	Yes	Duly constituted expert committee
Administrative	Yes	Duly constituted expert committee	Yes	Duly constituted Committee

6.8 Does the University declares results within 30 days?

For UG Programmes

Yes

☒

No

☐

For PG Programmes

Yes

☒

No

☐

6.9 What efforts are made by the University for Examination Reforms?

- Students are allowed to take photocopy of their evaluated answer Booklets.
- The Choice Based Credit System (CBCS) is implemented in all UG/PG Programmes.
- Complete registration process is made online including examination Hall Ticket.
- Answer Booklets are Bar-Coded in examination hall itself.
- Results are published within one month of the last examination.
- Integration of GIAN and Sector Skill Council assessment in THE semester assessment, wherever required.
- Question paper-setting by External and Internal examiner in 40:60 ratio.
- Moderation of question papers by board of moderators.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

Alumni cell is in place and support from alumni is yet to be received.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher meetings are held in the concerned departments and feedback is received.

6.13 Development programmes for support staff

Induction programme for teaching and non-teaching staff are conducted by the Faculty Induction Cell of the University.

6.14 Initiatives taken by the University to make the campus eco-friendly

Initiative for procuring e-rickshaw is in process and most of the staff pool vehicles to reduce pollution.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the University. Give details.

- a. Adoption of National Academic Depository (NAD)
- b. Cashless Transactions
- c. Online Counselling and Registration
- d. Yoga Education as a general elective & regular yoga classes
- e. Solar Energy generation
- f. Digital Initiatives
- g. Dissertation/Project work as compulsory for PG programmes. In some departments, it is in partnership with Industry-Partner/ national-level research institutions.
- h. Leadership, HR development and Teacher Training programmes for faculty and non-teaching staff
- i. *Shrestha Bharat Abhiyan* programme as the regular feature
- j. Orientation of school children of adopted villages towards Science, Mathematics and Technology by organizing Science Exhibition, competitions and interactions in the University.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Mechanism for Academic and Administrative Audit (AAA) has been introduced and institutionalised.
2. Revision of curricula with participation of Industry experts as the regular feature.
3. Motivating the faculty for quality research, the University has introduced the practice of rewarding the Best Researcher of the year, as an annual feature.
4. The University faculty has already developed and offered two MOOCs on SWAYAM Platform
5. Observing Zero tolerance on Plagiarism, University has adopted UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
6. University has started the practice of annual presentation of the departments for sharing the best practices.
7. Expert talks by Eminent Scientist/ Academicians are being organised on routine basis.
8. The mechanism for Sponsored Research Projects, Consultancy, International/ National Conferences/ Seminars and Co-curricular activities, has been notified.

7.3 Give two Best Practices of the University (please see the format in the NAAC Self-study Manuals)

1. Online Admissions through Central Universities Common Entrance Test (CUCET) to encourage diversity in students' enrollment. Presently, 40% students belong to 23 different states other than Haryana.
2. Social Outreach Programmes

7.4 Contribution to Environmental Awareness / Protection

1. International Conference on "Sustainable Development through Cooperatives" was organized by the University on March 26-27, 2018.
2. A two-day National Seminar on "Climate Change and Clean Environment" was organized on Nov. 21-22, 2018.
3. The University has initiated the project on "Converting Rice Straw in Compost"
4. The Environment-Week was celebrated by the department of Environmental Science.
5. Sensitization for Waste Management through a special B.Voc. Course on Waste Management.
6. NSS/YRC/School of Education/Rallies/Awareness programmes on Environmental awareness
7. Caring and curing of plants assigned to each student by the School of Education
8. A programme titled "Talab" was organised by the Department of Environmental Sciences.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

7.6 Any other relevant information the University wishes to add. (for example SWOT Analysis)

Strength: Diversity of students and faculty, CBCS, Ragging-free campus, Bio-diversity/Pollution-free campus.

Weakness: Faculty recruitment being delayed due to legal/policy constraints at the level of UGC/MHRD, lack of Health Services in close vicinity of the University, inadequate rail, road and air connectivity.

Opportunities: Located in National Capital Region (NCR), advantage of being the only Central University in the State of Haryana, strengthening the skill component through DDUK, possibilities of innovations in curriculum and pedagogy.

Threats: Constraints of financial resources in development of the new University, and scarcity of underground water.

8. Plans of the University for the next year

- Filling up of all the vacant faculty positions on receiving appropriate directions from UGC/MHRD.
- Construction of Central Library, Engineering Block
- Well-furnished digitized Library System
- Central Instrumentation Facility
- Implementation of Integrated University Management System
- Digitization of pedagogical aspects including E-content development and delivery with at least one MOOC Course in each discipline.

Name _____

Name _____

Signature of the Director, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____



Central University of Haryana

IPBAS Proforma for Promotion of Teachers under CAS for the Applicants Eligible for Promotion before Notification of UGC (Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and colleges and Measures for the Maintenance of Standards in Higher Education), 2018, and Applying for Promotion under CAS Opting UGC Regulations, 2010 as Amended from Time to Time]

Note: *Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the 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 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the provisions defined at 6.3 (VII) of UGC Regulations, 2018. Therefore, applicants are required to carefully read the relevant provisions of UGC Regulations, 2018 before selecting the option of his/her choice.*

Part-A: General Information and Academic Background

1	Name (in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Name of the Department	
5	Name of the School	
6	Current Designation & Grade Pay	
7	Date of Last Promotion, if any	
8	Stage for which you are an applicant for promotion under CAS	

9	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria	
10	Date and Place of Birth	
11	Nationality	
12	Marital Status	
13	The Category for which you belongs (SC/ST/OBC/GEN)	
14	Address for Correspondence (with Pin Code)	
15	Permanent Address (with Pin Code)	
16	Telephone No., Mobile No., E-mail Address	

17. Academic Qualifications:.....

18. Research Degree (s):

Degree(s)	Title of Dissertation/Thesis	Year of Award	University
M.Phil.			
Ph.D.			

Any Other	
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19. Field (s) of Specialization:.....

20. Appointments held prior to joining Central University of Haryana:

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

21. Period of teaching experience:P.G. Classes (in years) U.G. Classes (in years).....

Research Experience.:

(Applicants are required to count the minimum experience required for promotion in view of clause 3.11 of UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 UGC Regulations, 2018)

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

23. Details of Orientation and Refresher/Research Methodology Course attended:

Name of the Course	Place	Duration	Name of Academic Staff College/ Human Resource Development Centre	Sponsoring Agency

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PART B: ACADEMIC PERFORMANCE INDICATORS

[Application Form for Promotion of Assistant Professor/Associate Professor and Professor under CAS in accordance with UGC (Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010), (4th Amendment) Regulations, 2016]

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES (To be filled for every year)

(a) Student related Co-Curricular, Extension and Field based Activities.				
* Discipline-related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)				
* Cultural, Sports, NSS, NCC etc * Extension and dissemination activities (public /popular lectures/talks/seminars etc.)				
SR. NO.	SHORT DESCRIPTION	ACTUAL HOURS PER ACADEMIC YEAR	API SCORE* CLAIMED	ANNEXURE NO.
1				
2				
3				
4				
5				
Total API Score (MAXIMUM MARKS : 15)				
127				
(b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.				
* Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-Charge/similar other duties that require regular office hrs for its discharge) * Participation in Board of Studies, Academic and Administrative Committees				
SR. NO.	SHORT DESCRIPTION	ACTUAL HOURS PER ACADEMIC YEAR	API SCORE* CLAIMED	ANNEXURE NO.
1				
2				
3				
4				
5				
Total API Score (MAXIMUM MARKS : 15)				
* ACTUAL HOURS PER ACADEMIC YEAR/10				

(c) Professional Development activities

Participation in Seminars, Conferences, Short-Term Training Courses, Industrial Experience, Talks, Lectures in Refresher / Faculty Development Courses, Dissemination and General Articles

SR. NO.	SHORT DESCRIPTION	ACTUAL HOURS PER ACADEMIC YEAR	API SCORE* CLAIMED	ANNEXURE NO.
1				
2				
3				
4				
5				
Total API Score (MAXIMUM MARKS : 15)				
* ACTUAL HOURS PER ACADEMIC YEAR/10				

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in the University. The self-assessment score shall be based on verifiable records and shall be finalized by the screening-cum-evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor.

CATEGORY	ACADEMIC / RESEARCH ACTIVITY	Score as Per UGC Regulations	ENTER QUANTITY/ PARAMETER	OBTAINED SCORE	ANNEXURE NO.
III (A)	RESEARCH PAPER				
	Research Papers in Peer-Reviewed or UGC-listed (But Not Refereed) Journals without Impact Factor				
	Single Author	10			
	Two Authors	7			
	First/Principal/Corresponding Author (More than 2 Authors)	7			
	Joint Author (More than 2 Authors)	3			
	Research Papers in Peer-Reviewed or UGC-listed (Refereed) Journals without Impact Factor				
	Single Author	25			
	Two Authors	17.5			
	First/Principal/Corresponding Author (More than 2 Authors)	17.5			
	Joint Author (More than 2 Authors)	7.5			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1				
	Single Author	30			
	Two Authors	20			
	First/Principal/Corresponding Author (More than 2 Authors)	20			
	Joint Author (More than 2 Authors)	10			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 & 2)				
	Single Author	35			
	Two Authors	24.5			
	First/Principal/Corresponding Author (More than 2 Authors)	24.5			
	Joint Author (More than 2 Authors)	10.5			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 2 and 5 (Don't Include 2)				

	Single Author	40			
	Two Authors	28			
	First/Principal/Corresponding Author (More than 2 Authors)	28			
	Joint Author (More than 2 Authors)	12			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 5 and 10 (Don't Include 5)				
	Single Author	45			
	Two Authors	31.5			
	First/Principal/Corresponding Author (More than 2 Authors)	31.5			
	Joint Author (More than 2 Authors)	13.5			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor > 10 (Don't Include 10)				
	Single Author	50			
	Two Authors	35			
	First/Principal/Corresponding Author (More than 2 Authors)	35			
	Joint Author (More than 2 Authors)	15			
	Score of III. A : Research Papers				
III (B)	Publications other than Journal Articles (books, chapters in books)				
	Books Authored published by International Publishers				
	Single Author	30			
	Two Authors	21			
	First/Principal/Corresponding Author (More than 2 Authors)	21			
	Joint Author (More than 2 Authors)	9			
	Books Authored published by National/State Publishers				
	Single Author	20			
	Two Authors	14			
	First/Principal/Corresponding Author (More than 2 Authors)	14			
	Joint Author (More than 2 Authors)	6			
	Books Authored published by Local Publishers				
	Single Author	15			
	Two Authors	10.5			
	First/Principal/Corresponding Author (More than 2 Authors)	10.5			

	Joint Author (More than 2 Authors)	4.5		
	Publication of Chapter in Edited Books (Not Paper/Article in Edited Books) International Publisher			
	Single Author	10		
	Two Authors	7		
	First/Principal/Corresponding Author (More than 2 Authors)	7		
	Joint Author (More than 2 Authors)	3		
	Publication of Chapter in Edited Books (Not Paper/Article in Edited Books) National Publisher			
	Single Author	5		
	Two Authors	3.5		
	First/Principal/Corresponding Author (More than 2 Authors)	3.5		
	Joint Author (More than 2 Authors)	1.5		
	Editor of Book by International Publishers			
	Editor / Editors	10		
	Editor of Book by National Publishers			
	Editor / Editors	8		
	Score of III. B : Books and Chapters in Books			
III. C	RESEARCH PROJECTS			
	Research Project Completed/ Ongoing			
	More than 30 Lakhs for Faculty @ 1# and More than 5 Lakhs for Faculty @ 2#	20		
	5 to 30 Lakhs for Faculty @ 1# and 3 to 5 Lakhs for Faculty @ 2#	15		
	1 to 5 Lakhs for Faculty @ 1# and 1 to 3 Lakhs for Faculty @ 2#	10		
	Consultancy Projects			
	Minimum 10 Lakhs for Faculty @ 1# and Minimum 2 Lakhs for Faculty @ 2#	10		
	PROJECT OUTCOMES / OUTPUTS			
	Patent/Technology transfer /Product/ Process at International level (Science)	30		

	Patent/Technology transfer/Product/ Process at Central/State level (Science)	20			
	Major Policy Document of Government Bodies at International level (AH/SS)	30			
	Major Policy Document of Government Bodies at Central/State level (AH/SS)	20			
	Major Policy Document of Government Bodies at State level (AH/SS)	10			
	Major Policy Document of Government Bodies at Local Bodies (AH/SS)	5			
Score of III. C : Research Projects					
III (D)	RESEARCH GUIDANCE				
	Ph.D. Guidance (Degree Awarded)	15			
	Ph.D. Guidance (Thesis Submitted)	10			
	M.Phil./P.G Dissertation Guidance	5			
Score of III. D : Research Guidance					
III. E	FELLOWSHIPS/ AWARDS / INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS				
(i)	Awards / Fellowship				
	International	15			
	National	10			
	State/ University	5			
Score of III. E (i) : Award /Fellowship					
(ii)	Paper presentation in Seminars/ Conferences/Workshops etc.				
	International	5			
	National	3			
	State/ University	2			
(iii)	Invited Lectures / Resource Person				
	International	7			
	National	5			
	State/ University	3			
Score of III. E. (ii) + III.E (iii) : Paper + Lecture					

	Total Score of III. E without 20% Restriction				
	Enter Minimum Fixed Score for Category – III*				
	Capped 20% of Papers and Lecture				
	Final Score of III (E) after Capping 20%				
III (F)	DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/MATERIAL				
	Development of E-Learning Delivery Process / Material	10			
	Total Score of E-Learning Process/Material. III. (F)				
	FINAL API SCORE (WITHOUT CAPPING III (E) (ii + iii)				
	FINAL API SCORE (WITH CAPPING III (E) (ii + iii)				

*The score under the sub- category III E(ii) and (iii) shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

#Faculty @ 1 means Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences

Faculty @ 2 means Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management & other related disciplines

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Note: The applicants eligible for promotion under CAS before notification of UGC (Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, and applying for promotion opting for UGC Regulations, 2010, as amended from time to time, shall be considered for relaxation prescribed in clause-6.3 (VI) of UGC (Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018. Therefore, such applicants are required to refer to the relevant relaxation provisions as provided in 6.3 (VII) of UGC Regulations, 2018. For such applicants, there will be no minimum API score requirement for Category-II and Category-III individually.

Summary of API Scores:

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6	Year-7	Total API Score	Average API Score
Category-II: Co-Curricular, Extension, Professional Development etc.									
Category-III: Research and Academic Contribution									
Total of Category-II & III									

Part-C: Other Relevant Information:

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

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

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach, copies of certificate, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date.....
Place.....

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr.....has been working asin the department since..... The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Endorsed by the Dean of the School

135 Observations/Recommendations of Director, IQAC:

.....
.....
.....



Central University of Haryana

PBAS Proforma for Promotion of Teachers under CAS for the Applicants Opting for UGC (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) (4th Amendment), Regulations, 2016)

Part-A: General Information and Academic Background	
1	Name (in Block Letters)
2	Father's Name
3	Mother's Name
4	Name of the Department
5	Name of the School
6	Current Designation & Grade Pay
7	Date of Last Promotion, if any
8	Stage for which you are an applicant for promotion under CAS
9	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria
10	Date and Place of Birth
11	Nationality

12	Marital Status	
13	The Category to which you belongs (SC/ST/OBC/GEN)	
14	Address for Correspondence (with Pin Code)	
15	Permanent Address (with Pin Code)	
16	Telephone No., Mobile No., E-mail Address	

17. Academic Qualifications:.....

18. Research Degree (s):

Degree(s)	Title of Dissertation/Thesis	Year of Award	University
M.Phil.			
Ph.D.			
Any Other			

19. Field (s) of Specialization:

20. Appointments held prior to joining Central University of Haryana:

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

21. Period of teaching experience:P.G. Classes (in years) U.G. Classes (in years).....

Research Experience.:

(Applicants are required to count the minimum experience required for promotion in view of clause 3.11 of UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 UGC Regulations, 2018)

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

23. Details of Orientation and Refresher/Research Methodology Course attended:

Name of the Course	Place	Duration	Name of Academic Staff College/ Human Resource Development Centre	Sponsoring Agency

Academic Performance Indicators (API) for Career Advancement Scheme (CAS) Promotions for

[Please read the relevant provisions of *UGC (Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment) Regulations, 2016*, before filling the Proforma]

The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening-cum-evaluation/selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightage without changing the minimum total API scores required under this category.

[illegible]

Total API Score on the basis of information submitted above and the weightage for teaching assigned as per UGC Regulations, (4th Amendment), 2016

Max. Score: Assistant Professor-70; Associate Professor-60; and Professor-60

(ii) Examination duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment:

Sr. No.	Year	Type of Examination Duties	Duties Assigned	Hours devoted to carry out the duty	API Score (actual hours spent per academic year divided by 10)

Total API Score on the basis of information submitted above and the weightage for Examination Duties as per UGC Regulations, (4th Amendment), 2016
Total Score=

Max. Score: Assistant Professor-20; Associate Professor-20; and Professor-10

(iii) Innovative Teaching - learning methodologies, updating of subject contents/courses, mentoring etc.

Sr. No.	Year	Short Description	Actual hours spent per academic year	API Score (actual hours spent per academic year divided by 10)

Total API Score on the basis of information submitted above and the weightage for Innovative Teaching-learning methodologies assigned as per UGC Regulations, (4th Amendment), 2016

Total Score=

Max. Score: Assistant Professor-10; Associate Professor-15; and Professor-20

Note:

- Candidates are required to read the UGC guidelines as mentioned in relevant UGC Regulations for the assessment in Category-I carefully.
- Candidates are required to fill the verifiable Score against the Nature of Activity performed as per the weightage assigned for each post.
- The applicant is required to fulfill the condition of minimum cut-off of 75% in each sub-category of Category-I.

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES (To be filled for every year)

(a) Student related Co-curricular, Extension and Field based Activities.

* Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.)
* Cultural, Sports, NSS, NCC etc * Extension and dissemination activities (public /popular lectures/talks/seminars etc.)

SR. NO.	SHORT DESCRIPTION	ACTUAL HOURS PER ACADEMIC YEAR	API SCORE* CLAIMED	ANNEXURE NO.
1				
2				
3				
4				
5				
Total API Score (MAXIMUM MARKS : 15)				

* ACTUAL HOURS PER ACADEMIC YEAR/10

(b) Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

* Administrative responsibility (including as Dean / Principal / Chairperson /Head/ Convener / Teacher-in-charge/similar other duties that require regular office hrs. for its discharge) * Participation in Board of Studies, Academic and Administrative Committees

SR. NO.	SHORT DESCRIPTION	ACTUAL HOURS PER ACADEMIC YEAR	API SCORE* CLAIMED	ANNEXURE NO.
1				
2				
3				
4				
5				

Total API Score (MAXIMUM MARKS : 15)

* ACTUAL HOURS PER ACADEMIC YEAR/10

(c) Professional Development activities

Participation in Seminars, Conferences, Short Term Training Courses, Industrial Experience, Talks, Lectures in Refresher / Faculty Development Courses, Dissemination and General Articles

SR. NO.	SHORT DESCRIPTION	ACTUAL HOURS PER ACADEMIC YEAR	API SCORE* CLAIMED	ANNEXURE NO.
1				
2				
3				
4				
5				
Total API Score (MAXIMUM MARKS : 15)				
* ACTUAL HOURS PER ACADEMIC YEAR/10				

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening-cum-evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor.

CATEGORY	ACADEMIC / RESEARCH ACTIVITY	Score as Per UGC Regulations	ENTER QUANTITY/ PARAMETER	OBTAINED SCORE	ANNEXURE NO.
III (A)	RESEARCH PAPER				
	Research Papers in Peer-Reviewed or UGC-listed (But Not Refereed) Journals without Impact Factor				
	Single Author	10			
	Two Authors	7			
	First/Principal/Corresponding Author (More than 2 Authors)	7			
	Joint Author (More than 2 Authors)	3			
	Research Papers in Peer-Reviewed or UGC-listed (Refereed) Journals without Impact Factor				
	Single Author	25			
	Two Authors	17.5			
	First/Principal/Corresponding Author (More than 2 Authors)	17.5			
	Joint Author (More than 2 Authors)	7.5			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1				
	Single Author	30			
	Two Authors	20			
	First/Principal/Corresponding Author (More than 2 Authors)	20			
	Joint Author (More than 2 Authors)	10			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 & 2)				
	Single Author	35			
	Two Authors	24.5			

	First/Principal/Corresponding Author (More than 2 Authors)	24.5		
	Joint Author (More than 2 Authors)	10.5		
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 2 and 5 (Don't Include 2)			
	Single Author	40		
	Two Authors	28		
	First/Principal/Corresponding Author (More than 2 Authors)	28		
	Joint Author (More than 2 Authors)	12		
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 5 and 10 (Don't Include 5)			
	Single Author	45		
	Two Authors	31.5		
	First/Principal/Corresponding Author (More than 2 Authors)	31.5		
	Joint Author (More than 2 Authors)	13.5		
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor > 10 (Don't Include 10)			
	Single Author	50		
	Two Authors	35		
	First/Principal/Corresponding Author (More than 2 Authors)	35		
	Joint Author (More than 2 Authors)	15		
	Score of III. A : Research Papers			
III (B)	Publications other than Journal articles (books, chapters in books)			
	Books Authored published by International Publishers			
	Single Author	30		
	Two Authors	21		
	First/Principal/Corresponding Author (More than 2 Authors)	21		
	Joint Author (More than 2 Authors)	9		
	Books Authored published by National/State Publishers			
	Single Author	20		
	Two Authors	14		
	First/Principal/Corresponding Author (More than 2 Authors)	14		
	Joint Author (More than 2 Authors)	6		
	Books Authored published by Local Publishers			

	Single Author	15			
	Two Authors	10.5			
	First/Principal/Corresponding Author (More than 2 Authors)	10.5			
	Joint Author (More than 2 Authors)	4.5			
	Publication of Chapter in Edited Books (Not Paper/Article in Edited Books) International Publisher				
	Single Author	10			
	Two Authors	7			
	First/Principal/Corresponding Author (More than 2 Authors)	7			
	Joint Author (More than 2 Authors)	3			
	Publication of Chapter in Edited Books (Not Paper/Article in Edited Books) National Publisher				
	Single Author	5			
	Two Authors	3.5			
	First/Principal/Corresponding Author (More than 2 Authors)	3.5			
	Joint Author (More than 2 Authors)	1.5			
	Editor of Book by International Publishers				
	Editor / Editors	10			
	Editor of Book by National Publishers				
	Editor / Editors	8			
	Score of III. B : Books and Chapters in Books				
III. C	RESEARCH PROJECTS				
	Research Project Completed/ Ongoing				
	More than 30 Lakhs for Faculty @ 1# and More than 5 Lakhs for Faculty @ 2#	20			
	5 to 30 Lakhs for Faculty @ 1# and 3 to 5 Lakhs for Faculty @ 2#	15			
	1 to 5 Lakhs for Faculty @ 1# and 1 to 3 Lakhs for Faculty @ 2#	10			
	Consultancy Projects				
	Minimum 10 Lakhs for Faculty @ 1# and Minimum 2 Lakhs for Faculty @ 2#	10			
	PROJECT OUTCOMES / OUTPUTS				

	Patent/Technology transfer /Product/ Process at International level (Science)	30		
	Patent/Technology transfer/Product/ Process at Central/State level (Science)	20		
	Major Policy Document of Government Bodies at International level (AH/SS)	30		
	Major Policy Document of Government Bodies at Central/State level (AH/SS)	20		
	Major Policy Document of Government Bodies at State level (AH/SS)	10		
	Major Policy Document of Government Bodies at Local Bodies (AH/SS)	5		
Score of III. C : Research Projects				
III (D)	RESEARCH GUIDANCE			
	Ph.D. Guidance (Degree Awarded)	15		
	Ph.D. Guidance (Thesis Submitted)	10		
	M.Phil./P.G Dissertation Guidance	5		
Score of III. D : Research Guidance				
III. E	FELLOWSHIPS/ AWARDS / INVITED LECTURES DELIVERED IN CONFERENCES / SEMINARS			
(i)	Awards / Fellowships			
	International	15		
	National	10		
	State/ University	5		
Score of III. E (i) : Awards /Fellowships				
(ii)	Paper presentation in Seminars/ Conferences/Workshops etc.			
	International	5		
	National	3		
	State/ University Level	2		
(iii)	Invited lectures / Resource Person			
	International	7		
	National	5		

State/ University Level	3		
Score of III. E. (ii) + III. E. (iii) : Paper + Lecture			
Total Score of III. E without 20% Restriction			
Enter Minimum Fixed Score for Category – III*			
Capped 20% of Papers and Lecture			
Final Score of III (E) after Capping 20%			
DEVELOPMENT OF E-LEARNING DELIVERY PROCESS/ MATERIAL			
III (F)	Development of E-Learning Delivery Process / Material	10	
Total Score of E-Learning Process/Material. III. (F)			
FINAL API SCORE (WITHOUT CAPPING III (E) (ii + iii)			
FINAL API SCORE (WITH CAPPING III (E) (ii + iii)			

*The score under the sub- category III E(ii) and (iii) shall be restricted to 20% of the minimum fixed for Category III for any assessment period.
 #Faculty @ 1 means Faculty of Sciences, Engineering, Agriculture, Medical, and Veterinary Sciences
 Faculty @ 2 means Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management & other related disciplines

Note: The application shall be assessed in accordance with the relevant UGC Regulations applicable for promotion of teachers under CAS in view of the option selected by the applicant vide clause 6.3 (VII) of UGC Regulations, 2018.

Summary of API Scores:

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6	Total API Score	Average API Score
Category-I: Teaching, Learning and Evaluation related Activities								
Category-II: Co-curricular, Extension, Professional Development etc.								
Category-III: Research and Academic Contribution (after applying cap, wherever applicable)								
Total API Score under Category-II and Category-III*								

***Teachers may score the balance of points from either category-II or Category-III to achieve the minimum score required under Category II+III.**

Part-C: Other Relevant Information:

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

Sr. No.	Details (Mention Year, Value etc. where relevant)
148	

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach, copies of certificate, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I certify that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in relevant UGC Regulations, as amended from time to time.

Date.....

Place.....

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr..... has been working asin this department since..... The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Endorsement by the Dean of the School

Observations/Recommendations of Director, IQAC:

.....

.....

.....

Note: For detailed information, relevant UGC Regulations applicable for the application(s) may be referred.

Central University of Haryana

PBAS PROFORMA FOR PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS)

[As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018)]

Part-A: General Information and Academic Background	
1	Name (in Block Letters)
2	Father's Name
3	Mother's Name
4	Name of the Department
5	Name of the School
6	Current Designation & Grade Pay
7	Date of Last Promotion, if any
8	Stage for which you are an applicant for promotion under CAS
9	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria
10	Date and Place of Birth
11	Nationality
12	Marital Status
13	The Category you belongs to (SC/ST/OBC/GEN)
14	Address for Correspondence (with Pin Code)

15	Permanent Address (with Pin Code)	
16	Telephone No., Mobile No., E-mail Address	

17. Academic Qualifications:.....

18. Research Degree (s):

Degree(s)	Title of Dissertation/Thesis	Year of Award	University
M.Phil.			
Ph.D.			
Any Other			

19. Field (s) of Specialization:.....

20. Appointments held prior to joining Central University of Haryana:

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

21. Period of teaching experience: P.G. Classes (in years) U.G. Classes (in years).....

Research Experience:

(Applicants are required to count the minimum experience required for promotion in view of clause 3.11 of UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 UGC Regulations, 2018 as amended from time to time)

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

23. Details of Orientation and Refresher/Research Methodology Course attended:

Name of the Course	Place	Duration	Name of Academic Staff College/ Human Resource Development Centre	Sponsoring Agency

2

(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma before filling this section)

(PART-B of CAS Application Form for Promotion of Assistant Professor/Associate Professor and Professor in accordance with UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018)

Activity 1: Teaching

[illegible]

Table-2 (Academic/Research Score)

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

SR. NO.	ACADEMIC / RESEARCH ACTIVITY	Score as Per UGC Regulations: Faculty of Sciences, Engineering, Agriculture, Medical, Veterinary Sciences / Faculty of Languages, Humanities, Arts, Social Sciences, Library, Education, Physical Education, Commerce, Management & other related disciplines	ENTER QUANTITY/ PARAMETER	OBTAINED SCORE	ANNEXURE NO.
	Research Papers in Peer-Reviewed or UGC-listed (But Not Refereed) Journals without Impact Factor				
	Single Author	08/10			
	Two Authors	5.6/7			
	First/Principal/Corresponding Author (More than 2 Authors)	5.6/7			
	Joint Author (More than 2 Authors)	2.4/3			
	Research Papers in Peer-Reviewed or UGC-listed (Refereed) Journals without Impact Factor				
	Single Author	13/15			
	Two Authors	9.1/10.5			
	First/Principal/Corresponding Author (More than 2 Authors)	9.1/10.5			
	Joint Author (More than 2 Authors)	3.9/4.5			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor less than 1				
	Single Author	18/20			
	Two Authors	12.6/14			
	First/Principal/Corresponding Author (More than 2 Authors)	12.6/14			
	Joint Author (More than 2 Authors)	5.4/6			
	Research Papers in Peer-Reviewed or UGC-listed with Impact Factor between 1 and 2 (Include 1 not 2)				
	Single Author	23/25			

	Two Authors	16.1/17.5		
	First/Principal/Corresponding Author (More than 2 Authors)	16.1/17.5		
	Joint Author (More than 2 Authors)	6.9/7.5		
	Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 2 and 5 (Include 2 not 5)			
	Single Author	28/30		
	Two Authors	19.6/21		
	First/Principal/Corresponding Author (More than 2 Authors)	19.6/21		
	Joint Author (More than 2 Authors)	8.4/9		
	Research Papers in Peer-Reviewed or UGC listed with Impact Factor between 5 and 10 (Include 5 not 10)			
	Single Author	33/35		
	Two Authors	23.1/24.5		
	First/Principal/Corresponding Author (More than 2 Authors)	23.1/24.5		
	Joint Author (More than 2 Authors)	9.9/10.5		
	Research Papers in Peer-Reviewed or UGC listed with Impact Factor > 10 (Include 10)			
	Single Author	38/40		
	Two Authors	26.6/28		
	First/Principal/Corresponding Author (More than 2 Authors)	26.6/28		
	Joint Author (More than 2 Authors)	11.4/12		
		Sub Total (Part 1)		
2 (a)	Books Authored			
	Published by International Publishers	12/12		
	Published by National Publishers	10/10		
	Publication of Chapter in Edited Books	5/5		
	Editor of Book by International Publishers			
	Editor of Book by International Publishers	10/10		
	Editor of Book by National Publishers	8/8		
2 (b)	Translation Works in Indian and Foreign languages			
	Chapter or Research Paper	3/3		
	Translation Work of Book	8/8		
		Sub Total (Part 2)		

3	Creation of ICT-mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula									
3 (a)	Development of Innovative pedagogy; Contributor / Contributors	5/5								
3 (b)	Design of New Curricula and Courses (ICT Based) Contributor / Contributors	2/2								
3 (c)	Development of Complete MOOC's in 4 Quadrant (4 Credit Course)									
	4 Credit Course	20/20								
	3 Credit Course	15/15								
	2 Credit Course	10/10								
	1 Credit Course	5/5								
	MOOCs (developed in 4 quadrant) per module / lecture									
	Module / Lecture Creator (Per Module)	5/5								
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)									
	Content Writer / Subject Matter Expert (Per Module)	2/2								
	Course Coordinator for MOOCs									
	4 Credit Course	8/8								
	3 Credit Course	6/6								
	2 Credit Course	4/4								
	1 Credit Course	2/2								
3 (d)	Development of E-Content in 4 quadrants for a Complete Course / E-Book									
	E-Content in 4 quadrants for a Complete Course / E-Book	12/12								
	E-Content (developed in 4 quadrants) per module									
	Module(s)	5/5								
	Contribution to development of E-Content module in Complete Course / Paper / E-Book (at least one quadrant)									
	Contributor	2/2								
	Editor of E-Content for Complete Course / Paper / E-Book									
	Editor	10/10								
	Sub Total (Part 3)									
4 (a)	Research Guidance									

	Ph.D. Guidance (Degree Awarded)				
	Ph.D. Guidance (Awarded) (Single Supervisor)			10/10	
	Ph.D. Guidance (Awarded) (Supervisor in Joint Guidance)			7/7	
	Ph.D. Guidance (Awarded) (Co-Supervisor in Joint Guidance)			7/7	
	Ph.D. Guidance (Thesis Submitted)				
	Ph.D. Guidance (Submitted) (Single Supervisor)			5/5	
	Ph.D. Guidance (Submitted) (Supervisor in Joint Guidance)			3.5/3.5	
	Ph.D. Guidance (Submitted) (Co-Supervisor in Joint Guidance)			3.5/3.5	
	M.Phil./P.G Dissertation Guidance				
	M.Phil./P.G Dissertation (Single Supervisor)			2/2	
	M.Phil./P.G Dissertation (Supervisor in Joint Guidance)			1.4/1.4	
	M.Phil./P.G Dissertation (Co-Supervisor in Joint Guidance)			1.4/1.4	
4 (b)	Research Project Completed (More than 10 Lakhs)				
	Sole Investigator			10/10	
	Principal Investigator in Joint Project			5/5	
	Co-investigator in Joint Project			5/5	
	Research Project Completed (Less than 10 Lakhs)				
	Sole Investigator			5/5	
	Principal Investigator in Joint Project			2.5/2.5	
	Co-investigator in Joint Project			2.5/2.5	
4 (c)	Research Project Ongoing (More than 10 Lakhs)				
	Sole Investigator			5/5	
	Principal Investigator in Joint Project			2.5/2.5	
	Co-investigator in Joint Project			2.5/2.5	
	Research Project Ongoing (Less than 10 Lakhs)				
	Sole Investigator			2/2	
	Principal Investigator in Joint Project			1/1	
	Co-investigator in Joint Project			1/1	
4 (d)	Consultancy				

	Consultancy		3/3				
Sub Total (Part 4)							
5 (a)	Patent						
	International		10/10				
	National		7/7				
5 (b)	Policy Document (International Body/Organization/Central Govt. or State Govt.)						
	International		10/10				
	National		7/7				
	State		4/4				
5 (c)	Awards / Fellowship						
	International		7/7				
	National		5/5				
Sub Total (Part 5)							
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference						
	International (Abroad)		7/7				
	International (Within Country)		5/5				
	National		3/3				
	State University		2/2				
Sub Total (Part 6)							
	Total Score without Capping						
	Total Score of 5(b) + 6						
	Capped Score of 5(b) + 6 (30 % of Total Score of 5(b) + 6)						
	Total Score with Capping, wherever applicable						
FINAL OBTAINED SCORE (API)							

Summary of Grading Criteria and Academic and Research Scores:

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
Activity 1: Teaching						
Activity 2: Involvement in the students related activities/research activities						
Total of Activity 1 and Activity 2						
Table 2: Academic and Research Score (after applying cap, wherever applicable)						

Part-C: Other Relevant Information:

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

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

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date.....

Place.....

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr.....has been working asin the department since..... The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

Endorsed by the Dean of the School

Observations/Recommendations of Director, IQAC:

.....
.....
.....

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

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

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	8 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	7	7
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07

	State		04	04
	(c) Awards/Fellowship			
	International		07	07
	National		05	05
6	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)			
	International		07	07
	International		05	05
	National		03	03
	State/ university		02	02

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

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

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

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

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

Note:

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

Career Advancement Scheme (CAS) for University teachers

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

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

CAS Promotion Criteria :

A teacher shall be promoted if;

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

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

Eligibility:

1. Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
2. A Ph.D. Degree in the subject relevant/allied/relevant discipline.
3. Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
4. Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

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

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

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

CAS Promotion Criteria:

A teacher shall be promoted if;

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

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

1. An Associate Professor who has completed three years of service in Academic Level 13 A.
2. A Ph.D degree in the subject concerned/allied/relevant discipline.

3. A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
4. Evidence of having successfully guided doctoral candidate.
5. A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

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

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

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

Eligibility:

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

Central University of Haryana

PBAS PROFORMA FOR PROMOTION OF LIBRARIANS UNDER CAREER ADVANCEMENT SCHEME (CAS)

(As Per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018)

Part-A: General Information and Academic Background		
1	Name (in Block Letters)	
2	Father's Name	
3	Mother's Name	
4	Current Designation & Grade Pay	
5	Date of Last Promotion, if any	
6	Stage for which you are an applicant for promotion under CAS	
7	Proposed date of Eligibility for Promotion as per Eligibility Conditions and CAS Promotion Criteria	
8	Date and Place of Birth	
9	Nationality	
10	Marital Status	
11	The Category to which you belong (SC/ST/OBC/GEN)	
12	Address for Correspondence (with Pin Code)	
13	Permanent Address (with Pin Code)	
14	Telephone No., Mobile No., E-mail Address	

17. Academic Qualifications:.....

18. Research Degree (s):

Degree(s)	Title of Dissertation/Thesis	Year of Award	University
M.Phil.			
Ph.D.			
Any Other			

19. Field (s) of Specialization:.....

20. Appointments held prior to joining Central University of Haryana:

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

21. Period of experience:

22. Details of Orientation and Refresher/Research Methodology Course attended:

Name of the Course	Place	Duration	Name of Academic Staff College/ Human Resource Development Centre	Sponsoring Agency

PART B

(Applicants are required to refer the relevant provisions of UGC Regulations, 2018 relating to PBAS Proforma before filling this section)

(PART-B of CAS Application Form for Promotion of Librarians in accordance with UGC (Minimum Qualifications for Appointments of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018)

Table-4 (Assessment Criteria and Methodology)

Activity 1: Regularity of attending library

Year	Working Days required	Working Days Actually Present	Work Done	% of days attended to the total number of days he/she is expected to attend	Grade	ANNEXURE NO.
90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory						

Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books

Year	Detail of Activity	Category*	Average Number of activities	Grading	ANNEXURE NO.
Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories * National level seminar/ workshop, state level seminar/ workshop, institution level seminar/ workshop					



Activity 3(A) : If library has a computerized database

Year	Number of Books and Journal in Library	Number of Books and Journal in computerized database	% of physical books and journals in computerized database	Grade	ANNEXURE NO.

Good – 100% of physical books and journals in computerized database.

Satisfactory – At least 99% of physical books and journals in computerized database.

Unsatisfactory – Not falling under good or satisfactory.

Activity 3(B) : If library does not have a computerized database

Year	Number of Books and Journal in Library	Number of Books and Journal in Catalogue database	% of physical books and journals in Catalogue database	Grade	ANNEXURE NO.

Good – 100% Catalogue database made up to date

Satisfactory- 90% catalogue database made up to date

Unsatisfactory - Catalogue database not upto mark.

Activity 4 : Checking inventory and extent of missing books

Year	Inventory Checked Performed with Date	Number of Books and Journal in Library	Number of Books missing	% of Missing Books	Grade	ANNEXURE NO.

Good : Checked inventory and missing book less than 0.5%

Satisfactory - Checked inventory and missing book less than 1%

Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.

Activity 5: Growth Activities

- (i) Digitisation of books database in institution having no computerized database.
- (ii) Promotion of library network.
- (iii) Systems in place for dissemination of information relating to books and other resources.
- (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.
- (v) Design and offer short-term courses for users.
- (vi) Publications of at least one research paper in UGC approved journals.

Year	Detail of Activity	Category*	Number of activities during Assessment Period	Grading	ANNEXURE NO.

Good : Involved in any two activities

Satisfactory : At least one activity

Not Satisfactory : Not involved/ undertaken any of the activities.

Summary of Assessment Criteria and Methodology:

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
Activity 1: Regularity of attending library						
Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books						
Activity 3(A) : If library has a computerized database or Activity 3(B) : If library does not have a computerized database						
Activity 4 : Checking inventory and extent of missing books						
Activity 5: Growth Activities						
Overall Grading						
Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.						
Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.						
Not satisfactory : If neither good nor satisfactory in overall grading.						

Part-C: Other Relevant Information:

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

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

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date.....

Place.....

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr.....has been working asin the department since..... The particulars given in this application have been checked and verified from the office records and are found to be correct.

Head of the Department

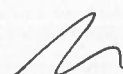
Endorsed by the Dean of the School

Observations/Recommendations of Director, IQAC:

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Assessment Criteria and Methodology for Librarians

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



4	Checking inventory and extent of missing books	<p>Good : Checked inventory and missing book less than 0.5%</p> <p>Satisfactory - Checked inventory and missing book less than 1%</p> <p>Unsatisfactory - Did not check inventory</p> <p>Or</p> <p>Checked inventory and missing books 1% or more.</p>
5	<p>(i) Digitisation of books database in institution having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for users.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good : Involved in any two activities</p> <p>Satisfactory : At least one activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.</p> <p>Not satisfactory: If neither good nor satisfactory in overall grading.</p>	

Note :

(1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.

(2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.

(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

Career Advancement Scheme (CAS) for Librarians

Note:

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

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

Eligibility:

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

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

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

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

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

Eligibility:

1) He/she has completed five years of service in that grade.

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

CAS Promotion Criteria:

An individual shall be promoted if:

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

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

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

CAS Promotion Criteria:

An individual shall be promoted if: i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and

ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

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

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years: (i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

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